

**PUBLIC MEETING NOTICE AND AGENDA
VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING**

**THURSDAY, OCTOBER 22, 2020
7:00 P.M.**



1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments
5. Items For Discussion and Consideration:
 - a) Consideration – Approval of the September 24, 2020 Village Board, October 8, 2020 Liquor Commission, and October 8, 2020 Village Board Meeting Minutes
 - b) Consideration – Approval of the October 22, 2020 Bill List in the amount of \$449,270.21
 - c) Consideration – An Ordinance Approving a Final Plat of Resubdivision to Resubdivide Lots 1 - 4 in the Final Plat of Donahue’s Subdivision, 11875 Mill Street
 - d) Consideration – A Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$96,500 for Design Engineering Services for Water Main Replacement
 - e) Consideration – Approval of Payout Request No. 1 to Visu-Sewer for the 2020 Sewer Televising and Lining Program in the amount of \$47,883.38
 - f) Consideration – Approval of Payout Request No. 1 (Final) to RoadSafe Traffic Systems, Inc. for the 2020 Paint Pavement Marking Program in the amount of \$33,520.90
 - g) Consideration – A Resolution Authorizing Submittal of a Project Application to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) for the Kreutzer Road Realignment project
6. FY21 Budget Workshop No.2: Review of Proposed Department Capital Requests, 5-Year Capital Improvement Plan and Fleet Inventory and Maintenance Evaluation Process
7. Village Attorney’s Report
8. Interim Village Manager’s Report
9. Village President’s Report

10. Unfinished Business

11. New Business

12. Executive Session

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Security Procedures

13. Possible action on any Closed Session Item

14. Adjournment

MEETING LOCATION
Village of Huntley Municipal Complex
10987 Main Street
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Lisa Armour, Interim Village Manager at 847-515-5200. The Village Board Room is handicap accessible.



Lisa Armour, Interim Village Manager

Agenda Item: **Consideration – Approval of the September 24, 2020 Village Board, October 8, 2020 Liquor Commission, and October 8, 2020 Village Board Meeting Minutes**

Department: **Village Manager’s Office**

Introduction

The following meeting minutes are presented for Village Board approval:

- September 24, 2020 Village Board
- October 8, 2020 Liquor Commission
- October 8, 2020 Village Board

Action Requested

A motion of the Village Board to approve the September 24, 2020 Village Board, October 8, 2020 Liquor Commission, and October 8, 2020 Village Board Meeting Minutes.

**VILLAGE OF HUNTLEY
VILLAGE BOARD
September 24, 2020
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, September 24, 2020 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Interim Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Human Resources Manager Chrissy Hoover, and Village Attorney John Cowlin.

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

SPECIAL PRESENTATION:

- a) Proclamation: AVM Awareness Month

Mayor Sass read the following proclamation:

WHEREAS, an arteriovenous malformation (AVM) is a complex tangle of arteries and veins that bypasses normal brain tissue and directly diverts blood from the arteries to the veins, potentially resulting in devastating ruptures, seizures or death; and

WHEREAS, an estimated 18 in 100,000 people in the United States have an AVM in the brain; and

WHEREAS, approximately 10-58% of AVM patients have various kinds of aneurysms, and is at risk for bleeding or rupture resulting in possible brain damage or long term disability; and

WHEREAS, 50% of AVM patients present as sudden hemorrhage, bleeding in the brain, or a form of stroke; and

WHEREAS, access to accurate information, expertise, and community to support survivors, caregivers, families, and friends in making educated decisions about treatment and coping can make a critical difference in minimizing risks and increasing the quality of life for those affected; and

WHEREAS, more research is needed to determine the causes, discover better treatment options, and find a cure for AVM. Increased public awareness is necessary so that individuals are better able to recognize symptoms and understand available resources and options.

NOW, THEREFORE, on behalf of the Village Board of Trustees, I Charles H. Sass, Village President do hereby proclaim October 2020 as **AVM AWARENESS MONTH** in the Village of Huntley and encourage all citizens to raise awareness of Aneurysms and AVMs and support efforts being made to help those affected by these brain conditions.

PUBLIC COMMENTS:

Interim Village Manager Lisa Armour read a public comment which was sent via e-mail to the Village:

Jim Thomas, 11780 Windsor Drive: 1) I never heard the response to my question about 2 IL-47 crossings, from Del Webb Sun City, to allow golf cart access to the Jewel-Osco and Walmart areas. What are the plans? (I have a handicapped hanging tag, if I use that would I be allowed to cross?); 2) I have noticed several dead trees and many overhanging branches on Princeton and Regency Pkwy. Who is responsible to take care of this? 3) Is there any update on the passenger rail travel through Huntley on to Galena? Thank you for your consideration.

Interim Village Manager Armour stated that she did speak with Mr. Thomas regarding golf carts crossing Route 47 prior to the September 10 Village Board Meeting and will respond regarding his other questions presented in this e-mail.

There were no other public comments.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the September 10, 2020 Village Board Meeting Minutes

Mayor Sass reported that everyone was in attendance at the September 10th meeting and asked if the Village Board had any comments or changes; there were none.

A MOTION was made to approve the September 10, 2020 Village Board Meeting Minutes

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

- b) Consideration – Approval of the September 24, 2020 Bill List in the amount of \$472,070.24

Mayor Sass reported that \$110,446.00 (or 24%) of the total bill list is attributable to the payment of development impact fees to other taxing bodies (\$70,466.00), payment to Dahme Mechanical Industries for RAS Pumps & Valve work at the Huntley East WWTP (\$15,000) and payment to Mad Bomber Fireworks Productions for the Independence Day Fireworks Display (\$25,000.00).

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

A MOTION was made to approve the September 24, 2020 Bill List in the amount of \$472,070.24.

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

c) Consideration – An Ordinance Granting Relief for Wall Signage for Goodfella’s Beef, 10980 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that this petition was discussed at the August 13, 2020 Village Board meeting and continued to a future date. Mr. Skala explained his desire to utilize two signs for the expanded Goodfella’s business and stated at the meeting that he would be interested in changing the proposed artwork on the design of the second sign, while maintaining the current Goodfella’s Beef sign as a separate sign. Two alternate sign options which identify the addition of gaming to the business are attached for Village Board review.

The following information was presented to the Village Board on August 13, 2020.

Introduction

In August 2019, ordinances were approved to allow a Class “A” Liquor License and a Video Gaming License Location to SMDMF LLC – Goodfella’s (Goodfella’s), 10980 Route 47. The petitioner is currently expanding Goodfella’s to include the storefront to the south, which was formerly occupied by Honey Fluff Donuts. The expansion combines the two tenant spaces into one space to accommodate the addition of a video gaming area and added dine-in seating.

Staff Analysis

Wall Signs

The petitioner recently requested a sign permit to modify the signage for Goodfella’s Beef. The submittal proposes one 32 square feet “Goodfella’s Gaming” wall sign, and one 32 square feet “Goodfella’s Beef” wall sign. The petitioner proposes to use the existing wall sign boxes for Honey Fluff Donuts and Goodfella’s Beef and only change the sign faces.

Section 156.123 (A) (C) (D) of the Sign Code allows one wall sign per tenant, and allows one square foot of wall signage for each lineal foot of frontage for the tenant space. The lineal frontage for the Goodfella’s tenant space is 43 lineal feet, which would allow one 43 square feet sign on the façade. Relief is required to allow for two wall signs measuring 32 square feet each, for a total of 64 square feet.

If the Village Board does not approve the requested relief for a second wall sign, the unused wall sign would need to be removed in accordance with Section 156.118 (P) of the Sign Code, which requires any sign which advertises a business no longer being conducted (Honey Fluff Donuts) to be removed by the owner, agent, or person having the beneficial use of the building within 15 days after notification from the Building Code Official.

Pylon Sign

Goodfella’s is also proposing to use two sign panels on the pylon sign along Route 47. This includes one “Goodfella’s Gaming” name plate and the current “Goodfella’s Beef” name plate. The Sign Code does not regulate the number of sign panels that could be used on a monument sign.

Required Relief

The proposed site plan requires the following relief:

1. Section 156.123 (A) (C) (D) of the Sign Code allows one wall sign per tenant, and allows one square foot of wall signage for each lineal foot of frontage for the tenant space. Goodfella’s frontage measures 43 lineal feet, which would allow one 43 square feet sign on the façade. Relief is required

to allow for two wall signs measuring 32 square feet each, for a total of 64 square feet.

Staff recommends the following conditions should the Village Board approve the relief for two wall signs:

- 1) No sign permits are approved as part of this submittal. Sign permits must be applied for with the Development Services Department.

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

Mayor Sass asked if the Village Board had any comments or questions

Trustees Leopold, Goldman, Piwko and Hoeft stated that they preferred Option 1.

Trustee Goldman questioned as to whether it would be misleading to have the new sign over the restaurant portion. Mr. Skala reported that the setup has been switched and the restaurant is in the former donut shop as the kitchen is larger.

Trustee Kanakaris stated that he does not like either option. Mr. Skala explained that he followed the direction he received from the Village Board at the August meeting.

Trustee Westberg stated that the word “gaming” is too big on both options but if he had to choose, he would choose option #1.

Trustee Hoeft asked if he could change the size of the font and make the word “gaming” smaller.

Trustee Westberg stated that he would like the font to match that of the original Goodfellas sign.

Trustee Kanakaris asked if the buildout was completed; Mr. Skala stated that both sides will be completed by the end of October.

Trustee Goldman asked if he could make a new Goodfella’s sign so they would match.

Trustee Hoeft suggested increasing the size of the font for hot dogs and burgers and decrease the size of “gaming”. Mr. Skala stated that he would remove the word beef as it is already on the original sign to increase the size of the size of the others and decrease the font size for gaming.

Trustee Leopold stated that he agreed that making the same font size for all words would work.

There were no other comments or questions.

A MOTION was made to approve an Ordinance Granting Relief for Wall Signage for SMDMF LLC – Goodfella’s at 10980 Route 47 with modification that the font was the same size for all the words on the sign.

MOTION: Trustee Leopold

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Leopold, Piwko, and Westberg

NAYS: Trustee Kanakaris

ABSENT: None

The motion carried: 5-1-0

d) Consideration – A Resolution Approving the Bid Award to Alliance Contractors, Inc. for the Brier Hill Road Culvert Replacement

Director of Public Works and Engineering Timothy Farrell reported that this summer, Public Works and Engineering (PWE) staff discovered a concrete culvert end wall failure on the Village owned and maintained section of Brier Hill Road. The end wall failure was most likely caused by old age and decades of erosion. During the inspection, PWE discovered that the concrete culvert is starting to fail under the roadway as well. A location exhibit and pictures are included in the staff report for reference.

In the interest of public safety, PWE has placed two, 8 ft. x 20 ft. steel plates on the roadway to span beyond the culvert to carry traffic in the event of an unexpected catastrophic culvert failure. Warning signage and barricades are also in place. To slow the process of any additional erosion prior to the full culvert replacement, PWE has also placed concrete blocks in the upstream channel at the culvert headwall.

PWE and Christopher B. Burke Engineering, Ltd. (CBBEL) solicited a representative from a nationally renowned bridge and culvert products company to offer an assessment for the potential to line the culvert as a possible temporary or semi-permanent repair. After an on-site evaluation, it was concluded that the culvert could not be easily or cost-effectively lined and therefore warrants full replacement. On Thursday, June 25, 2020, the Village Board approved an Engineering Services proposal with CBBEL for the Brier Hill Road Culvert Replacement.

On Wednesday, September 9, 2020, the Village received bids from seven (7) contractors for the Brier Hill Road Culvert Replacement. The bid results are summarized as follows:

Company Name	Bid Amount
<i>Engineer's Estimate</i>	<i>\$146,850.00</i>
Alliance Contractors, Inc.	\$121,534.00
H. Linden & Sons Sewer & Water, Inc.	\$126,885.00
Copenhaver Construction, Inc.	\$148,200.00
Bolder Contractors	\$148,725.00
Martam Construction, Inc.	\$157,876.00
Berger Excavating Contractors, Inc.	\$169,082.00
Mauro Sewer Construction Inc.	\$188,910.00

Staff Analysis

The bids have been reviewed by Staff and consulting engineer, Christopher B. Burke Engineering, Ltd (CBBEL). The lowest responsive, responsible bidder for the Brier Hill Road Culvert Replacement is Alliance Contractors, Inc. in the Bid amount of \$121,534.00. All is in order to award the bid to Alliance Contractors, Inc.

Work is anticipated to start on or before October 5, 2020 and be completed by the end of October, weather dependent. Traffic will be detoured along Countryview Boulevard/Copperwynd Road, Hemmer Road, and Harmony Road (County Road A49) for the duration of the project.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The Brier Hill Culvert Replacement Project was not expected and therefore not identified in the FY20 Budget. However, due to favorable project bids, mainly from the Street Improvement Program, staff anticipates adequate funding available in the FY20 Street Improvement and Roads & Bridges Fund, 420-00-00-8001. Staff will report back to the Village Board at a later date should a budget amendment be necessary.

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

A MOTION was made to approve a Resolution Approving the Bid Award to Alliance Contractors, Inc. in the bid amount of \$121,534.00 for the Brier Hill Road Culvert Replacement.

MOTION: Trustee Hoeft

SECOND: Trustee Westberg

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – A Resolution Authorizing the Year 2 Bid Extension to Langton Group for Cul-De-Sac Snow and Ice Control Services

Director of Public Works and Engineering Timothy Farrell reported that the Village's roadway network consists of 15 snow routes totaling just over 130 centerline miles with 173 cul-de-sacs. The snow and ice control operation has been such that Public Works staff works up to the first 16 hours of a storm event and then has 8 hours of rest to re-establish concentration and alertness required for safe and effective snow plowing. During the rest hours of first shift full time staff, part-time seasonal drivers along with a small group of remaining full time staff not used in the first shift would be deployed to maintain passable roadway conditions. For some events, this operational strategy can be effective. However, for above average snowfall accumulation and long duration events, it can be challenging to keep pace at current staffing and equipment levels. Also, soliciting an adequate number of qualified seasonal drivers along with the task of organizing the drivers for any given event has been problematic and resource intensive. Utilizing the assistance of a private contractor is intended to enhance operations and improve service levels.

On August 8, 2019, the Village received bids from two contractors for Roadway Snow and Ice Control Services. All 173 cul-de-sacs were included as a separate bid item. Based on the performance of the contractor and at the discretion of the Village, the bids allow for an annual contract extensions for two additional seasons.

The cul-de-sacs are very resource intensive in terms of time required to fully clear and the hard use on the fleet equipment. Public Works staff would continue to make the initial opening pass through each cul-de-sac. However, utilizing a contractor to fully clear and pile snow for all 173 cul-de-sacs would free up staff resources to be allocated to other routes for enhanced performance and will keep the highest service levels possible on the more heavily traveled roadways.

The lowest responsive, responsible bidder for the Cul-De-Sac Snow and Ice Control Services is Langton Group. The bid provides for the following:

- Year 1 (2019/2020 Season): 10 events of 2"-5" snowfall at a price of \$63,402.30 and 2 events of 5"-9" of snowfall at a price of \$19,020.96.

- Year 2 (2020/2021 Season): 10 events of 2”-5” snowfall at a price of \$65,304.30 and 2 events of 5”-9” of snowfall at a price of \$19,591.56 (3% Increase).

Staff Analysis

On Thursday, September 12, 2019, the Village Board approved the Year 1 Bid award for the Cul-De-Sac Snow and Ice Control Services to Langton Group. Based on acceptable performance for the Year 1 services, all is in order for consideration to approve the Year 2 Bid extension to Langton Group.

The contract may be cancelled by the Village in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms. The Village of Huntley reserves the right to terminate the service at any time during the term of the contract upon 30 business days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village, shall constitute contract default.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a strategic priority and “Continue to balance and evaluate the use of full-time, part-time and contractual arrangements to provide services to Village residents” as an objective.

Financial Impact

If approved, the FY21 Budget (Year 2) will include funds for Contract Snow and Ice Control in the Streets, Utilities & Fleet Contractual Services Fund, 100-60-61-6375.

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

A MOTION was made to approve a Resolution Authorizing the Year 2 Bid Extension to Langton Group for Cul-De-Sac Snow and Ice Control Services.

MOTION: Trustee Goldman

SECOND: Trustee Piwko

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- f) Consideration – A Resolution Authorizing the Year 2 Bid Extension to Langton Group for Roadway Snow and Ice Control Services

Director of Public Works and Engineering Timothy Farrell reported that the Village’s roadway network consists of 15 snow routes totaling just over 130 centerline miles with 173 cul-de-sacs. The snow and ice control operation has been such that Public Works staff works up to the first 16 hours of a storm event and then has 8 hours of rest to re-establish concentration and alertness required for safe and effective snow plowing. During the rest hours of first shift full time staff, part-time seasonal drivers along with a small group of remaining full time staff not used in the first shift would be deployed to maintain passable roadway conditions. For some events, this operational strategy can be effective. However, for above average snowfall accumulation and long duration events, it can be challenging to keep pace at current staffing and equipment levels. Also, soliciting an adequate number of qualified seasonal drivers along with the task of organizing the drivers for any given event has been problematic and resource intensive. Utilizing the assistance of a private contractor is intended to enhance operations and improve service levels.

On August 8, 2019, the Village received bids from two contractors for Roadway Snow and Ice Control Services. All three (3) mainline routes were included as a separate bid item. Based on the performance of the contractor and at the discretion of the Village, the bids allow for an annual contract extensions for two additional seasons.

The mainline routes are generally identified below and in the attached exhibits:

- Area 1, Route 1 – S. Union Road, Ackman Road, Talamore Blvd, Founders Field Blvd, Reed Road, Vine Street, Noah Avenue, Joan Avenue and Haligus Road from Main Street north
- Area 2, Route 1 – Main Street, Kreutzer Road, Haligus Road from Main Street south, Huntley-Dundee Road, Smith Drive area, Regency Parkway, and Powers Road
- Area 3, Route 1 – Hemmer Road, Del Webb Blvd, Countryview Blvd, Sun City Blvd, Clanyard Road, Jim Dhamer Drive, Freeman Road, Auto Mall Drive, and Manning Road

Utilizing a contractor for the three mainline routes frees up staff resources to be allocated to other routes for enhanced performance and will keep the highest service levels possible on the most heavily traveled roadways. The contractor would be responsible for providing a tandem-axle six-wheeler dump truck to include a front snow plow, bulk salt spreader, liquid pre-wetting system, fuel and a driver.

The lowest responsive, responsible bidder for Roadway Snow and Ice Control Services is Langton Group. The bid provides for the following:

- Guaranteed minimum price to be paid to Langton for all three mainline routes:
 - Year 1 (2019/2020 Season): \$75,000
 - Year 2 (2020/2021 Season): \$77,250 (3% Increase)

The guaranteed minimum price enables the contractor to commit upfront the required equipment and staffing levels to service the Village.

- Rate per mainline route for actual time spent over and above the guaranteed minimum:
 - Year 1 (2019/2020 Season): \$187.50/Hour
 - Year 2 (2020/2021 Season): \$193.13/Hour (3% Increase)

The total estimated cost for snow and ice control services on all three mainline routes for a snow season based on the bid is approximately \$80,000.

Staff Analysis

On Thursday, September 12, 2019, the Village Board approved the Year 1 Bid award for the Roadway Snow and Ice Control Services to Langton Group. Based on acceptable performance for the Year 1 services, all is in order for consideration to approve the Year 2 Bid extension to Langton Group.

The contract may be cancelled by the Village in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms. The Village of Huntley reserves the right to terminate the service at any time during the term of the contract upon 30 business days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village, shall constitute contract default.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a strategic priority and “Continue to balance and evaluate the use of full-time, part-time and contractual arrangements to provide services to Village residents” as an objective.

Financial Impact

If approved, the FY21 Budget (Year 2) will include funds for Contract Snow and Ice Control in the Streets, Utilities and Fleet Contractual Services Fund, 100-60-61-6375.

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

Trustee Leopold asked if the company was called out at or after 2” of snow. Director Farrell reported that it is coordinated with the snow forecast. Trustee Leopold asked if the pre-wetting solution is still being used; Director Farrell stated yes that it was.

There were no other comments or questions.

A MOTION was made to approve a Resolution Authorizing the Year 2 Bid Extension to Langton Group for Roadway Snow and Ice Control Services.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

AYES: Trustees: Goldman, Hoefft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- g) Consideration – A Resolution Authorizing the Year 2 Bid Extension to Greve Construction, Inc. for Downtown Area and Municipal Complex Snow and Ice Control Services

Director of Public Works and Engineering Timothy Farrell reported that prior to the 2016/2017 winter season, the Building and Grounds Division of Public Works and Engineering was responsible for snow and ice control in the downtown area and at the Municipal Complex while the remaining Public Works staff concentrated on snow and ice control efforts within the Village roadway network. The design elements in the downtown such as parking lots, sidewalks, brick pavers, planters, ornaments, and traffic calming features require significant staffing resources for snow removal and compatible equipment with some handwork involved. In addition, there is a significant amount of work required at the Municipal Complex to keep the grounds safe and accessible for the general public and employees. For the past four seasons, the Village has contracted snow and ice control services in these areas. Continuing with the contract services approach, on August 9, 2019, the Village received bids from three contractors for Downtown Area and Municipal Complex Snow and Ice Control Services. Based on performance and at the discretion of the Village, the bids allow for an annual contract extension for two additional seasons.

The Contractor will be responsible for providing general Snow and Ice Control Services as identified in the bid specifications for the following designated areas and as shown in the attached exhibits:

- i) Downtown Roadways
- ii) Downtown Parking Lots and Alley
- iii) Downtown Sidewalks and Brick Pavers including Square
- iv) McHenry County Visitor Center Parking Lot and Sidewalk

v) Municipal Center Parking Lot and Sidewalk

Designated downtown roadways include Coral Street between Route 47 and Church Street; The frontage road that parallels Route 47 north of Coral Street; Main Street between Route 47 and Church Street; Dwyer Street between Coral Street and Main Street; 1st Street between Woodstock Street and Church Street; Woodstock Street between 1st Street and Main Street; and Church Street between the on-street parallel parking area north of 1st Street and the alley south of Main Street. Village Public Works staff shall be responsible for salting the designated roadways and parking lots.

The lowest responsive, responsible bidder for Downtown Area and Municipal Complex Snow and Ice Control is Greve Construction, Inc. The total estimated cost for snow and ice control services in the Downtown Area and Municipal Complex for a snow season based on the bid is approximately \$115,000.

Staff Analysis

On Thursday, September 12, 2019, the Village Board approved the Year 1 Bid award for the Downtown Area and MC Snow and Ice Control Services to Greve Construction, Inc. Based on acceptable performance for the Year 1 services, all is in order for consideration to approve the Year 2 Bid extension to Greve Construction, Inc.

The contract may be cancelled by the Village in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms. The Village of Huntley reserves the right to terminate the service at any time during the term of the contract upon ten business days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village, shall constitute contract default.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Continue to balance and evaluate the use of full-time, part-time, and contractual arrangements to provide services to Village residents” as an objective.

Financial Impact

If approved, the FY21 Budget (Year 2) will include funds for Contract Snow and Ice Control in the Streets, Utilities & Fleet Contractual Services Fund, 100-60-61-6375.

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

A MOTION was made to approve a Resolution Authorizing the Year 2 Bid Extension to Greve Construction, Inc. for Downtown Area and Municipal Complex Snow and Ice Control Services.

MOTION: Trustee Piwko

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

h) Consideration – A Resolution Authorizing Expenditure of Funds for the Purchase of Information Technology Support Services

Interim Village Manager Lisa Armour reported that the Village Board approved a Master Contract and 2020 Task Order with Advanced Business Networks (ABN) on December 19, 2019 for the provision of supplementary information technology services. ABN assistance is provided via two ABN employees that are on-site for a total of 16 hours per week (“support hours”) as well as off-site monitoring and management of the Village’s network infrastructure (“project hours”).

Staff Analysis

ABN provides a 20% discount by purchasing blocks of pre-paid project hours over 300 hours and a 33% discount by purchasing support hours. In January, the Village Board approved a resolution authorizing the purchase of an initial block of 350 project hours at a cost of \$42,000 and 416 support hours (six months) at a cost of \$41,600 for FY20. Staff is seeking authorization at this time to purchase an additional 350 project hours at a cost of \$42,000. Project hours and support hours do not have an expiration date and if not used during FY20 could be carried over to FY21.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation through Technology* as a priority and “continually monitor network security system to protect against cyber attack” as an objective.

Financial Impact

The total cost for these services was budgeted for in the FY20 Budget.

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

Trustee Leopold asked what duties they performed. Interim Village Manager Armour reported that the purchase of project hours included: server upgrades, managing e-mails, virus protection, upgrading the computers in police vehicles and other duties as necessary.

There were no other comments or questions.

A MOTION was made to approve a Resolution Authorizing Expenditure of Funds for the Purchase of Information Technology Support Services.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

i) Consideration – An Ordinance Extending a Temporary Outdoor Dining Program to Facilitate Phased Re-Opening of Restaurant Businesses During the Covid-19 Pandemic

Interim Village Manager Lisa Armour reported that on May 28th, the Village Board approved Ordinance (O)2020-05.39 Establishing a Temporary Outdoor Dining Program to Facilitate Phased Re-Opening of Restaurant Businesses During the Covid-19 Pandemic. Per the ordinance, the program is in effect through

November 30, 2020. Given the continuing status of the pandemic and restrictions on indoor dining, the program is proposed for extension through April 30, 2021.

Staff Analysis

The permit program would continue as originally approved in May. If the program is extended as proposed, staff will follow up with all current permit holders to update permits.

Legal Analysis

None required. The original ordinance establishing the Temporary Outdoor Dining Program was revised to reflect the new end date of April 30, 2021.

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

Trustee Leopold reported that as he passed by the Square on the way to the meeting almost every table was filled.

There were no other comments or questions.

A MOTION was made to approve an Ordinance Extending a Temporary Outdoor Dining Program to Facilitate Phased Re-Opening of Restaurant Businesses During the Covid-19 Pandemic.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- j) Consideration – A Resolution Temporarily Permitting Consumption of Alcoholic Beverages in Designated Outdoor Public Spaces, Subject to Certain Limitations

Interim Village Manager Lisa Armour reported that on May 28th, the Village Board approved Resolution (R)2020-05.46 Temporarily Permitting Consumption of Alcoholic Beverages in Designated Outdoor Public Spaces, Subject to Certain Limitations due to the Covid-19 Pandemic and associated restrictions on indoor dining. The designated spaces are the Town Square and the municipal parking lots behind Parkside Pub and BBQ King.

Staff Analysis

In order to allow for alcohol consumption on public property, it is necessary to continue the temporary suspension of enforcement of Section 110.14 of the Liquor Code in certain designated outdoor public spaces within the Village's downtown. These spaces have been identified as the Town Square (Designated Public Space A), the Main Street municipal lot (Designated Public Space B), and the First Street municipal lot (Designated Public Space C).

Key elements of the resolution to temporarily permit consumption of alcoholic beverages in designated outdoor public spaces include:

- (a) Open containers of alcohol may not be carried into or out of the Designated Public Space A.
- (b) Alcohol may be served by BASSET trained employees in Designated Public Space B or C.

- (c) Possession of open containers and consumption of alcoholic beverages within the Designated Public Space A shall be permitted only between the hours of 11:00 a.m. and 9:00 p.m. and between the hours of 11:00 a.m. and 10:00 p.m. in Designated Public Spaces B and C.

Legal Analysis

None required. The original resolution temporarily permitting consumption of alcoholic beverages in designated outdoor public spaces was revised to reflect the new end date of April 30, 2021.

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

A MOTION was made to approve a Resolution Temporarily Permitting Consumption of Alcoholic Beverages in Designated Outdoor Public Spaces, Subject to Certain Limitations.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

VILLAGE ATTORNEY'S REPORT: None

INTERIM VILLAGE MANAGER'S REPORT:

Trustee Leopold noted that he was told that there were only about 75 cars in the Deicke Park parking lot for the fireworks show and suggested that maybe this should be discussed for future fireworks shows. Trustee Leopold mentioned that he was playing golf and three (3) people came up to him unsolicited and told him how much they enjoyed the fireworks show from their homes. Interim Village Manager Armour stated for this year, the purpose of shooting off the fireworks higher was so that people could watch them off site as well in order to maintain social distancing. Interim Village Manager Armour reported that this year was not a typical year as they were not held on July 4th and held as a drive-in only; the number that was reported by the Police Department was higher. Trustee Hoeft stated that he was in attendance and the parking lot was full.

VILLAGE PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers

- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes

A MOTION was made at 7:40 p.m. to Enter into Executive Session for: a) Probable or Imminent Litigation and Pending Litigation; b) Contractual; d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley; and, e) Collective Bargaining.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Interim Village Manager Armour reported that Executive Session would be held inside the Board Room in order to maintain social distancing and that there will be no action taken on any of the items after Executive Session. The public then exited the Board Room.

A MOTION was made at 8:09 p.m. to Exit Executive Session.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

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 8:10 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary

**VILLAGE OF HUNTLEY
LIQUOR COMMISSION HEARING
October 8, 2020
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Huntley Liquor Commission was called to order on Thursday, October 8, 2020 at 6:30 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Chairman Charles H. Sass; Commissioners: Ronda Goldman, Timothy Hoeft, Niko Kanakaris, Harry Leopold, John Piwko, and JR Westberg.

ABSENT: None

IN ATTENDANCE: Interim Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Human Resources Manager Chrissy Hoover, and Village Attorney John Cowlin.

PUBLIC COMMENTS: None

ITEMS FOR CONSIDERATION:

- A. Consideration – An Ordinance Amending the Huntley Code of Ordinances – Business Regulations, Alcoholic Beverages Chapter 110 Section 110.24 – Limitation on Licenses – Adding one Class “D” License – Liquor Control Ordinance

Chairman Sass reported that the Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

Staff Analysis

Consideration is being requested to amend the Liquor Control Ordinance to make available 10 Class “D” licenses instead of 9 in order to provide for the application from American Drug Stores, LLC d/b/a Osco Drug #3198; 10090 Route 47. The application has been reviewed by Staff and all is in order for consideration.

The Class “D” license shall permit the retail sale of alcoholic liquor in sealed packages but not for consumption on the premises where sold. Listed below are the current licensed establishments with a Class “D” license:

1. Aldi
2. Armanetti’s
3. Best Price Tobacco & Gifts
4. Huntley Food & Liquor
5. Jewel /Osco
6. Route 47 Liquors
7. Walgreens; Princeton Drive
8. Walgreens; Reed Road
9. Walmart

Financial Impact

The fee for a yearly Class “D” License is \$1,500.00.

Legal Analysis

Section 110.24 of the Village Code of Ordinances limits the number of available licenses in each class. There is no available Class “D” license; therefore, if the Liquor Commission elects to issue a license to American Drug Stores, LLC d/b/a Osco Drug #3198 the Commission must create one additional Class “D” license.

Chairman Sass asked if the Commission had any comments or questions; there were none.

A MOTION was made to approve an Ordinance Amending the Huntley Code of Ordinances – Business Regulations, Alcoholic Beverages, Chapter 110, Section 110.24 – Limitation on Licenses, Adding One Class “D” License – Liquor Control Ordinance.

MOTION: Commissioner Leopold

SECOND: Commissioner Goldman

AYES: Commissioners: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The Motion Carried: 6-0-0

B. Consideration – An Ordinance Approving the Issuance of a Class “D” Liquor License to American Drug Stores, LLC d/b/a Osco Drug #3198; 10090 Route 47

Chairman Sass reported that the Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

Staff Analysis

In February 2018, the Village Board approved the Final Plat of Subdivision and Final Planned Unit Development to accommodate a Jewel-Osco (Jewel) store on Lot 1 of the Rosati’s Subdivision. Jewel currently operates a store on Route 47 in the Village Green Subdivision and will now be opening their new store near the corner of Reed Road and Route 47 in Reeds Corner. Jewel is anticipating opening the store in mid-November.

The Village is in receipt of an application from Jewel for a Class “D” liquor license. As part of the application process, the following items are required to be submitted:

- Signed and notarized Application with Affidavit **Submitted**
- Payment of \$1,500 **Submitted**
- Applicant Profile Information **Submitted**
- Registered Agent Profile Information **Submitted**
- Current Articles of Incorporation **Submitted**
- Current Lease / Deed **Submitted**
- Certificate of Insurance including Best Policy Rating **Submitted**
- Surety Bond **Submitted**
- State Liquor License

- BASSET training information for employees (***Must be submitted within 90 days of opening***)
- Economic Interest Disclosure Form - ***Submitted***

Jewel also intends on providing tastings on the weekends throughout December in 2020, which is allowed with a Class “D” license.

All documents required have been submitted with the exception of the State Liquor License and the BASSET certification information. The BASSET information must be submitted within 90 days of opening. It is not uncommon to be waiting on the State’s approval while requesting approval from the local Liquor Commission. The Liquor Commission can approve the Class “D” liquor license with the condition of approval being that Jewel must provide a certified copy (proof) that they obtained a State Liquor License before the Village’s liquor license becomes effective.

Financial Impact

The annual fee of \$1,500 for the liquor license has been received and deposited to the Liquor License revenue line item 100-00-00-4320.

Legal Analysis

Section 110 of the Village Code of Ordinances regulates liquor sales in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages requirements.

Chairman Sass asked if the Commission had any comments or questions; there were none.

A MOTION was made to approve an Ordinance Approving the Issuance of a Class “D” Liquor License to American Drug Stores, LLC d/b/a/ Osco Drug #3198; 10090 Route 47 subject to the following condition of approval:

- 1. Petitioner must show proof of the State of Illinois Liquor Licenses before the Village of Huntley Class “D” Liquor License becomes effective.**

MOTION: Commissioner Leopold

SECOND: Commissioner Piwko

AYES: Commissioners: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The Motion Carried: 6-0-0

EXECUTIVE SESSION: None

POSSIBLE ACTION ON ANY CLOSED SESSION ITEMS: None

OTHER BUSINESS: None

ADJOURNMENT:

There being no further business to discuss, a MOTION was made to adjourn the hearing at 6:31p.m.

MOTION: Commissioner Piwko

SECOND: Commissioner Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary

DRAFT

**VILLAGE OF HUNTLEY
VILLAGE BOARD
October 8, 2020
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, October 8, 2020 at 6:32 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Interim Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Director of Finance Cathy Haley, Human Resources Manager Chrissy Hoover, and Village Attorney John Cowlin.

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

EXECUTIVE SESSION:

A MOTION was made at 6:32 p.m. to Enter into Executive Session for i) Security Procedures

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

The Village Board exited the Board Room to go to the Emergency Operations Center (EOC).

Mayor Sass called the Village Board meeting back in session at 6:50 p.m.

SPECIAL PRESENTATION:

Chief Porter presented Ian Watson with a Citizen Life Saving Award for saving the life of his three year old neighbor. Chief Porter described the situation that took place and how Ian saved his neighbor's life.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the October 8, 2020 Bill List in the amount of \$203,799.77

Mayor Sass reported that \$54,375.00 (or 27%) of the total bill list is attributable to the payment of 350 Support Hours to Advanced Business Networks, Inc. (\$42,000.00) and payment for Cyber Security Training to Sentinel Technologies Inc. (\$12,375.00).

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

A MOTION was made to approve the October 8, 2020 Bill List in the amount of \$203,799.77.

MOTION: Trustee Westberg

SECOND: Trustee Piwko

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- b) Consideration – An Ordinance Approving the Issuance of a Class “A” Accessory Use Tobacco License to American Drug Stores, LLC d/b/a Osco Drug #3198; 10090 Route 47

Mayor Sass reported that the Village of Huntley regulates the sale of tobacco and tobacco products in the Village through its Tobacco Control Ordinance, which provides for the issuance of certain classes of tobacco licenses and establishes the number of licenses available.

Staff Analysis

The Village is in receipt of a request for a Class “A” Accessory Use Tobacco license from American Drug Stores, LLC d/b/a/ Osco Drug #3198 (Jewel). Jewel is seeking approval, included on the Liquor Commission agenda, to include liquor sales in the new store opening in Reed’s Corner at 10090 Route 47. Jewel will offer a limited selection of tobacco and tobacco products at the service counter which would qualify as a Class “A” Accessory Use license.

A Class “A” Accessory Use Tobacco license offers tobacco products and/or tobacco paraphernalia for sale at retail but derives less than 30% of its gross revenue from the sale of tobacco products and tobacco paraphernalia. An amendment to the Code of Ordinances is not necessary to increase the number of available licenses. The Code allows for an unlimited number of Class “A” Accessory Use licenses; however, Village Board approval is required to issue the license.

As part of the application the following items are required to be submitted:

- Signed Application (*Submitted*)
- Economic Interest Disclosure Form (*Submitted*)
- Payment of \$200 for a Class “A” license (*Submitted*)
- BASSET or TIPS training information for employees (*Must be submitted within 90 days*)

Financial Impact

The annual fee of \$200 for a Class “A” Accessory Use Tobacco license has been received and deposited to the Tobacco License revenue line item 100-00-00-4322.

Legal Analysis

Section 120 of the Village Code of Ordinances regulates tobacco sales in the Village. The application has been reviewed and is in compliance.

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

A MOTION was made to approve an Ordinance Approving the Issuance of a Class “A” Accessory Use Tobacco License to American Drug Stores, LLC d/b/a Osco Drug #3198; 10090 Route 47.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- c) Consideration – An Ordinance Approving a Simplified Residential Zoning Variance for Front Yard Building Setback Relief in the “RE-1 PUD” Residential Estate District Planned Unit Development, 8965 Clinnin Lane

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner is requesting $\pm 1' - 9 \frac{7}{8}$ " of relief from the requisite 30-foot front yard building setback to accommodate the construction of $\pm 12' \times \pm 25'$ garage addition to the home located at 8965 Clinnin Lane. The property is zoned “RE-1 PUD” Residential Estate District Planned Unit Development. The Talamore Community Association reviewed the request for variance and has approved the project per their Covenants and pending final approval by the Village Board.

Staff Analysis

The proposed $\pm 12' \times \pm 25'$ garage addition on the side (south side) of the single-family residence will encroach $\pm 1' - 9 \frac{7}{8}$ " into the requisite 30-foot front yard building setback.

The petitioner has cited the fact their lot has an unusual shape and results in a curved building setback line, making it necessary to request zoning relief for the corner of their proposed garage addition. The petitioner explains that for constructability, the rear of the proposed garage addition needs to align with the existing garage and the curved front setback line restricts the depth of the proposed addition.

The single story garage addition will be constructed with all new materials to match the existing residence, and the roof shingles will match the existing roof. A third car concrete driveway will also be added and is designed to meet the Huntley Zoning Code.

Zoning Board of Appeals

The Zoning Board of Appeals reviewed the petitioner’s request at a public hearing on September 28, 2020, with no members of the public speaking in opposition to the request, the Zoning Board of Appeals unanimously recommended approval of the request by a vote of 7 to 0 subject to the following condition:

1. No building permits or Certificates of Occupancy are approved as part of the Simplified Residential Zoning Variation.
2. The petitioner will be required to submit an HOA approval letter when submitting building permit plans. *The condition has been met as the HOA approval letter was received on 09.29.20*

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

A MOTION was made to approve an Ordinance for a Simplified Residential Zoning Variation for a Garage Addition Encroaching into the Front Yard Building Setback at 8965 Clinnin Lane.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Consideration – An Ordinance Approving a Simplified Residential Zoning Variance for Side Yard Building Setback Relief in the “SF-2 (PDD)” Garden Residential – Planned Development District, 13058 Farm Hill Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioners are requesting ± 12 -feet of relief beyond the platted 30-foot south side building setback line to

accommodate the construction of a ±16' x ±50' home addition on the side (south side) of the single-family residence located at 13058 Farm Hill Drive. The property is zoned "SF-2 PDD" Garden Residential, Planned Development District. The Sun City Community Association reviewed the request for variance and has approved the project per their Covenants and pending final approval by the Village Board.

Staff Analysis

The proposed ±16' x ±50' home addition will encroach ±12-feet beyond the platted 30-foot south side platted building setback line.

Richard and Judy Scherer have cited the fact their lot has a 30' platted building south side yard setback line and does not allow the construction of the addition without the Village Board granting relief for a 12' variance. The petitioners also note that most surrounding homes have 7.5' platted side yard building setback line. If the variance is approved and the addition is constructed, the home will still have an 18' side yard (south) setback.

The single story home addition will be constructed with all new materials to match the existing residence, and the roof shingles will match the existing roof.

Zoning Board of Appeals

The Zoning Board of Appeals reviewed the petitioner's request at a public hearing on September 28, 2020, with no members of the public speaking in opposition to the request, the Zoning Board of Appeals unanimously recommended approval of the request by a vote of 7 to 0 subject to the following condition:

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

Director Nordman reported that the petitioners were in attendance to answer questions.

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

A MOTION was made to approve an Ordinance Approving a Simplified Residential Zoning Variation for a Home Addition Encroaching into the Platted 30-foot Side Yard Building Setback at 13058 Farm Hill Drive.

MOTION: Trustee Leopold

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – An Ordinance Amending Title III, Chapter 35 of the Huntley Code to Institute a Flat Rate Tax on the Privilege of Renting or Leasing Hotel Rooms

Interim Village Manager Lisa Armour reported that Title III, Chapter 35, Subchapter A of the Code currently imposes a hotel accommodations tax of 7% of the gross rental or leasing charge for rental or leasing of hotel accommodations within the Village limits. Pursuant to the Village's home rule powers, an additional flat-rate tax is proposed to be imposed upon the privilege of renting or leasing hotel rooms in the Village at a rate of \$3.00 per room per night.

Staff Analysis

The hotel accommodations tax and the flat-rate tax are administered and enforced at the local level. The owner, manager, or operator of hotel accommodations is required to file a sworn tax return on a monthly basis with the Village Treasurer and Village Clerk showing tax receipts received with respect to hotel

accommodation space rented or leased during the preceding monthly period, upon forms prescribed by the Village. The forms shall provide for separate accounting and reporting of the hotel accommodations tax and the hotel room tax. At the time of filing the tax return, the owner, manager, or operator of hotel accommodations shall pay to the Village all taxes due for the period to which the tax return applies.

Financial Impact

Per the first amendment to the Business Development Agreement with Woodstock Hotels, LLC, the flat-rate room tax of \$3.00 per night will be rebated to the developer of the Hampton Inn for years one through five of hotel occupancy and after year five, the Village Board is to discuss future rebate options.

Legal Analysis

An amendment to Village Code is required to impose the flat-rate room tax.

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

A MOTION was made to approve an Ordinance Amending Chapter 35 of the Huntley Code to Institute a Flat Rate Tax on the Privilege of Renting or Leasing Hotel Rooms.

MOTION: Trustee Piwko

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- f) Consideration – An Ordinance Authorizing the Approval and Execution of a First Amendment to a Business Development Agreement between the Village of Huntley and Woodstock Hotels, Inc. for a Hampton Inn

Interim Village Manager Lisa Armour reported that the Village Board approved Ordinance (O)2020-07.48 on July 23, 2020, authorizing approval and execution of a Business Development Agreement between the Village of Huntley and Woodstock Hotel, Inc. to assist with the development of a Hampton Inn on 3.7 acres of the former Home Depot site at Huntley Crossings Phase I. The project is anticipated to create 22 jobs and serve as a catalyst to attract other businesses in proximity to the hotel. Woodstock Hotel, Inc., operated by Hetan Patel, intends to spend approximately \$11,500,000.00 to construct a four-story, 100-room hotel.

The Business Development Agreement (BDA) currently provides for the following:

- Rebate of 85% of the Village's share of hotel accommodations tax, up to a maximum of \$2,500,000
- Rebate of 85% of the Village's portion of the property tax once fully assessed, up to a maximum of \$150,000
- Maximum rebate period of 15 years, or a total amount rebated of \$2,650,000
- Hotel to open for occupancy by December 31, 2021; if not, the Business Development Agreement may be terminated, but the Village Board would have the option to extend the date if warranted
- Any changes to the hotel brand during the agreement time period would require prior approval of the Village Board; this is to ensure that the quality of the project remains at the initial standard approved by the Board
- Any major changes to the development plans would require approval by the Village Board

Mr. Patel has provided documentation from his lender indicating additional funding of approximately \$300,000 over the first five years of occupancy for cash flow support to cover the stabilization period for the hotel must be addressed in order to finalize the loan for the project. The proposed amendment to the Business Development Agreement is projected to provide the additional funds as outlined below.

Staff Analysis

Increasing the rebated hotel accommodations tax revenue from 85% to 100% over the first five years of occupancy is projected to generate an additional estimated \$96,075. The proposed amendment makes this modification, with the revenue split reverting to 85%/15% in Year Six. Adding a flat room tax of \$3 per night would generate an additional \$267,000 for the same period. (This requires an ordinance implementing the new tax, which is included as a separate agenda item). The proposed amendment provides for this new tax to be rebated 100% to the developer for Years One through Five, with a provision that the owner and Village agree to review the Hotel Room Tax within 60 days after the end of Year 5 to determine any future rebates or revenue sharing. If the Owner desires to extend the rebate, the Owner shall make a request in writing to the Village prior to the end of the 60-day period documenting the need for continuation of the rebate. The Village may consider, but shall be under no obligation, to approve the request. The Village also reserves the right to repeal the Hotel Room Tax after Year 5. The maximum hotel tax to be rebated to the developer would be increased by \$300,000, to a total of \$2,800,000. The total maximum rebated taxes would be increased to \$2,950,000.

Financial Impact

The Village would be foregoing the projected \$96,075 over the first five years of occupancy. The flat room tax of \$3 per night would generate an additional \$267,000 for the same period.

Legal Analysis

The amended agreement has been prepared by Village legal counsel.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, “*Attract and Retain Businesses to Enhance Tax Base and Create New Jobs*” as a goal, and “*Secure a commitment for the construction of a hotel*” as an objective.

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

Trustee Leopold stated that he supports the amendment as the Village has been trying for 15 years to get a hotel.

There were no other comments or questions.

A MOTION was made to approve an Ordinance Authorizing the Approval and Execution of a First Amendment to a Business Development Agreement between the Village of Huntley and Woodstock Hotel, Inc. for a Hampton Inn.

MOTION: Trustee Leopold

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- g) Consideration – An Ordinance Approving an Amendment to Ordinance (O)2019-07.46 to Allow a Revised Site Plan, Building Elevations, and Landscape Plan for Extreme Clean Car Wash

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that on July 25, 2019, the Village Board approved Ordinance (O)2019-07.46 that approved a Special Use Permit for a Thorntons gasoline station, a Special Use Permit for the proposed car wash, preliminary/final plat of

subdivision, and site plan review for a Thorntons gasoline station and standalone car wash (now named Extreme Clean Car Wash). The Village Board later approved a revised sign plan for Thorntons and Extreme Clean Car Wash on June 25, 2020, which allowed Extreme Clean Car Wash to have its own ground sign and relocate the Thorntons ground sign from Lot 2 to Lot 1 to be closer to the intersection of Route 47 and Kreutzer Road (Ordinance (O)2020-06.43). The revised sign plan also allowed Extreme Clean Car Wash to add an additional wall sign.

The petitioner is now requesting to modify the approved site plan, building elevations, and landscape plan for Extreme Clean Car Wash. The petitioner has indicated the site plan change is requested in order to create a second row of parking spaces that will allow additional vacuums to better serve customers. The second row of parking has been created by shifting the building to the south thus creating additional space for the row of parking. The petitioner is also proposing to better separate the vehicles stacking for the car wash and the vacuum area by adding a landscaped median between the two areas. Previously, the median did not extend the full length of the stacking nor was it landscaped. Landscaping was also added along the south building elevation where none was previously proposed on the original landscape plan. The revisions improve traffic flow through the site.

The revised building elevations enhance the appearance of the building with an added pitched roof to the rear tower element and gooseneck light fixtures on all four building elevations. The awnings are also being changed from fabric to standing seam metal roofing which matches the roof on the tower elements. Other architectural materials (brick and stone) remain the same as approved on the original elevations.

Staff Analysis

Staff recommends the following conditions be applied should the Village Board approve the proposed modifications to the site plan, building elevations and landscape plan previously approved by Ordinance (O)2019-07.46:

1. In accordance with Zoning Ordinance parking stall and drive aisle dimension requirements, the width of the two-way drive aisle shall be increased to 25 feet and the depth of the parking stalls shall be increased to 19 feet (the parking stalls are already shown to be 10 feet in width in accordance with ordinance requirements).
2. The Landscape Plan shall be revised to replace the one Kentucky Coffee Tree with a difference species of tree and to replace the sixteen GroLow Sumac with a different species of shrub.
3. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
4. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
5. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.

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

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

A MOTION was made to approve an Ordinance Approving an Amendment to Ordinance (O)2019-07.46 to Allow a Revised Site Plan, Building Elevations, and Landscape Plan for Extreme Clean Car Wash.

MOTION: Trustee Piwko
SECOND: Trustee Leopold
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg
NAYS: None
ABSENT: None

The motion carried: 6-0-0

- h) Consideration – An Ordinance Approving a Special Use Permit and Any Necessary Relief for a Wendy’s Restaurant with a Drive-Through to be located at 13240 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Wendy’s restaurant is proposing to open in the vacant restaurant space in Drendel’s Corner, 13240 Route 47, which has been previously occupied by Denny’s and Culver’s. Wendy’s will utilize the existing drive-through and add directional arrows to the pavement and directional signage so that customers circulate around the gas pumps/canopy to avoid blocking parking spaces along the front of the building. The original site plan for the gas station and restaurant with a drive-through was approved by the Village Board on May 27, 1999.

The existing building footprint will not be altered for Wendy’s. Proposed façade changes include painting the existing roof dark bronze, new signage, painting the existing fascia red at the east and west gables, and adding EIFS as an accent material to a portion of the north façade.

Staff Analysis

Drive-Through Restaurant

A drive-through is required to provide adequate stacking distance for a minimum of ten (10) vehicles (Zoning Ordinance, Section 156.060 (D)(4)). The existing drive-through provides stacking for 11 vehicles (from the pick-up window to the start of the drive-through lane). Pavement markings and directional signage will be added to the site so that drive-through customers circulate around the gas pumps/canopy to avoid block parking spaces should stacking occur beyond the entrance of the drive-through lane.

Parking

The existing site provides 66 parking spaces for both the restaurant space and the gas station’s convenience store. At the time the site plan was approved in 1999 it was determined that 46 parking spaces were required for the restaurant (90 seats) and gas station. Wendy’s is proposing 88 seats, therefore, requiring no additional parking.

Signage

The proposed signage for the restaurant includes three wall signs and two ground signs. The proposed wall signs will be installed on the north, west, and east building elevations in the same locations as previous wall signs for Culver’s and Denny’s. The proposed signs on the north and west elevations will have an area of ±21.67 square feet and the sign on the east elevation will have an area of ±32.49 square feet.

The proposed ground signs include re-facing the existing monument sign with a “Wendy’s” sign panel and constructing a second ground sign closer to Route 47. The new ground sign is proposed to be constructed of brick to match the building with a stone cap. The sign will be 5’-4” in height and the Wendy’s sign face and logo will have an area of ±13.88 square feet. Relief is required to allow a second ground sign to be located on the property.

The two proposed directional signs for the drive-through will be installed in the same locations as the previous drive-through signage used for Culver’s. Each directional sign will have an area of ±2.16 square feet and brick base to match the building.

REQUIRED RELIEF

The following relief is required for the proposed plans:

1. The Sign Ordinance allows one ground sign per lot. The proposed Wendy's monument sign would be the second ground sign to be located on the lot, therefore requiring relief.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on September 28, 2020. With no members of the public offering comments in favor or opposition to the request, the Plan Commission recommended approval of the petition by a vote of 7 to 0, subject to the following conditions:

1. A landscape plan shall be submitted for the proposed landscaping at the base of the new ground sign. The landscape plan shall be reviewed and approved by Development Services Department staff prior to the issuance of a sign permit for the ground sign.
2. The damaged parking lot light fixture at the Oak Creek Parkway entrance to the property shall be repaired prior to the issuance of a certificate of occupancy for the restaurant.
3. No building plans or permits are approved as part of the submittal.
4. No sign permits are approved as part of the submittal.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies "*Promote New Business Development, Retention, and Expansion*" as a Strategic Priority, "*Attract and Retain Businesses to Enhance Tax Base and Create New Jobs*" as a goal.

Director Nordman reported that Don Wallin, Wendy's architect, was in attendance to answer questions.

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

Trustee Leopold asked if the drive-thru would have additional parking spaces for people waiting for their orders. Mr. Wallin stated that Wendy's has not yet considered that.

Trustee Leopold asked what the target opening date was; Mr. Wallin stated it is planned for the first quarter of 2021.

Trustee Kanakaris stated that the trees along Route 47 should be pruned for better visual. Director Nordman stated that the picture in the exhibits is an older picture and he thought the trees have been pruned for better visual of the site.

There were no other comments or questions.

A MOTION was made to approve an Ordinance approving a Special Use Permit and any necessary relief for a Wendy's restaurant with a drive-through to be located at 13240 Route 47.

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- i) Consideration – An Ordinance Approving a Final Planned Unit Development, including any necessary relief, for Infinite Thermal Solutions, 10802 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Infinite Thermal Solutions (ITS) has purchased 10802 Route 47, which was previously occupied by Hoppy's Barber Shop, and intends to locate their administrative office in the principal building and use the

existing garage for the storage of product. ITS' primary business is in the purchase and resale of heating components. ITS also provides application engineering expertise and has engineering capabilities to improve product design for customers. ITS does not manufacture any products.

Background Information

In June 2010 the previous property owner, Arthur Kahl, received approval of legal nonconforming status as a result of additional right-of-way being acquired by the Illinois Department of Transportation (IDOT) for the widening of Route 47. The property is zoned "B-3" Shopping Center Business which requires a minimum lot area of 50,000 square feet and minimum front yard setback of 50 feet. Prior to the acquisition by IDOT the lot was 9,757 square feet in area and had a front yard setback of 44.07 feet, both of which did not meet the minimums required for the "B-3" district. Following the acquisition, the property has a lot area of 9,016 square feet and front yard setback of 34.07 feet which increased the nonconformity of the property. To adjust for the reduced lot area and setback, the property owner proposed to construct a new paved parking lot at the rear of the property. The Village Board approved Ordinance (O)2010-06.30 allowing the increase in nonconformities affecting lot area and setbacks, subject to the following conditions:

1. Handicap parking shall be provided in accordance with the Illinois Accessibility Code.
2. Landscape screening shall be installed on the south side of the property,
3. The petitioner shall obtain all required permits from the Development Services Department prior to the construction of the parking lot.
4. All site improvements shall comply with all Village of Huntley Engineering and Building Code requirements.
5. Any proposed future signage shall comply with the Village's Sign Ordinance with the exception of the 10-foot setback from the south lot line (*At the time, the property owner was relocating an existing sign. That sign has since been removed from the property*).
6. All site improvements shall take place as soon as possible in coordination with the Route 47 construction activity.

Following approval of Ordinance (O)2010-06.30 and completion of the Route 47 widening, the owner did not construct the paved parking lot as required by the ordinance. The new owner has been advised of this and is proposing to reconfigure and pave the parking lot.

Staff Analysis

The proposed site improvements to the property include façade changes to the principal building and garage, constructing a 400 square foot addition to the garage, paving the parking area, and the installation of new landscaping.

Final Planned Unit Development

The subject site is zoned "B-3" Shopping Center Business. The Zoning Ordinance requires that all land within the "B-3" district must be developed as a Planned Unit Development (PUD).

Site Plan

The site plan proposes to pave the existing gravel lot to provide parking for four vehicles, including one accessible parking space. The parking spaces will be split between the rear of the building, two along the front elevation of the building, and one space in front of the garage. Due to the small lot size, access to the parking spaces will be provided by a fifteen-foot drive aisle. The petitioner has provided turning radius exhibits to demonstrate that an automobile is able to enter the site and access the parking spaces.

The existing two-car garage will be expanded by 400 square feet to provide additional storage space for the business. The pitch of the garage roof will also be modified to create additional storage in the garage's attic space.

Parking

As noted above, the parking spaces will be split between the rear of the building, two along the front elevation of the building, and one space in front of the garage. The accessible parking space will be located at the front of the building, nearest the front door, and will have direct access to a concrete ramp. Due to the small lot size, access to the parking spaces will be provided by a fifteen-foot drive aisle. The petitioner has provided turning radius exhibits to demonstrate that an automobile is able to enter the site and access the parking spaces. The parking areas will be illuminated by wall mounted light fixtures to be installed on the principal building and garage

The following table summarizes the parking requirements for the proposed use:

Principal Building	Square Feet	Required Parking	Proposed Parking
Office Space	669 SF	3 spaces	--
Garage			
Storage	981 SF	1 space	--
Total	1,650 SF	4 spaces	4 spaces

Building Elevations

The petitioner is proposing to reconfigure the location of the existing windows and doors on the building and reface the principal building and garage with Hardie Board siding. A Timber Bark colored Hardie Board siding will be used at the base of the buildings and Monterey Taupe colored Hardie Board siding will be installed above (material and color samples will be available at the meeting). A new roof will also be installed on both the principal building and garage using architectural shingles.

The petitioner has also submitted a Façade Improvement Assistance Program grant application for the proposed façade improvements. The grant application will be considered by the Village Board as a separate agenda item.

Landscaping

The proposed landscape plan consists of seven Dwarf Alberta Spruce trees along the east lot line and 12 Boxwood shrubs along the west and south elevations of the principal building. An existing six-foot tall wood fence located on the neighboring residential property also runs along the length of the rear lot line. Staff has recommended that the Dwarf Alberta Spruce be replaced with a different species of evergreen tree that would provide better screening. A typical Dwarf Alberta Spruce will grow to a mature height of six feet with a 24 inch spread. They are known to grow at a slow rate, so it would be many years (if ever) before they reach 10 to 12 feet in height as indicated on the plan.

Signage

The petitioner is proposing to install one 3'-6" by 6'-0" wall sign on the front elevation of the building. The sign will be an aluminum sign face stating "ITS Infinite Thermal Solutions" that will be illuminated by goose neck fixtures placed on each side of the sign. The proposed sign conforms to the sign ordinance requirements for a wall sign. The petitioner has stated that no ground sign will be installed on the property.

REQUIRED RELIEF

The proposed plans shall require the following relief to be considered as part of the Final Planned Unit Development:

1. Per Section 156.039 (C)(3) of the Zoning Ordinance, the "B-3" zoning district requires a building setback of 30 feet from residentially zoned properties. The property to the east of the site is zoned "R-2" Single Family Residence, requiring a structure to be setback 30 feet from the property's east lot line. The existing garage is nonconforming as a result of it being setback only nine (9) feet from

the east line. The proposed addition to the garage will also be setback nine (9) feet from the east lot line, but requires relief because it will not meet the 30 foot setback required in the “B-3” district.

2. Per Section 156.039 (C)(4) of the Zoning Ordinance, a minimum parking lot setback of 10 feet is required from the front lot line. The site plan proposes a zero (0) setback from the front lot line, and therefore requires relief.
3. Per Section 156.106 (C)(7) of the Zoning Ordinance, every parking lot shall be bordered by a six (6) inch high concrete curb. The proposed parking lot is not bordered by a six (6) inch high concrete curb, and therefore requires relief.
4. Per Section 156.106(C) of the Zoning Ordinance, the minimum two-way parking lot aisle width is twenty-five (25) feet. The petitioner is proposing a drive aisle that would be fifteen (15) feet in width, and therefore requires relief.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner’s request on September 14, 2020. With no members of the public offering comments in favor or opposition to the request, the Plan Commission recommended approval of the petition by a vote of 5 to 0, subject to the following conditions:

5. The seven (7) Dwarf Alberta Spruce trees proposed along the east lot line shall be replaced with a different species of evergreen that shall no less than 10 feet in height at the time of planting. *The petitioner has agreed to replace the Dwarf Alberta Spruce with a different species of evergreen tree.*
6. Wheel stops shall be installed at the front of each parking space.
7. The garage shall be used for storage only. Any future proposed change to the use of the garage space shall require a reevaluation of the required parking for the site.
8. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
9. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
10. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
11. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
12. All permanent and seasonal plantings must be replaced immediately upon decline.
13. No building plans or permits are approved as part of the submittal.
14. No sign permits are approved as part of the submittal.

Financial Impact

The property is located within the Downtown Tax Increment Finance (TIF) District.

The petitioner has also submitted a Façade Improvement Assistance Program grant for the proposed exterior improvements to the property. The grant request will be considered as a separate agenda item.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, and “*Clean up or redevelop businesses along the Route 47 corridor north of Main Street*” as an objective.

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

Mayor Sass asked what size trucks would be making deliveries to the site; Mr. Lee stated deliveries are made by UPS.

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

Trustee Piwko asked why this business is being located in this zoning instead of Industrial Zoning. Mr. Lee stated that it is close to his house, it would look more professional and that he does not get many customers coming to his building.

There were no other comments or questions.

A MOTION was made to approve an Ordinance Approving a Final Planned Unit Development, including any necessary relief, for Infinite Thermal Solutions, 10802 Route 47.

MOTION: Trustee Hoeft

SECOND: Trustee Kanakaris

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, and Westberg

NAYS: Trustee Piwko

ABSENT: None

The motion carried: 5-1-0

- j) Consideration – A Resolution Approving a Façade Improvement Assistance Program Grant for Infinite Thermal Solutions, Inc., 10802 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Infinite Thermal Solution, petitioner, and Heat Doctor LLC, owner, have submitted a Façade Improvement Assistance Program application requesting \$10,000 in assistance for improvements to 10802 Route 47. The proposed site improvements to the property include façade changes to the principal building and garage, constructing a 400 square foot addition to the garage, paving the parking area, and the installation of new landscaping. The construction cost of the exterior work is estimated at \$76,500.

Building Elevations

The petitioner is proposing to reconfigure the location of the existing windows and doors on the building and reface the principal building and garage with Hardie Board siding. A Timber Bark colored Hardie Board siding will be used at the base of the buildings and Monterey Taupe colored Hardie Board siding will be installed above (material and color samples will be available at the meeting). A new roof will also be installed on both the principal building and garage using architectural shingles.

The existing two car garage will be expanded by 400 square feet to provide additional storage space for the business. The pitch of the garage roof will also be modified to create additional storage in the garage's attic space.

Landscaping

The proposed landscape plan consists of seven Dwarf Alberta Spruce trees along the east lot line and twelve Boxwood shrubs along the west and south elevations of the principal building. At staff's recommendation, the petitioner has agreed to replace the Dwarf Alberta Spruce with a different species of evergreen tree that would provide better screening.

Staff Analysis

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

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

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

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, and “*Clean up or redevelop businesses along the Route 47 corridor north of Main Street*” as an objective.

Financial Impact

The FY20 budget includes \$50,000 for the Façade Improvement Assistance Program in the Downtown Tax Increment Financing (TIF) District No. 2 Fund.

The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost per property with a maximum reimbursement of \$10,000 per project. As a policy, the maximum aggregate amount of all grants approved for a property within any five-year period shall be limited to \$20,000. The estimated cost of the proposed improvements total \$76,500 which would allow for a maximum reimbursement of \$10,000.

Legal Analysis

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

Director Nordman reported that Mr. Lee was in attendance to answer question.

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

A MOTION was made to approve a Resolution Approving a Façade Improvement Assistance Program Grant for Infinite Thermal Solutions, Inc., 10802 Route 47.

MOTION: Trustee Westberg

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, and Westberg

NAYS: Trustee Piwko

ABSENT: None

The motion carried: 5-1-0

BUDGET WORKSHOP: Review of Personnel Staffing, Pension and Insurance Summary, and Review of Financial Management and Debt Management Policies

Interim Village Manager Armour reviewed the following:

Personnel / Staffing Summary

INTRODUCTION

The Village is a service organization and approximately three-quarters of the operating budget expenditures are personnel related. To keep personnel costs in check, the Village’s philosophy for providing services to residents is to combine the use of full-time employees with regular part-time and seasonal employees, contractual services, and intergovernmental partnerships. This philosophy allows

the Village to provide the highest levels of service to Village residents in the most cost-efficient manner possible.

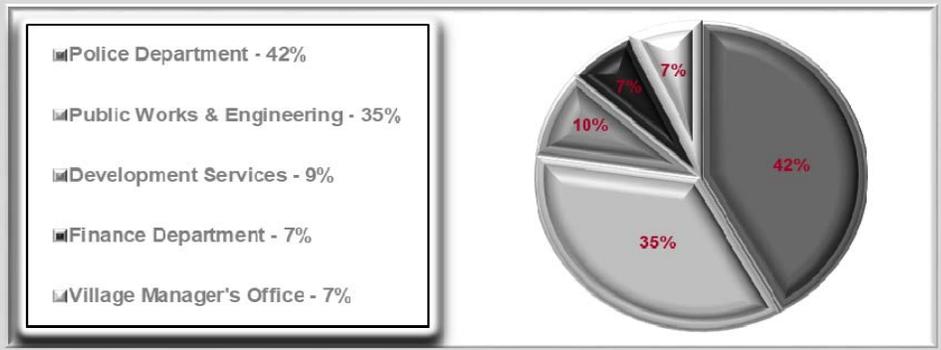
FINAL STAFFING ANALYSIS - 2020

The Village will end FY20 with the equivalent of 98.5 full-time positions actually filled; .5 full-time equivalent positions less than the 99 positions authorized in the FY20 budget. Currently the Village Manager position is vacant, and the Assistant Village Manager is serving as Interim Village Manager. The Village closely monitors its operational approach, continually searching for innovative and cost-effective ways to enhance service levels. Examples of this in FY20 include restructuring the part-time Office Assistant position in Development Services to a full-time Permit Coordinator, and contracting the vacated Building Official and part-time Accountant positions.

PRELIMINARY STAFFING ANALYSIS – 2021

The number of proposed authorized/budgeted positions for FY21 is 99.5 subject to adequate funding being available. This is an increase of 0.5 full-time equivalent positions above FY20. The 0.5 full-time equivalent increase in positions is due to moving a part-time Office Assistant in Development Services to a full-time Permit Coordinator in FY20. Given the impact of COVID-19 on the economy, the challenges it presents, and yet-to-be determined effects in 2021, staffing changes are minimal and no new positions are proposed for FY21. A promotion of a Maintenance Worker to General Utility Worker in the Public Works Streets and Underground Utilities Division is proposed, along with adjusting the role of the Operations Supervisor to oversee the Buildings and Grounds, Streets and Underground and Fleet divisions. The vacant Village Manager position is proposed to be filled in FY21. A Chief Water Operator and Fleet Superintendent in the Public Works and Engineering Department remain as authorized and unbudgeted.

STAFFING BREAKDOWN BY DEPARTMENT



The proposed 99.5 full-time equivalent positions equate to 3.65 employees per 1,000 population. Historically, the Village’s ratio of employees per 1,000 population has been below comparable communities in the region.

Department	Authorize d / Budgeted				
	2017	2018	2019	2020	2021
Village Manager’s Office	4	7*	7	7	7
Finance	10	8	7	6.5	6.5
Police Department	40.5	41.5	41.5	41.5	41.5

Development Services	7.5	9	10	9	9.5
Public Works and Engineering					
<i>Administration and Engineering</i>	3.5	4.5	3.5	4.5	4.5
<i>Buildings and Grounds</i>	4	3.5	3.5	3.5	3.5
<i>Streets, Underground Utilities and Fleet Services</i>	15	15	15	16	16
<i>Utilities (Water and Wastewater)</i>	10	10	11	11	11
Total Public Works and Engineering	32.5	33	33	35	35
Authorized and Budgeted Total:	94.5	98.5	98.5	99	99.5
Authorized and Unbudgeted Total:	1	1	1	2	2
Total Authorized Village Employees	95.5	99.5	99.5	101	101.5

**Increase in positions due to reorganization of Human Resources and Information Technology Services from Finance Department to Village Manager's Office.*

COLLECTIVE BARGAINING GROUPS

The Village has two unionized employee groups. One group includes the Streets, Underground Utilities and Fleet Services Division employees in the Public Works and Engineering Department who are represented by the International Union of Operating Engineers (IUOE), Local 150. The Police Department Patrol Officers, Detectives, Community Response Team (CRT) and School Resource Officer (SRO) are represented by the Metropolitan Alliance of Police (MAP) Chapter #207. The total number of employees in these two groups is 41 representing approximately 42% of the Village's total workforce.

Collective bargaining agreements are in place for both groups. The number of employees in each group for FY21 and the expiration date of the applicable contracts are shown below:

Bargaining Group	Number of Employees	Contract Expiration
IUOE Local 150	14	December 31, 2021
MAP Chapter #207	27	December 31, 2020

Negotiations are currently underway with MAP for a new contract.

WAGES

Non-union employee wages are adjusted annually as a part of the Village's merit pay plan and are adopted as part of the overall budget. Each existing union group has an established wage and step schedule. A step schedule is a mechanism by which employees' annual wages are developed. It establishes an introductory wage for a position, and then over a period of years moves employees through a series of wage increases, or steps, as their experience and abilities develop. Eventually, the employee hits the top of the wage scale and no longer receives an annual step increase. Employees in a collective bargaining unit will receive raises in accordance with the binding contract. Non-union employees are scheduled to receive a salary increase on January 1, 2021. The proposed FY21 pay plan is included in the budget.

PENSION

The Village contributes to two defined benefit pension plans, the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system; and the Police Pension Plan (Plan), which is currently a single-employer pension plan. In late 2019, Public Act (P.A.)101-0610 was signed into law, mandating consolidation of the assets of the state's downstate and suburban public safety pension funds into two consolidated investment funds, one for police officers (Article 3) and one for firefighters (Article 4). The intent of combining the funds is to improve investment returns, reduce administrative costs, and reduce the impact to local taxpayers. According to the Illinois Municipal League, the Police Officers' Pension Investment Fund will control an estimated \$8.7 billion in combined assets. Per the law, each local pension board will retain ownership of the assets and liabilities of local pension funds. Returns on investments will be paid out to each fund in proportion to their amount invested in the consolidated funds. Local pension boards will continue to manage benefit distribution and determinations, including pension disability awards. No later than 30 months after the effective date (January 1, 2020), all local pension fund assets are to be transferred to their respective consolidated pension investment fund. The investment fund will be governed by an independently elected and autonomous board of trustees. The benefits, benefit levels, employee contributions and employer contributions for both plans are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

Illinois Municipal Retirement Fund (IMRF)

All employees (other than those covered by the Police Pension Plan) hired in positions that meet or exceed the prescribed annual hourly standard of 1,000 hours must be enrolled in IMRF as participating members. IMRF provides two tiers of pension benefits. Employees that first participated in IMRF prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1.67% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

Employees that first participate in IMRF on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1.67% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by State statute.

Police Pension Plan

Police sworn personnel are covered by the plan, which was established in 2001. The defined benefits and employee and employer contribution levels are governed by Illinois Compiled Statutes (40 ILCS 5/3-1) and may be amended only by the Illinois legislature. The Village accounts for the plan as a pension trust fund.

The plan is governed by a five-member Board of Trustees. Two members of the Board are appointed by the Village President, one member is elected by pension beneficiaries and two members are elected by active police employees.

Division	Percent Funded as of Dec. 31, 2019	Employee Contribution	2021 Budgeted Contributions as Percentage of Covered Payroll
IMRF	83.40%	4.50%	10.26%
Police Pension	57.91%	9.91%	24.20%

The Village’s FY21 budgeted Pension obligations totaled \$1,747,544.

HEALTH AND DENTAL INSURANCE

One of the Village’s long-standing objectives is to provide quality, affordable health insurance coverage to full-time employees in order to attract and retain quality staff. Health insurance remains the second largest employee expense after wages. The Village has been a member of a health insurance pool to stabilize costs of providing health insurance since 2016.

The Intergovernmental Personnel Benefit Cooperative (IPBC) was created under Illinois State law allowing government entities to band together for the purposes of offering members insurance in a financially stable and fully transparent environment. Members retain the right within the IPBC to create and change the plan design, which provides full flexibility for members. Comprised of over 130 government members, the IPBC offers group purchasing power that the Village would not have on its own as a small employer.

The IPBC is a self-insured insurance pool where each member pays a monthly payment determined at the beginning of the plan year, and share the claims experience together. While each member pays a level monthly payment, member liability is determined by a combination of the member’s actual claim experience for all claimants, and the IPBC average experience. At the end of each plan year, an audit is performed and the funding paid in is compared to the actual costs for each member. This approach establishes the opportunity for the disbursement of “dividends”, or reserve funds to members when claims and experience are less than the funds paid in by the members.

As part of a self-insured pool, the Village is able to save profit margin that insurance companies add to premiums, allowing for a more transparent correlation between premium costs and claims paid. Additionally, the IPBC provides stability, predictability, and spreading of risk that is not available through fully insured plans. Since joining the IPBC, the Village has experienced historically low premium increases. In the first year, the decision to join the IPBC met the Village’s strategic goal of minimizing and stabilizing health insurance costs. For the 2020 benefit year, the Village saw rate increases of 4.3% for the PPO, 5.1% for the HMO and a 3.6% decrease for dental.

IPBC Renewal History	2018/2019 Benefit Year	2019/2020 Benefit Year	2020/2021 Benefit Year
PPO Rate Adjustment	6.60%	0.90%	4.3%
HMO Rate Adjustment	2.50%	3.40%	5.1%
Dental Rate Adjustment	-4.70%	6.40%	-3.6%

The Village offers three medical insurance plans to employees: United Health Care Base Plan PPO, United Health Care Premium Plan PPO, and a Blue Cross Blue Shield HMO. The health insurance plans include medical and prescription drug card benefits. The Prescription Drug Card co-pays are tier based dependent upon medication. Currently, dental insurance premiums are 100% paid by the Village for employees and dependents, with the exception of Local 150 members hired after January 1, 2018 and MAP union members who are responsible for 25% of the dental premium. Non-union employees hired after January 1, 2020 and Local 150 members hired before January 1, 2018 are responsible for 20% of the dental premium. The Flexible Spending and 125 Plan Dependent Care program is completely

funded by voluntary tax-deferred contributions and reimburses employees for expenses incurred for qualified benefits.

The United Health Care Base Plan PPO premiums for single employees are 100% paid by the Village, with the exception of Local 150 employees hired after January 1, 2018 and MAP union members hired after January 1, 2017 who are responsible for 25% of both individual and dependent coverage. Non-union employees hired after January 1, 2020 are responsible for 20% of both individual and dependent coverage. Employees contribute a set percentage of the difference in premium costs between individual and dependent coverage. Non-union employees (hired prior to January 1, 2020) contribute 18%, Local 150 union members (hired prior to January 1, 2018) contribute 20%, and MAP union members (hired prior to January 1, 2017) and Local 150 union members (hired after January 1, 2018) contribute 25%.

The Village also offers supplementary benefit products: AFLAC, enhanced vision plan, additional life insurance, and two 457 tax-deferred plans. These voluntary programs premiums are 100% paid for by employees.

	FY17	FY18	FY19	FY20 Estimate	FY21 Budget
Medical Insurance	\$1,159,626	\$1,174,427	\$1,233,786	\$1,255,979	\$1,305,000
Dental Insurance	\$74,169	\$71,798	\$72,687	\$75,000	\$80,000
Life Insurance	\$9,980	\$10,016	\$15,419	\$12,000	\$20,000

WELLNESS PROGRAM

In a continual effort to improve the health and well-being of employees, the Village provides opportunities throughout the year for employees to participate in a variety of wellness events that foster sustained employee engagement and positive lifestyle changes. Examples of past wellness events include lunch and learn seminars, retirement and financial planning sessions, health fairs, on-site physicals, fitness classes and an employee garden. In addition to having a direct correlation in the reduction of overall healthcare costs, a comprehensive wellness program offers benefits such as reduced absenteeism, and increased employee morale and productivity.

The IPBC offers a wellness program allowing the Village the opportunity to earn a rebate of up to \$400 per covered employee annually. Rebate dollars earned are used to expand Village wellness programs.

In a separate program aimed at rewarding employees for leading a healthy life style, all employees have the ability to earn an additional \$400 for participating in and passing a fitness test modeled after the law enforcement POWER test.

TRAINING PROGRAM

It is the Village's philosophy that a well-trained workforce is critical to support the Village's Mission Statement to achieve excellence in the management and delivery of municipal services in a reliable, efficient, and socially responsible manner.

In support of this philosophy, the Village creates an annual training and development program that goes beyond minimum statutory requirements, investing in employee development opportunities that are tailored to individual growth and organizational needs in an effort to create a continuous learning environment. This leads to improved employee performance and creates a culture of knowledge while providing enhanced operational efficiency, allowing the Village to provide the highest level of service to its residents.

RETIREMENTS AND ATTRITION

Each year, there may be employees who choose to retire or leave employment with the Village. It is possible that some of these positions may not be filled. In other instances, services provided by any such employee may be contracted out, or a lower cost employee may be hired to replace the employee in order to save money. Management is constantly monitoring this situation and any open positions are reviewed and re-evaluated prior to replacement.

CONCLUSION

The Village's employees are its most valued asset. None of the high level of services that Huntley residents experience would be possible without the Village's highly trained and dedicated workforce.

Huntley enjoys an organizational culture that continuously searches for cost-efficient service and program delivery options. The Village's Management Team is committed to monitoring service levels and ultimately through the budget process, making annual recommendations to the Village Board for personnel and staffing levels that are directly linked to service level improvements.

Classification and Pay Plan

INTRODUCTION

The Village of Huntley annually adopts a classification and pay plan to provide a logical, objective, and uniform process for making job classification and salary decisions. The goal of the Village is to:

1. Administer individual salaries within a classification range/pay band based upon experience, qualifications, and performance.
2. Recognize individual job responsibilities, performance, and contributions to Village objectives.
3. Provide competitive compensation, which considers the value of all pay and benefits.
4. Reward exceptional performance in a meaningful and ongoing way.

Compensation for employees covered by a collective bargaining agreement or employment agreement will be determined by the terms of the applicable agreements.

CLASSIFICATION AND PAY PLAN

The Village's Classification and Pay Plan is adopted annually by the Village Board as part of the annual budget process. Adjustments are recommended by the Human Resources Manager and the Village Manager based on changes in the external wage market, consumer price index, and changes to individual positions. Any changes to the pay plan will be made in the context of the Village's overall financial condition.

- a. Annual Range Adjustments: Pay grade ranges are reviewed each year with overall adjustments recommended based on changes in the consumer price index and overall wage market, and updated to recognize changes in specific positions or new positions within the Village.
- b. Benchmarking: Approximately every two years, a full compensation analysis will be conducted to survey the Village's comparable community set and public sector data in order to maintain alignment with the overall wage market. Adjustments to ranges does not relate to individual employee wage adjustments except where an employee would otherwise fall below the range.

The proposed FY21 non-union full-time pay ranges plan is included in the budget. An increase of 2% was used to increase the minimum and maximum amounts of each pay grade.

WATER/WASTEWATER CERTIFICATION PLAN

In recognition of employees that enhance their professional growth and their value to the Village by achieving certifications through the State of Illinois Environmental Protection Agency Certification Program for Water and Wastewater Treatment Operators, the Village has created a progression plan for

employees within the Water and Wastewater Divisions of the Public Works and Engineering Department. The progression plan is outlined below.

Water Operator Certification

Certification and applicable years of service at each level must be obtained in order to progress to the next step. Employees are encouraged to attempt each certification as soon as eligible. Eligible employees who achieve a Class B Water Operator Certification and 6 consecutive years of service and maintain CEU's will receive a one-time bonus of one-thousand dollars (\$1,000).

Water Operator Certification must be renewed through the State of Illinois Environmental Protection Agency every three years. Employees are required to complete and document the required hours of training within the 3-year certificate period before the certificate expiration date.

Years of Service:	Water Certification Eligibility:	
1 year	Eligible for Class C Certification	Probationary appointment to entry level position of Utility Worker-Water (Pay Grade 5)
2 years	Eligible for Class B Certification	Move to Operator Trainee (Pay Grade 7) after obtaining Class B certification
4 years		Move to Operator (Pay Grade 10) requires Class B certification and 4 years of service
6 years		Receive \$1,000 one-time lump sum certification bonus for continuing CEU's

Wastewater Operator Certification

A Certificate of Technical Competency and applicable years of service at each level must be obtained in order to progress to the next step. Employees are encouraged to attempt each certification as soon as eligible. Eligible employees that achieve a Class 1 Wastewater Certification and have met the required years of service will receive a one-time bonus of one-thousand dollars (\$1,000).

Wastewater Treatment Certificates must be renewed through the State of Illinois Environmental Protection Agency every three years. Employees are required to complete and document the required hours of training within the 3-year certificate period before the certificate expiration date.

Years of Service:	Wastewater Certification Eligibility:	
1 year	Eligible for Class 4 Certification	Probationary appointment to entry level position of Utility Worker-Wastewater (Pay Grade 5)
2 years	Eligible for Class 3 Certification	Move to Operator Trainee (Pay Grade 7) after obtaining Class 3 certification
4 years	Eligible for Class 2 Certification	Move to Assistant Operator (Pay Grade 9) after obtaining Class 2 certification
6 years	Eligible for Class 1 Certification	Move to Operator (Pay Grade 10) and receive \$1,000 one-time lump sum bonus after obtaining Class 1 certification

**VILLAGE OF HUNTLEY PAY PLAN
FYE 12/31/21**

Pay Grade	Annual Minimum	Annual Maximum	Position
1	\$ 36,579	\$ 51,600	
2	\$ 38,409	\$ 54,178	
3	\$ 40,329	\$ 56,886	Office Assistant Records Clerk Maintenance Worker I
4	\$ 42,346	\$ 59,734	Maintenance Worker II
5	\$ 44,463	\$ 62,718	Finance Assistant I Human Resources Assistant Permit Coordinator I Utility Worker - Water Utility Worker - Wastewater
6	\$ 46,687	\$ 65,853	Billing Coordinator Meter Technician
7	\$ 49,020	\$ 69,145	Community Service Officer Operator Trainee Permit Coordinator II
8	\$ 51,470	\$ 72,604	Administrative Assistant II
9	\$ 54,042	\$ 76,235	Assistant Operator - Wastewater Purchasing Agent
10	\$ 56,747	\$ 80,046	Special Events Manager/Management Assistant Management Assistant (Police) Operator - Water Operator - Wastewater
11	\$ 59,585	\$ 84,049	Accountant GIS Technician Executive Assistant/Village Clerk
12	\$ 62,565	\$ 88,252	Development Manager Marketing & Recruitment Specialist Building Inspector II Lead Operator - East Plant Lead Operator - West Plant
13	\$ 65,692	\$ 91,975	
14	\$ 68,976	\$ 97,294	
15	\$ 72,423	\$ 102,158	Building Official
16	\$ 76,046	\$ 107,272	Development Engineer Chief Water Operator Chief Wastewater Operator Assistant Director of Finance
17	\$ 79,846	\$ 112,634	Utilities Superintendent Streets and Underground Superintendent Fleet Superintendent Buildings and Grounds Superintendent Human Resources Manager Information Technology Manager
18	\$ 83,840	\$ 118,264	Operations Supervisor, Police Sergeant
19	\$ 87,717	\$ 124,178	Assistant Director of Public Works
20	\$ 92,435	\$ 130,386	
21	\$ 97,055	\$ 136,906	Deputy Chief of Police
22	\$ 101,907	\$ 143,752	
23	\$ 107,004	\$ 150,937	Assistant Village Manager, Director of Development Services
24	\$ 112,352	\$ 158,485	Chief of Police, Director of Finance, Director of PW & Eng.

*Subject to change prior to final budget approval

Manager Armour asked if the Village Board had any questions or comments.

Trustee Goldman asked what happens when an employee tops out on the pay scale. Interim Village Manager Armour reported that the pay grades are adjusted annually and the merit program has addressed this in the past.

Finance Director Haley reviewed the following:

Financial and Debt Management Policies

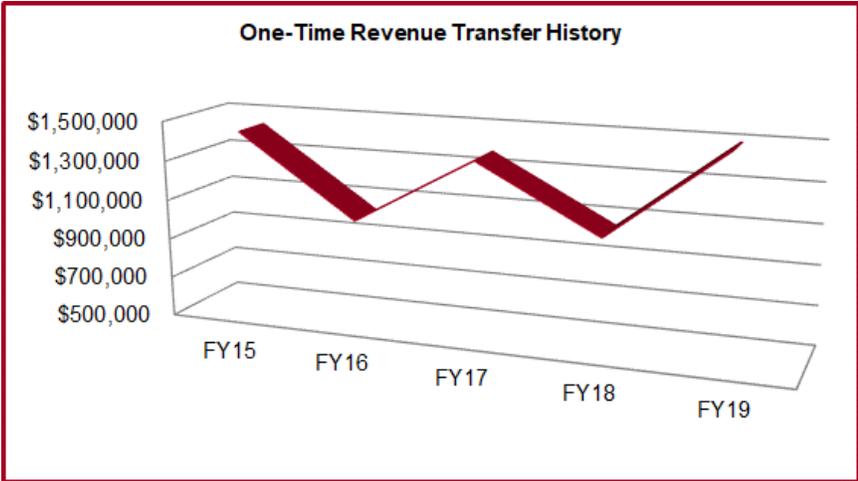
The Village's financial policies and goals, compiled below, set forth the basic framework for the overall fiscal management of the Village including the adoption of a balanced budget in the General Fund. A balanced budget provides for revenues and expenditures budgeted equally. Any surplus of actual revenues over expenditures that are above the 25% reserve level will be budgeted the following year as a one-time revenue transfer to capital funds or projects as designated by the Village Board.

The following budget policies serve to assist with the decision-making process and provide guidelines for evaluating both current services and future programs. These policies are meant to assist the Village Board and Village management staff in making budgetary decisions based on sound financial principles. These policies are not intended to be comprehensive or exhaustive but are meant to establish a solid foundation for the financial management of the Village and provide continuity for staff. Staff will work within the context of these policies while continuing to explore lawful, creative and insightful financial recommendations to present to the Village Board for their consideration and possible implementation.

BUDGET POLICIES

Purpose: The Village Manager shall submit an annual budget to the Village Board, which is within the Village's ability to pay. The annual budget should provide for the following:

1. The Government Finance Officers Association (GFOA) recommends, at a minimum, to maintain an unrestricted budgetary fund balance in the General Fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The reserve shall be the minimum cash and cash equivalent unencumbered monies kept available to the Village at all times and shall be reflected in the "Equities" portion of the balance sheet in the Village's financial reports. Reserves have also been established for the Water and Wastewater Operating Funds.
2. The Village shall prepare capital improvement plans and review staffing plans in order to maintain the Village's capital equipment and infrastructure, and maintain or enhance the current levels of service. The update to the Village's Five-Year Capital Improvement Plan (CIP) is included in the budget document. The Staffing Plan is also included with the budget document.
3. The Village will attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source. The Village will review all fees and charges on an annual basis through the budget process.
4. The Village has adopted sections 5/8-2-9.1 through and including 5/8-2-9.10 of Chapter 65 of the Illinois Compiled Statutes providing for an annual municipal budget. The Village maintains strict budgetary controls. The objective of these controls is to ensure compliance with legal provisions embodied in the annual budget approved by the Board of Trustees. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level. The Village Board must approve any revisions to the budget that increase total expenditures of any fund.



	FY15	FY16	FY17	FY18	FY19
One Time Revenue Transfer	\$1,438,396	\$1,030,652	\$1,375,000	\$1,055,159	\$1,535,809

FUND BALANCE POLICIES

Purpose: Fund balance measures the net financial resources available to finance expenditures of future periods. Fund balance reserve policies are established to avoid cash flow interruptions, generate investment income, and reduce the need for borrowing. The fund balance reserves identified within this policy are the minimum balances necessary to accomplish these objectives.

Part I – Governmental Funds

This section only applies to fund balances reported in the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds.

The Village’s flow assumptions are stated in the budget document to allow for implementation of Governmental Accounting Standard Board Statement 54 (GASB 54). GASB 54 establishes fund balance classifications that comprise a hierarchy based on constraints imposed upon the use of the resources reported in governmental funds. The governmental fund balance categorizations are as follows:

Nonspendable Fund Balance

Represents fund balances that are not in spendable form or are required to be maintained intact.

Restricted Fund Balance

Represents fund balances that are subject to external limitations or enabling legislation.

Committed Fund Balance

Represents fund balances used for specific purposes determined by a formal action of the Village Board.

Assigned Fund Balance

Represents fund balances that are intended to be used for specific purposes.

Unassigned Fund Balance

Represents fund balance available for any purpose; reported only in the General Fund.

The flow assumptions are based upon the definitions stated above. The Village will spend the most restricted fund balances first, in the following order:

1. Restricted
2. Committed
3. Assigned
4. Unassigned

The Village Board's determination of authority to assign fund balances is stated in the budget document to allow for implementation of GASB 54. Authority to determine assigned fund balances is conveyed to both the Village Manager and the Director of Finance/Village Treasurer.

Reserves:

General Fund: Unassigned fund balance will be maintained at a minimum level equal to 25% of annual expenditures. The Village's unassigned General Fund balance will be maintained to provide the municipality with sufficient working capital and a margin of safety to address emergencies without borrowing.

Downtown TIF Fund: This Fund should eventually be self-supporting and should maintain a fund balance equivalent to meet the planned improvements identified in a multi-year capital schedule(s).

Capital Projects and Improvements Fund, Streets Improvements and Roads and Bridges Fund, and Facilities and Grounds Maintenance Fund: These funds are used for resources accumulated and used in right of way improvements such as street repair, street reconstruction, curb and gutter replacement, and facility improvements. To ensure that the Village's infrastructure is adequately maintained the Village should work toward establishing a fund balance for all three of these funds at a minimum dollar amount to meet the planned improvements identified in a multi-year capital replacement schedule(s).

Part II – Enterprise and Internal Service Funds

This section applies to funds outside the scope of GASB 54 and are identified in the Village's budget as the Water and Wastewater Funds and Benefits Fund.

Restricted Net Assets: The component of net assets restricted by external parties, constitutional restrictions, and enabling legislation.

Net Assets Invested in Capital Assets, Net of Related Debt: A component of net assets calculated by reducing capital assets by accumulated depreciation and the principal portion of related debt.

Unrestricted Net Assets: The portion of net assets that is neither restricted nor invested in capital assets net of related debt.

Reserves:

Water Operating Fund: The unrestricted net assets of the Water Operating Fund will be maintained at a minimum level equal to 25% of the annual budgeted operational expenses. Net position above 25% will be transferred annually to the Water Capital Improvement and Equipment Fund for use in funding the Water Capital plan.

Water Capital Improvement and Equipment Fund: This fund will be used to account for all Water Capital revenues and expenditures as approved by the Village Board in the annual budget. Capital projects include existing water infrastructure for water mains, wells, treatment plants, pumping systems and water towers. The Water Capital Improvement and Equipment Fund should work toward

establishing a fund balance at a minimum dollar amount to meet the planned improvements identified in a multi-year capital replacement schedule(s).

Wastewater Operating Fund: The unrestricted net assets of the Wastewater Operating Fund will be maintained at a minimum level equal to 25% of the annual budgeted operational expenses. Net position above 25% will be transferred annually to the Wastewater Capital Improvement and Equipment Fund for use in funding the Wastewater Capital plan.

Wastewater Capital Improvement and Equipment Fund: This fund will be used to account for all Wastewater Capital revenues and expenditures as approved by the Village Board in the annual budget. Capital projects include existing sewer infrastructure for sewer mains, treatment facilities and lift stations. The Wastewater Capital Improvement and Equipment Fund should work toward establishing a fund balance at a minimum dollar amount to meet the planned improvements identified in a multi-year capital replacement schedule(s).

Benefits Fund: This fund should maintain unrestricted net assets of three months of Intergovernmental Personnel Benefit Cooperative (IPBC) premiums and additional reserves equal to 25% of General Fund expenditures. Any additional reserve dollars may be used as transfers for one-time capital projects, fleet, equipment or facilities, or for emergent operational needs as determined by staff and with Village Board approval.

EQUIPMENT REPLACEMENT FUND POLICIES

Purpose: The Village has established the Equipment Replacement Fund (ERF) to set aside funds each year for the eventual replacement of existing equipment. In order to build and maintain sufficient funds on hand to replace items at the end of their useful life, transfers by each department from the General Fund are determined annually through the budget process. The remainder of this policy is intended to provide guidance as to how the ERF will operate.

The Equipment Replacement Fund shall be used to replace existing equipment owned by the Village. Requests for new equipment shall be made as part of the annual budget process and must be approved by the Village Manager and the Village Board before acquisition.

Only those items, which individually have a replacement cost of more than \$10,000 or groups of similar equipment (e.g. personal computers, bullet proof vests, etc.) which, in the aggregate, exceed \$10,000 with a useful life of more than one year shall be included in the ERF. Departments shall include individual items or groups of items with a value of less than \$10,000 in their annual operating budget, unless approved as a capital purchase during the annual budget process.

The cost of items associated with new vehicles such as vehicle markings, light bars, radios and similar equipment shall be included in the replacement cost of the vehicle.

The replacement cost and useful life for vehicles and technology related equipment will be re-evaluated on an annual basis. This re-evaluation may change the annual amounts set aside for the replacement of each item. Final capital asset replacement decisions using ERF monies will be discussed and approved by the Village Board as part of the annual budget process.

When ERF equipment is sold, the proceeds of the sale shall be credited to the ERF Fund.

From time to time, departments may be assigned previously used technology related equipment from within their department or another department in the Village. The Assistant Village Manager, in consultation with the IT Manager and Department Head, shall recommend that such equipment be assigned to a department when it meets the department's needs and when doing so will help avoid the expense of purchasing new equipment. Consideration shall be given to the annual operating cost of maintaining the used equipment when deciding whether to continue using it. The Village Manager shall have the final say in determining whether or not previously used technology is assigned to a department.

REVENUE AND EXPENDITURE POLICIES

Purpose: Revenues

The Village desires to maintain a diversified and stable revenue base to reduce the impacts of fluctuations in any one revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effects of an economic downturn. The Village also incorporates the following principles related to revenues as it furthers its financial planning and fulfills its fiscal responsibilities:

1. The Village policy is to keep its property tax rate as low as possible. The following components shall be followed in priority order each year when establishing the property tax levy:
 - a. Levy for Police and IMRF pensions per actuary calculations. If the actuarial report indicates a higher employer contribution is needed, said increase will need to be added to the Village's overall previous year levy request to avoid underfunding.
 - b. Levy taxes to cover the employer payroll portion of Social Security and Medicare (FICA) taxes imposed by the federal government.
 - c. Levy for general obligation (GO) bond principal and interest less abatements.
 - d. Levy to support General Fund operations including Police, Public Works & Engineering, Streets, Fleet & Underground Utilities, Building & Grounds, Development Services, Finance, Human Resources, Information Technology and Village Manager's Office. The annual increase for this component ties to additional dollars available for new growth.
 - e. Levy to fund additional personnel as determined by the Village Board.
2. All user charges and charges for service will be sufficient to finance all operating and debt service costs for the Water and Wastewater Funds.
3. The Village Manager should impose spending limits if, in his/her judgment, revenues will be below original estimates. Staff should review and monitor on a monthly basis expenditures to assure control of spending within available revenues.
4. Ongoing transfers will be made from the General Fund to the Equipment Replacement Fund on an annual basis to help plan for the purchase of large capital equipment needs.

Expenditures

The Village will strive to adhere to the following policies:

- I. The Village will consistently budget the minimum level of expenditures, which will provide for the public well-being and safety of the residents and businesses of the community.
- II. Expenditures will be within the confines of generated revenue. Fund balances will not be used to pay for operating expenditures except in the case of emergencies and after careful consideration.

CASH MANAGEMENT/INVESTMENT POLICIES

Purpose: It is the policy of the Village to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state and local statutes governing the investment of public funds. This policy shall allow and conform to the Public Funds Investment Act 30 ILCS 235.

The primary objective, in order of priority is:

- *Legality* - The administration of this investment policy and the investment transactions authorized herein shall conform with the State of Illinois Public Funds Investment Act 30 ILCS 235 and with Federal and local law as well as internal policies and procedures.
 - *Safety of Principal* - Each investment transaction shall seek to ensure preservation of capital and protection of investment principal
 - *Liquidity* - Sufficient liquidity shall be maintained to enable the Village to meet all cash flows resulting from operations and which may be reasonably anticipated.
 - *Rate of Return* - The overall investment portfolio shall be designed to attain competitive market rate of return commensurate with the Village's investment risk restraints, cash flow characteristics and prudent investment principles.
1. The Village will avoid any transaction that might impair public confidence. Investments shall be made with judgment and care, under current circumstances, which persons of prudence, discretion and intelligence exercise in the management of their own affairs.
 2. The Village's Police Pension Fund Board has adopted a separate investment policy, which also conforms to Illinois Pension Code and is managed by a professional investment management firm.
 3. All monies due the Village shall be collected as promptly as possible. Monies that are received shall be deposited in an approved financial institution no later than the next business day after receipt by the Village.

Collateralization: Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of Federal Deposit Insurance Corporation (FDIC) limits must be secured by some form of collateral,

witnessed by a written agreement and held at an independent third party institution in the name of the Village. To secure the safekeeping of the deposits, the depository shall pledge certain securities, in an amount equal to 110% of the market value of deposits in excess of the amount, if any, insured by the FDIC, to the customer as provided herein. All securities so pledged (the “securities”) shall be of the United States government or its agencies or instrumentalities or interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The pledged securities shall be transferred to the disinterested banking institution or safe depository or the trust department of the pledging bank (the “custodian”) mutually agreed upon by the customer and the depository. Single institution collateral pools or other forms of collateralization shall be permitted as allowed by Federal, State or local law.

4. **Maximum Maturities:** To the extent practicable, the Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than 3-years from the date of purchase.

Reserve funds may be invested in securities exceeding 3-years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES

The accounting policies of the Village are in accordance with generally accepted accounting principles in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as established by the Governmental Accounting Standards Board (GASB). The following is a summary of the significant accounting policies of the Village.

1. The Village is a municipal corporation established under Illinois Compiled Statutes governed by an elected Board of Trustees and Village President. The Village has determined that the Police Pension Fund, Special Service Areas, and Tax Increment Financing District, should be incorporated into the Village’s reporting entity.
2. The accounts of the Village are organized on the basis of funds and accounts groups, each of which is considered a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.
3. The Village shall have an annual audit conducted on its financial records by a qualified, independent public accounting firm. The audit shall be conducted on an annual basis to be completed and filed within six months after the end of each fiscal year. The Village should submit its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. A Popular Annual Financial Report (PAFR) will also be prepared and submitted to the GFOA PAFR Awards Program within six months after the end of each fiscal year.

CAPITAL ASSET POLICIES

Purpose: Capital assets purchased or acquired with an original cost of \$25,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the

date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. General capital assets are long-lived assets of the Village as a whole. Infrastructure such as streets, are capitalized. In the case of the initial capitalization of general infrastructure assets (i.e., those reported by the governmental activities), the government chose to include all such items regardless of their acquisition date. The valuation basis for general capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement costs.

Capital assets in the proprietary funds are capitalized in the fund in which they are utilized. The valuation bases for proprietary fund capital assets are the same as those used for the general capital assets. Donated capital assets are capitalized at estimated fair market value on the date donated.

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

	<u>Years</u>
Buildings	40
Machinery and Equipment	10-40
Extensions and Transmission Lines	40
Infrastructure	30
Vehicles	3-20

DEBT MANAGEMENT POLICY

As a home rule municipality, the Village is not subject to a debt limit. However, the Village employs the following objectives in managing its debt:

1. Long-term debt will be issued to fund capital improvements that cannot be financed utilizing current revenues.
2. Debt financing will not exceed the useful life of the project.
3. The Village will utilize current revenue sources prior to the issuance of general obligation bonds.
4. Long-term debt will not be used to fund operations.
5. The Village will maintain communications with bond rating agencies regarding financial condition and follow full disclosure policies. The Village's current rating from S&P is a AA+. This shows the Village of Huntley's strong capacity to repay bonds issued for capital improvement projects. A high credit worthiness allows the Village to borrow money at lower interest rates.

Standard & Poor's Long Term Bond Ratings	
Letter Grade	Capacity to Repay
AAA	Extremely Strong
AA+, AA, AA-	Very Strong
A+, A, A-	Strong
BBB+, BBB, BBB-	Adequate
BB+, BB	Faces major future uncertainties
B	Faces major uncertainties
CCC	Currently vulnerable
CCC	Currently highly vulnerable
CCC	Has filed bankruptcy petition
D	in default

DEBT PER CAPITA

Debt per capita is based on a 2020 assessed valuation of \$950,676,740 (Downtown TIF valuation not included) and the 2016 special census certified population of 26,632 residents. As of January 1, 2021, the Village's net outstanding debt is \$6,080,000 of which, \$3,810,000 is from the Downtown TIF portion of the 2020 GO Bond Issuance, and \$2,270,000 is from the Wastewater Treatment Facilities Upgrade Debt Certificate refunding portion of the GO Bond Issuance in 2020. This \$6,080,000 consists of principal only. Interest amounts are not included in calculating outstanding debt.

	Net Outstanding Debt	EAV	Market Value	Population 2016 Special Census	Debt/EAV	Debt/Market	Debt/Capita
2018	\$5,925,612	\$871,310,736	\$2,613,932,208	26,632	0.68%	0.23%	\$222.50
2019	\$5,518,600	\$903,893,405	\$2,711,680,215	26,632	0.61%	0.20%	\$207.22
2020	\$6,080,000	\$950,676,740	\$2,852,030,220	26,632	0.64%	0.21%	\$228.30

OUTSTANDING DEBT

Outstanding Debt is budgeted in the Downtown Tax Increment Financing District (TIF#2) Fund and the Wastewater Operating Fund, and is comprised of the following:

A. Tax Increment Financing District No. 2 (Downtown TIF)

In late 2010, the Village Board adopted the Downtown Revitalization Plan to guide efforts to redevelop the core downtown area and adjacent areas along Illinois Route 47. On January 10, 2013, the Village Board approved the creation of the Downtown Tax Increment Financing District to facilitate the redevelopment of these areas. The TIF is set to expire in January 2036.

In anticipation of creating the TIF District, the Village Board adopted a resolution that allowed the Village to reimburse itself or others for eligible redevelopment project costs incurred prior to the establishment of the proposed Downtown TIF district from either TIF funds or debt issuance.

In April 2014, the Village Board approved a Downtown Streetscape Plan that identified various improvements to be completed within the TIF, including streetscaping and infrastructure improvements such as landscaping, benches, planters, lighting, underground utility relocations, dry

utility relocations, water and sewer improvements, sidewalks, streets, parking improvements, and other improvements to Village owned-property and building structures.

In February 2015, the Village authorized construction of the Downtown Streetscape Plan improvements by issuing a \$4,000,000 Debt Certificate at an interest rate of 2.64%. Construction was completed in 2015. TIF funds, as they are generated by new development within the TIF, are used to reimburse these costs and to pay debt service. Currently the Downtown TIF fund is being supplemented with revenue from Telecommunications Tax and Video Gaming Tax receipts and transfers from the Water and Wastewater Funds. Estimated Incremental Property Tax revenue projections for FY21 will cover 60.40% of this total debt service payment and transfers from Water and Wastewater operating funds will cover 21.80% of this total debt service.

In July 2020 the Village refunded these debt certificates and took out an additional \$1,500,000 to complete stormwater management infrastructure improvements within the downtown TIF. This new issuance runs through the life of the TIF with the final payment made in 2037. Overall, the extension of the original debt certificates and the addition of the new money during this low interest rate environment lowered the total annual payments by more than \$30,000.

Refunding 2015 & new \$1.5M Downtown TIF

\$3,885,000 18 Year Term 1.87%

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>		<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$175,000	\$114,300	\$289,300	2030	\$225,000	\$60,900	\$285,900
2022	\$180,000	\$109,050	\$289,050	2031	\$235,000	\$54,150	\$289,150
2023	\$185,000	\$103,650	\$288,650	2032	\$240,000	\$47,100	\$287,100
2024	\$190,000	\$98,100	\$288,100	2033	\$250,000	\$39,900	\$289,900
2025	\$195,000	\$92,400	\$287,400	2034	\$260,000	\$32,400	\$292,400
2026	\$205,000	\$86,550	\$291,550	2035	\$265,000	\$24,600	\$289,600
2027	\$210,000	\$80,400	\$290,400	2036	\$275,000	\$16,650	\$291,650
2028	\$220,000	\$74,100	\$294,100	2037	\$280,000	\$8,400	\$288,400
2029	\$220,000	\$67,500	\$287,500	Total:	\$3,810,000	\$1,110,150	\$4,920,150

B. Upgrades to the East and West Wastewater Treatment Facilities

In August 2017, the Village issued \$3,000,000 in Debt Certificates at an interest rate of 3.31% to fund upgrades to the Village's current Wastewater Treatment Facilities (WWTF). Directives from the Illinois Environmental Protection Agency (EPA) mandated the need for these upgrades. The Illinois Environmental Protection Agency (IEPA) reissued the National Pollutant Discharge Elimination System (NPDES) Permit No. IL0029238 for the East WWTF. The reissued permit required the Village to prepare three planning documents and submit them by November 30, 2016 and also required Village compliance with a Phosphorus effluent discharge limit of 1.0 mg/l by November 30, 2018. All improvements to the treatment facilities and IEPA requirements have been met and completed.

In July 2020 the Village refunded these Debt Certificates with GO Bonds and a lower rate of interest. The new interest rate is 1.39% creating an annual savings of over \$20,000 or more than \$250,000 over the remaining life of the bond.

Refunding 2015 (Wastewater Operating)
\$2,330,000 same maturity date 1.39%

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>		<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$165,000	\$68,100	\$233,100	2027	\$195,000	\$36,150	\$231,150
2022	\$170,000	\$63,150	\$233,150	2028	\$200,000	\$30,300	\$230,300
2023	\$175,000	\$58,050	\$233,050	2029	\$210,000	\$24,300	\$234,300
2024	\$180,000	\$52,800	\$232,800	2030	\$215,000	\$18,000	\$233,000
2025	\$185,000	\$47,400	\$232,400	2031	\$220,000	\$11,550	\$231,550
2026	\$190,000	\$41,850	\$231,850	2032	\$165,000	\$4,950	\$169,950
Total:					\$2,270,000	\$456,600	\$2,726,600

DEBT DISCLOSURE POLICY

The Disclosure Policy assists the Village in creating accurate disclosures with respect to its Official Statements, Annual Financial Information, and EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the “*Disclosures*.”

- a) *Disclosure Officer*. The Director of Finance of the Village (the “*Disclosure Officer*”) is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the “*Disclosure Procedures*”).
- b) *Disclosure Procedures: Official Statements*. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the Village, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:
 1. The Village shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the “*Working Group*”) and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
 2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the Village. Examples include confirming that information relating to the Village, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the Village is accurate and corresponds with the financial information in the Village’s possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the Village presented in the Official Statement.
 3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the Village as the Disclosure Officer deems

necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however*, that the use of the Official Statement must be ratified, approved and authorized by the President and Board of Trustees of the Village (the "Board").

(c) *Disclosure Procedures: Annual Financial Information.* The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By June 1 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the "*Financial Statements*"). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the Village for such purpose) within the timeframe allowed for such filing.

(d) *Disclosure Procedures: Reportable Events.* The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the Village for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material.

If, in connection with such Financial Obligation, the Village has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

(e) *Disclosure Procedures: EMMA Notices.* Whenever the Village determines to file an EMMA Notice, or whenever the Village decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the Village for such purpose) within the timeframe allowed for such filing.

(f) *Additional Responsibilities of the Disclosure Officer.* The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

General Principles.

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the Village releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the

market.” When speaking to the market, Village officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

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

VILLAGE ATTORNEY’S REPORT: None

INTERIM VILLAGE MANAGER’S REPORT:

Interim Village Manager Armour reported that a new resident in the Woodcreek Townhomes has contacted the Village that there is a lack of overnight parking on the street and would like the Village Board to consider changing the rules. Manager Armour stated that the parking regulations are posted on the Village’s website and there are signs posted at the entrance of each subdivision. Mayor Sass stated that the resident uses her garage for storage only and if they rented a storage space they may be able to fit one (1) car in the garage and one (1) on the driveway. Mayor Sass noted that they have three (3) cars and stated that they should work out something to park in the Woodcreek Apartment lot.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass wished happy belated birthdays to Trustee Piwko and Trustee Goldman.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes

A MOTION was made at 7:54 p.m. to Enter into Executive Session for: e) Collective Bargaining.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 8:20 p.m. to Exit Executive Session.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:21 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary



AGENDA ITEM
VILLAGE BOARD MEETING: 10/22/2020
Bills List Fiscal Year End 12/31/2020

The following is a breakdown by Fund for the October 22, 2020 Bills List.

FUND	DEPARTMENT	TOTALS
100	General Fund *(Non-Expense Related Items)	\$7,395.41
100-10	Legislative & Executive	\$26,249.05
100-20-10	Village Manager's Office	\$169.84
100-20-21	Human Resources	\$1,755.32
100-20-22	Information Technology	\$4,783.67
100-30	Finance	\$2,115.14
100-50	Police Department	\$8,026.22
100-60-10	PW Admin/Engineering	\$1,375.23
100-60-61	Streets/Underground	\$12,508.69
100-60-62	Buildings & Grounds	\$1,434.08
100-70	Development Services	\$2,181.91
220	Cemetery	\$2,488.97
230	Public Liability Insurance	\$1,682.60
250	Special Service Area #5	\$2,342.86
400	Capital Projects Fund	\$636.00
410	Facilities & Grounds Maintenance	\$34,245.45
420	Street Improvement/Road & Bridge	\$125.00
440	Downtown TIF	\$114,821.25
480	Equipment Replacement	\$80,441.51
510	Water Operating	\$22,638.88
515	Water Capital Fund	\$22,126.88
520	Wastewater Operating	\$99,468.13
525	Wastewater Capital Fund	\$138.10
700	Escrow Agency Fund	\$120.02
	10/22/20 Bills Payable	\$449,270.21
	10/8/2020 Payroll Date	\$395,781.15
	Total Payroll	\$395,781.15
	Total Disbursements	\$845,051.36

*(Compliance Bond Refunds, Impact Fees, Sales Tax Rebates, Deposit Refunds, Pe-Paid Expenses, and A/R-Bulk Fuel)



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
102 - ADT LLC	
SECURITY CAMERA SERVICE - FLEET SHOP 10/12 - 11/11/20	
<i>Facilities & Grounds Maintenance</i>	\$44.72
102 - ADT LLC Total	\$44.72
1034 - MIDAMERICAN ENERGY SERVICES LLC	
ELECTRICITY	
<i>Water Operating Fund-Public Works-Water</i>	\$5,830.33
1034 - MIDAMERICAN ENERGY SERVICES LLC Total	\$5,830.33
1041 - DYNEGY ENERGY SERVICES	
ELECTRICITY	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$820.24
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$218.94
1041 - DYNEGY ENERGY SERVICES Total	\$1,039.18
1057 - KELLY SERVICES INC	
TEMP SERVICES/CONVERSION FEE/SORENSEN	
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$4,500.00
<i>Water Operating Fund-Public Works-Water</i>	\$4,500.00
TEMP SERVICES/SORENSEN	
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$1,400.00
<i>Water Operating Fund-Public Works-Water</i>	\$1,400.00
1057 - KELLY SERVICES INC Total	\$11,800.00
106 - AIRGAS NORTH CENTRAL	
OXYGEN, ACETYLENE FOR WELDING	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$337.60
106 - AIRGAS NORTH CENTRAL Total	\$337.60
1063 - GRYPHON TRAINING GROUP INC	
CRIMINAL GYPSIES-TOWE	
<i>General Fund-Police</i>	\$135.00
1063 - GRYPHON TRAINING GROUP INC Total	\$135.00
1075 - MCDERMAID ROOFING & INSULATING CO	
GUTTER INSTALLATION - PW BAKLEY BUILDING	
<i>Facilities & Grounds Maintenance</i>	\$1,699.00
ROOF REPAIR - PW FACILITY	
<i>Facilities & Grounds Maintenance</i>	\$844.00
ROOF REPLACEMENT - PUBLIC WORKS FACILITY	
<i>Facilities & Grounds Maintenance</i>	\$25,220.00
1075 - MCDERMAID ROOFING & INSULATING CO Total	\$27,763.00



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
1079 - JX TRUCK CENTER	
ADDITIONAL REPAIRS - VEH 1671 (SWEEPER) SEE PO #405 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$544.92
CEL DIAGNOSTICS & REPAIR, A/C REPAIR - VEH 1671 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$1,491.70
1079 - JX TRUCK CENTER Total	\$2,036.62
1086 - PURPURO, DEBORAH	
TREE REIMBURSEMENT PROGRAM - 12314 LAUREL LN <i>Street Improvement/Road & Bridge</i>	\$125.00
1086 - PURPURO, DEBORAH Total	\$125.00
1087 - PUCIN, CHRISTOPHER	
REIMBURSE CDL NEW ISSUE FEE <i>Water Operating Fund-Public Works-Water</i>	\$50.00
1087 - PUCIN, CHRISTOPHER Total	\$50.00
1088 - KERLEY, TIM	
CDL RENEWAL FEE REIMBURSEMENT <i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$30.00
1088 - KERLEY, TIM Total	\$30.00
1089 - AMALGAMATED BANK OF CHICAGO	
2020 GO BONDS/INTEREST <i>Downtown TIF Fund</i>	\$39,821.25
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$23,882.50
2020 GO BONDS/PRINCIPAL <i>Downtown TIF Fund</i>	\$75,000.00
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$60,000.00
1089 - AMALGAMATED BANK OF CHICAGO Total	\$198,703.75
110 - ACE HARDWARE	
BATTERIES <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$29.98
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$13.18
DRILL <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$97.44
ELBOW 90D <i>Water Operating Fund-Public Works-Water</i>	\$5.99
FASTENERS <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	(\$0.36)
HARDWARE FOR SAFETY TRAILER <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$5.58
SPRAY PAINT <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$25.98



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
WRENCH, KEY, FASTENERS <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$37.27
110 - ACE HARDWARE Total	\$215.06
112 - ADVANCED BUSINESS NETWORKS INC	
RJ45 CONNECTORS <i>General Fund-Village Managers Office-Information Technology</i>	\$1.50
112 - ADVANCED BUSINESS NETWORKS INC Total	\$1.50
140 - AXON ENTERPRISES INC	
TASER BATTERIES <i>General Fund-Police</i>	\$225.00
140 - AXON ENTERPRISES INC Total	\$225.00
143 - B&F CONSTRUCTION CODE SVC INC	
SOLAR PANELS PLAN REVIEW #1121768 <i>General Fund-Development Services</i>	\$225.00
143 - B&F CONSTRUCTION CODE SVC INC Total	\$225.00
146 - BACKGROUNDS ONLINE	
PRE-EMPLOYMENT BACKGROUND CHECK <i>General Fund-Village Managers Office-Human Resources</i>	\$67.95
146 - BACKGROUNDS ONLINE Total	\$67.95
158 - BLU PETROLEUM	
DIESEL FUEL <i>General Fund</i>	\$2,592.45
REGULAR FUEL <i>General Fund</i>	\$3,602.96
158 - BLU PETROLEUM Total	\$6,195.41
164 - BOTTS WELDING & TRK SVC INC	
REAR LEAF SPRING & HARDWARE - VEH 1662 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$120.96
164 - BOTTS WELDING & TRK SVC INC Total	\$120.96
167 - BRISTOL HOSE & FITTING INC	
FLEET SHOP HARDWARE <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$84.95
167 - BRISTOL HOSE & FITTING INC Total	\$84.95
171 - C & L RENTALS SALES & SVC INC	
BELT GUARD <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$31.39
HARNES	



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$22.88
METAL BLADE	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$17.97
171 - C & L RENTALS SALES & SVC INC Total	\$72.24
177 - CDW GOVERNMENT INC	
ADOBE LICENSE RENEWAL	
<i>General Fund-Village Managers Office-Information Technology</i>	\$4,722.64
STARTECH 15FT. HDMI CABLE	
<i>Equipment Replacement Fund</i>	\$16.14
STARTECH 6FT HDMI CABLE	
<i>Equipment Replacement Fund</i>	\$37.96
TRIPP LITE 15FT. CAT6 CABLE	
<i>Equipment Replacement Fund</i>	\$17.08
TRIPP LITE 15FT. DISPLAY PORT TO HDMI CABLE	
<i>Equipment Replacement Fund</i>	\$31.34
TRIPP LITE 6FT. DISPLAY PORT TO HDMI CABLE	
<i>Equipment Replacement Fund</i>	\$18.99
VIEWSONIC VX2476 MONITORS	
<i>Equipment Replacement Fund</i>	\$1,063.92
WESTERN DIGITAL 4TB HARD DRIVE	
<i>Equipment Replacement Fund</i>	\$227.98
177 - CDW GOVERNMENT INC Total	\$6,136.05
196 - CLARK BAIRD SMITH LLP	
LEGAL SERVICES	
<i>General Fund-Legislative</i>	\$2,313.75
196 - CLARK BAIRD SMITH LLP Total	\$2,313.75
204 - CONCENTRIC INTEGRATION LLC	
SCADA SUPPORT	
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$942.50
204 - CONCENTRIC INTEGRATION LLC Total	\$942.50
208 - COMED	
ELECTRICITY	
<i>Cemetery Fund</i>	\$19.39
<i>Facilities & Grounds Maintenance</i>	\$61.88
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$337.24
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$452.50
<i>Water Operating Fund-Public Works-Water</i>	\$76.18
208 - COMED Total	\$947.19



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
214 - CORE & MAIN	
6X20 REP CLP	
<i>Water Operating Fund-Public Works-Water</i>	\$1,005.47
CURB BOX REPAIR TOP	
<i>Water Operating Fund-Public Works-Water</i>	\$415.54
EPOXY COUPLING	
<i>Water Operating Fund-Public Works-Water</i>	\$115.64
WATER METER EQUIPMENT	
<i>Water Capital & Equipment Fund</i>	\$2,890.78
214 - CORE & MAIN Total	\$4,427.43
218 - COWLIN & CURRAN PROF CORP	
LEGAL SERVICES	
<i>General Fund-Police</i>	\$2,655.80
218 - COWLIN & CURRAN PROF CORP Total	\$2,655.80
233 - DISCOVERY BENEFITS INC	
FSA MONTHLY FEES	
<i>General Fund-Village Managers Office-Human Resources</i>	\$101.85
233 - DISCOVERY BENEFITS INC Total	\$101.85
239 - DREISILKER ELECTRIC MOTORS	
COGGED V-BELT	
<i>General Fund-Public Works-Buildings & Grounds</i>	\$279.52
239 - DREISILKER ELECTRIC MOTORS Total	\$279.52
245 - ELITE UNIFORMS INC	
FLEXFIT CAPS W/LOGO	
<i>General Fund-Public Works-Buildings & Grounds</i>	\$328.50
245 - ELITE UNIFORMS INC Total	\$328.50
258 - FEDEX	
UB LOCK BOX REPORTS	
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$39.26
<i>Water Operating Fund-Public Works-Water</i>	\$39.25
258 - FEDEX Total	\$78.51
263 - FLOW-TECHNICS	
WASTE PIT PUMP #1 - ABS XFP100C-2.7HP	
<i>Water Capital & Equipment Fund</i>	\$5,290.00
263 - FLOW-TECHNICS Total	\$5,290.00



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
293 - HAWKS NAPA AUTO PARTS	
AIR FILTER <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$54.91
BATTERY & CORE DEPOSIT - VEH 1662 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$253.28
FUEL FILTERS <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$216.04
FUEL LINE HOSE <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$42.25
HEAT SHRINK TUBING <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$27.87
OIL FILTERS <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$23.10
RELAY - VEH 1691 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$36.74
SOCKET RETURN <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	(\$4.69)
TAIL RUNNING LIGHT <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$17.86
TIRE STEM VALVE CAPS <i>General Fund-Police</i>	\$23.00
WIPER BLADES, FLEET HARDWARE <i>General Fund-Development Services</i>	\$105.34
293 - HAWKS NAPA AUTO PARTS Total	\$795.70
294 - HAWKINS INC	
BULK LOAD OF ALUM FOR EAST PLANT <i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$4,214.86
294 - HAWKINS INC Total	\$4,214.86
303 - HUNTLEY FLORAL	
NEW BABY FLOWERS <i>General Fund-Village Managers Office-Human Resources</i>	\$74.90
SYMPATHY FLOWERS <i>General Fund-Village Managers Office-Human Resources</i>	\$69.70
303 - HUNTLEY FLORAL Total	\$144.60
318 - IL FIRE & POLICE COMMR ASSOC	
POLICE COMMISSIONERS ASSOCIATION MEMBER RENEWAL <i>General Fund-Legislative</i>	\$375.00
318 - IL FIRE & POLICE COMMR ASSOC Total	\$375.00



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
326 - IL SECTION AWWA	
VIRTUAL SCADA TRAINING - ZONTA <i>Water Operating Fund-Public Works-Water</i>	\$36.00
326 - IL SECTION AWWA Total	\$36.00
392 - MDC ENVIRONMENTAL SVCS INC	
WASTEHAUL SERVICE 11879 E. MAIN <i>General Fund-Public Works-Buildings & Grounds</i>	\$59.28
392 - MDC ENVIRONMENTAL SVCS INC Total	\$59.28
402 - MEADE ELECTRIC CO INC	
ANCHOR BOLT REPAIR - STREETLIGHT IL 47 & FREEMAN <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$686.42
TRAFFIC SIGNAL MAINTENANCE <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$750.00
402 - MEADE ELECTRIC CO INC Total	\$1,436.42
403 - MENARDS COMMERCIAL ACCOUNT	
800LB 2IN1 ALUMINUM HAND TRUCK <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$109.99
MISC SUPPLIES FOR BUILDINGS&GROUNDS <i>General Fund-Public Works-Buildings & Grounds</i>	\$38.52
PAINTING SUPPLIES <i>General Fund-Public Works-Buildings & Grounds</i>	\$71.73
REFRIGERATOR/E.O.C. PROJECT <i>Capital Projects and Improvement</i>	\$636.00
REPLACEMENT T-12 BULBS/MINERAL SPRITIS <i>General Fund-Public Works-Buildings & Grounds</i>	\$54.87
STUDS/SCREWS <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$80.04
SUPPLIES/WATER PLANT EXTERIOR DOOR <i>Water Operating Fund-Public Works-Water</i>	\$13.67
SUPPLIES-WELL 7&8 REHAB EXT DOORS <i>Water Operating Fund-Public Works-Water</i>	\$161.24
403 - MENARDS COMMERCIAL ACCOUNT Total	\$1,166.06
424 - OFFICE DEPOT	
OFFICE SUPPLIES <i>General Fund-Development Services</i>	\$20.04
424 - OFFICE DEPOT Total	\$20.04
425 - COMPASS MINERALS	
WATER SOFTENER SALT <i>Water Operating Fund-Public Works-Water</i>	\$2,575.34
425 - COMPASS MINERALS Total	\$2,575.34



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
446 - PDC LABORATORIES INC	
LAB SAMPLE TESTING	
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$751.70
<i>Water Operating Fund-Public Works-Water</i>	\$2,011.50
446 - PDC LABORATORIES INC Total	\$2,763.20
455 - POSTAL PROS SOUTHWEST INC	
UM 9/28/20-10/4/20	
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$6.77
<i>Water Operating Fund-Public Works-Water</i>	\$6.77
455 - POSTAL PROS SOUTHWEST INC Total	\$13.54
459 - PRECISE MOBILE RESOURCE MGMNT	
GPS MONITORING SERVICE	
<i>Equipment Replacement Fund</i>	\$138.10
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$138.10
<i>Wastewater Capital & Equipment</i>	\$138.10
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$138.10
<i>Water Capital & Equipment Fund</i>	\$138.10
<i>Water Operating Fund-Public Works-Water</i>	\$138.10
459 - PRECISE MOBILE RESOURCE MGMNT Total	\$828.60
462 - PROFESSIONAL CEMETERY SVCS	
CEMETERY FALL WEED & FEED	
<i>Cemetery Fund</i>	\$1,175.00
CEMETERY GROUNDS MAINT - 10/2020	
<i>Cemetery Fund</i>	\$902.58
462 - PROFESSIONAL CEMETERY SVCS Total	\$2,077.58
467 - QUILL CORP	
OFFICE SUPPLIES	
<i>General Fund-Finance</i>	\$176.91
467 - QUILL CORP Total	\$176.91
471 - CCS CONTRACTOR EQUIPMENT & SUPPLY INC	
ADA 2'X4' PANEL	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$196.00
CONCRETE MATERIALS	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$243.54
MEASURE WHEEL	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$102.00
471 - CCS CONTRACTOR EQUIPMENT & SUPPLY INC Total	\$541.54



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
472 - R/K AUTOBODY INC	
TAILGATE SQUAD 30	
<i>Liability Insurance Fund</i>	\$1,253.73
472 - R/K AUTOBODY INC Total	\$1,253.73
476 - RALPH HELM INC	
BLADES - VEH 1654	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$113.07
476 - RALPH HELM INC Total	\$113.07
479 - RAY OHERRON CO INC	
BOOTS/OFC FABIS	
<i>General Fund-Police</i>	\$89.99
BOOTS/OFC MILLER	
<i>General Fund-Police</i>	\$134.99
FREIGHT	
<i>General Fund-Police</i>	\$13.75
MOURNING BAND, BLACK	
<i>General Fund-Police</i>	\$22.50
REFUND FREIGHT CHARGES 2053927-IN	
<i>General Fund-Police</i>	(\$7.94)
FREIGHT CHARGES	
<i>General Fund-Police</i>	\$7.94
479 - RAY OHERRON CO INC Total	\$261.23
488 - RIEKE OFFICE INTERIORS	
OFFICE CHAIRS HR (2) & IT (1)	
<i>Equipment Replacement Fund</i>	\$1,420.00
488 - RIEKE OFFICE INTERIORS Total	\$1,420.00
493 - RUEKERT & MIELKE INC	
GIS ANNUAL SERVICES	
<i>General Fund-Development Services</i>	\$1,235.66
<i>General Fund-Police</i>	\$1,235.66
<i>General Fund-Public Works-Administration</i>	\$1,235.66
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$1,235.67
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$1,235.68
<i>Water Operating Fund-Public Works-Water</i>	\$1,235.67
VUEWORKS IMPLEMENTATION	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$1,000.00
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$1,000.00
<i>Water Operating Fund-Public Works-Water</i>	\$1,000.00
WATER SYSTEM MODEL & STH 47 ALT STUDY	
<i>Water Capital & Equipment Fund</i>	\$13,808.00
493 - RUEKERT & MIELKE INC Total	\$24,222.00



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
495 - RUSH TRUCK CENTER HUNTLEY	
2021 SINGLE AXLE CAB & CHASSIS FOR DUMP TRUCK <i>Equipment Replacement Fund-Public Works</i>	\$77,470.00
BATTERY CABLE - VEH 1691 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$146.18
MIRROR, HUB PARTS <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$141.22
495 - RUSH TRUCK CENTER HUNTLEY Total	\$77,757.40
501 - SAMS CLUB SYNCHRONY BANK	
CLEANING SUPPLIES <i>General Fund-Public Works-Buildings & Grounds</i>	\$357.28
FACE MASKS/COVID-19 <i>General Fund-Public Works-Buildings & Grounds</i>	\$35.92
<i>General Fund-Village Managers Office-Human Resources</i>	\$35.92
FLEET SERVICE SUPPLIES <i>General Fund-Public Works-Buildings & Grounds</i>	\$94.36
POM TISSUE <i>General Fund-Public Works-Buildings & Grounds</i>	\$20.98
501 - SAMS CLUB SYNCHRONY BANK Total	\$544.46
512 - SIKICH LLP	
ACCOUNTING SERVICES - 9/2020 <i>General Fund-Finance</i>	\$1,888.70
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$377.74
<i>Water Operating Fund-Public Works-Water</i>	\$1,510.96
512 - SIKICH LLP Total	\$3,777.40
526 - STEINER ELECTRIC CO	
FREIGHT <i>Liability Insurance Fund</i>	\$48.40
LITHONIA FIXTURE - ATBO 30 BLEDE 10 MVOLT <i>Liability Insurance Fund</i>	\$380.47
526 - STEINER ELECTRIC CO Total	\$428.87
547 - TODAYS UNIFORMS	
CARGO PANTS/HOOTEN <i>General Fund-Police</i>	\$197.85
547 - TODAYS UNIFORMS Total	\$197.85
552 - TRAFFIC CONTROL & PROTECTION	
28" TRAFFIC CONES W/REFLECTIVE COLLAR <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$377.50
BLANKET PO FOR SIGNS AND STRIPING PAINT <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$480.80
552 - TRAFFIC CONTROL & PROTECTION Total	\$858.30



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
570 - VERIZON WIRELESS	
CELL PHONE SERVICE	
<i>General Fund-Development Services</i>	\$379.95
<i>General Fund-Finance</i>	\$49.53
<i>General Fund-Legislative</i>	\$49.53
<i>General Fund-Police</i>	\$1,285.51
<i>General Fund-Public Works-Administration</i>	\$139.57
<i>General Fund-Public Works-Buildings & Grounds</i>	\$93.12
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$392.70
<i>General Fund-Village Managers Office-Administration</i>	\$169.84
<i>Wastewater Operating Fund-Public Works-Wastewater</i>	\$264.40
<i>Water Operating Fund-Public Works-Water</i>	\$294.03
<i>General Fund-Village Managers Office-Information Technology</i>	\$59.53
570 - VERIZON WIRELESS Total	\$3,177.71
 640 - PERSPECTIVES LTD	
EAP SERVICES	
<i>General Fund-Village Managers Office-Human Resources</i>	\$285.00
640 - PERSPECTIVES LTD Total	\$285.00
 649 - SERVICE PRINTING CORP	
FY21 BUDGET APPENDIX TABS	
<i>General Fund-Legislative</i>	\$295.00
FY21 BUDGET TABS	
<i>General Fund-Legislative</i>	\$793.00
649 - SERVICE PRINTING CORP Total	\$1,088.00
 651 - LOCALGOVNEWS.ORG	
MEMBERSHIP RENEWAL 12/3/20-12/3/21	
<i>General Fund</i>	\$1,200.00
651 - LOCALGOVNEWS.ORG Total	\$1,200.00
 689 - O'REILLY - STORE 5851	
HEATER HOSE	
<i>Water Operating Fund-Public Works-Water</i>	\$12.16
689 - O'REILLY - STORE 5851 Total	\$12.16
 725 - JCK CONTRACTORS INC	
TOPSOIL	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$160.00
725 - JCK CONTRACTORS INC Total	\$160.00



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
738 - C T VEACH INC	
LANDSCAPE MAINTENANCE	
<i>Facilities & Grounds Maintenance</i>	\$6,375.85
<i>Special Service Area #5-Non-Departmental-Non-Division</i>	\$2,342.86
738 - C T VEACH INC Total	\$8,718.71
858 - NORTHWESTERN MEDICINE OCCUPATIONAL HEALTH	
AUDIOMETRY SCREENING	
<i>General Fund-Village Managers Office-Human Resources</i>	\$32.00
BACK SCREENING	
<i>General Fund-Village Managers Office-Human Resources</i>	\$45.00
DRUG SCREENING	
<i>General Fund-Village Managers Office-Human Resources</i>	\$35.00
PHYSICAL SCREENING	
<i>General Fund-Village Managers Office-Human Resources</i>	\$60.00
VISION SCREENING	
<i>General Fund-Village Managers Office-Human Resources</i>	\$15.00
858 - NORTHWESTERN MEDICINE OCCUPATIONAL HEALTH Total	\$187.00
983 - HUNTLEY FORD	
ALTERNATOR - VEH 1662	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$273.48
DRIVER SIDE DOOR SKIN - BB5Z*7820201*A - VEH 2516	
<i>General Fund-Police</i>	\$536.76
DRIVER SIDE DOOR SKIN - VEH 2516 / ADD ON PO 2020-408	
<i>General Fund-Police</i>	\$65.71
DRIVER SIDE SEAT COVER - VEH 25-16	
<i>General Fund-Police</i>	\$112.00
FRONT BRAKE PADS & ROTORS - VEH 21-17	
<i>General Fund-Police</i>	\$288.71
FRONT BRAKE PADS & ROTORS - VEH 42-15	
<i>General Fund-Police</i>	\$288.71
MOTOR MOUNT - VEH 24-16	
<i>General Fund-Police</i>	\$192.06
REAR BRAKE PADS & ROTORS - VEH 1663	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$352.20
REAR BRAKE PADS & ROTORS - VEH 42-15	
<i>General Fund-Police</i>	\$224.42
REAR BRAKE SEAL - VEH 1663	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$143.00
REAR BRAKES - VEH 1662	
<i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$499.32
SEAT CUSHION & COVER - VEH 22	
<i>General Fund-Police</i>	\$225.71



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
WHEEL LOCK HUB - VEH 1662 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$129.43
WINDOW TRANSMISSION - VEH 1617 <i>General Fund-Public Works-Streets Utilities & Fleet Svcs</i>	\$84.93
WINDSHIELD WASHER HOSE VEH 24-16 <i>General Fund-Police</i>	\$43.09
983 - HUNTLEY FORD Total	\$3,459.53
259 - FILIPPINI LAW FIRM LLP	
LEGAL SERVICES <i>General Fund-Legislative</i>	\$3,216.50
<i>Cemetery Fund</i>	\$392.00
259 - FILIPPINI LAW FIRM LLP Total	\$3,608.50
1013 - COHNREZNICK LLP	
LEGAL SERVICES <i>General Fund-Legislative</i>	\$5,584.50
1013 - COHNREZNICK LLP Total	\$5,584.50
369 - LAW OFC THOMAS R BURNEY LLC	
LEGAL SERVICES <i>General Fund-Legislative</i>	\$13,468.75
369 - LAW OFC THOMAS R BURNEY LLC Total	\$13,468.75
429 - NORTHWEST HERALD - SHAW	
RECRUITMENT AD FOR POLICE <i>General Fund-Village Managers Office-Human Resources</i>	\$933.00
<i>General Fund-Legislative</i>	\$53.02
<i>General Fund-Development Services</i>	\$215.92
<i>Escrow / Recapture Fund</i>	\$120.02
429 - NORTHWEST HERALD - SHAW Total	\$1,321.96
0 - ELIZABETH MALEN	
0501041420-002 UM CREDIT BALANCE REFUND <i>Water Operating Fund</i>	\$129.93
0 - ELIZABETH MALEN Total	\$129.93
0 - MAGGIE MOREHOUSE	
0401006440-005 UM CREDIT BALANCE REFUND <i>Water Operating Fund</i>	\$4.50
0 - MAGGIE MOREHOUSE Total	\$4.50



DETAIL BOARD REPORT 10/22/2020

VENDOR/DESCRIPTION/FUND/DEPARTMENT	AMOUNT
0 - RYAN BRETZMAN	
0401048630-001 UM CREDIT BALANCE REFUND	
<i>Water Operating Fund</i>	\$70.61
0 - RYAN BRETZMAN Total	<u>\$70.61</u>
Grand Total	<u><u>\$449,140.21</u></u>



VENDOR/DESCRIPTION/FUND/DEPARTMENT	Amount
383 - MCHENRY COUNTY	
2020-21 SEASONAL HEALTH PERMIT/INDOOR FM	
<i>General Fund-Legislative</i>	\$100.00
383 - MCHENRY COUNTY Total	<u>\$100.00</u>
<i>Grand Total</i>	<u><u>\$100.00</u></u>



VILLAGE OF HUNTLEY
PETTY CASH CHECKING ACCOUNT - AMERICAN COMMUNITY BANK

100-1033

DATE	CK#	AMOUNT	PAYEE	DESCRIPTION	G/L Account #
9/2/2020	1630	10.00	DEKALB COUNTY CLERK	Record Notary/Sullivan	100-50-00-6610
9/23/2020	1631	10.00	MCHENRY COUNTY CLERKS OFFICE	Record Notary/Williams	100-50-00-6610
9/23/2020	1632	10.00	MCHENRY COUNTY CLERKS OFFICE	Redord Notary/Gregorio	100-50-00-6610

30.00 Submitted To Village Board Meeting 10/22/20

Agenda Item: **Consideration – An Ordinance Approving a Final Plat of Resubdivision to Resubdivide Lots 1 - 4 in the Final Plat of Donahue’s Subdivision, 11875 Mill Street**

Petitioner/Owner: **Frances L. Borhart, Petitioner, and Carol E. Donahue Trust No. 1, Owner**

Department: **Development Services Department - Planning and Zoning Division**

Introduction

The petitioner is proposing to resubdivide Donahue’s Subdivision, located at the southeast corner of Route 47 and Mill Street. The resubdivision consists of the three (3) lots that front Mill Street, which includes one single family home, and a larger parcel that has significant frontage on Route 47. The petitioner has been attempting to sell the property for some time and believes it would be easier to sell the home and vacant lots along Mill Street if they were smaller, thus allowing them to have a lower asking price.

Staff Analysis

The subject property is zoned “R-1” Single Family Residential which requires a minimum lot area of 12,600 square feet and a minimum lot width of 90 feet. The petitioner is proposing to reduce the size of the lots fronting Mill Street to create a larger parcel fronting Route 47 (Lot 4). In doing so, the depth of the Mill Street lots are reduced from 300 feet to 150 feet and the width of the lots are shifted slightly so that each lot measures no less than 90 feet and the existing home continues to meet side yard setbacks for the “R-1” zoning district. All proposed lots conform to the minimum lot area and width requirements for the “R-1” zoning district as detailed in the following table:

Lot 1	Existing	Proposed	Required
Lot Area	29,095 sf	13,923 sf	12,600 sf
Lot Width	88 ft.	92.64 ft.	90 ft.
Lot 2	Existing	Proposed	Required
Lot Area	29,924 sf	15,752 sf	12,600 sf
Lot Width	100 ft.	105 ft.	90 ft.
Lot 3	Existing	Proposed	Required
Lot Area	29,763 sf	13,398 sf	12,600 sf
Lot Width	100 ft.	90 ft.	90 ft.
Lot 4	Existing	Proposed	Required
Lot Area	356,138 sf	403,153 sf	12,600 sf
Lot Width	991.19 ft.	1,139.58 ft.	90 ft.

Plan Commission Recommendation

The Plan Commission reviewed the petitioners’ request on October 12, 2020 and, with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 5 to 0, subject to the following conditions:

1. Upon approval of the Final Plat by the Village Board, the Owner shall record the plat with the Recorder of McHenry County within three months. If not recorded within this time, the approval shall be null and void (Section 155.221(A)(5) of the Village’s Subdivision Ordinance).

Action Requested

A motion of the Village Board for an Ordinance Approving a Final Plat of Resubdivision to Resubdivide Lots 1 - 4 in the Final Plat of Donahue's Subdivision, 11875 Mill Street.

Exhibits

1. Site Aerial Existing Lots
2. Site Aerial Proposed Lots
3. Final Plat of Donahue's Resubdivision
4. Draft Ordinance



**Village of Huntley GIS
Donahue Existing Lots**

DISCLAIMER: The Village of Huntley Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 100'



VILLAGE OF HUNTLEY
10987 Main Street
Huntley, IL 60142
(847)669-9600

Print Date: 10/8/2020



**Village of Huntley GIS
Donahue Proposed Lots**

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SCALE: 1" = 100'

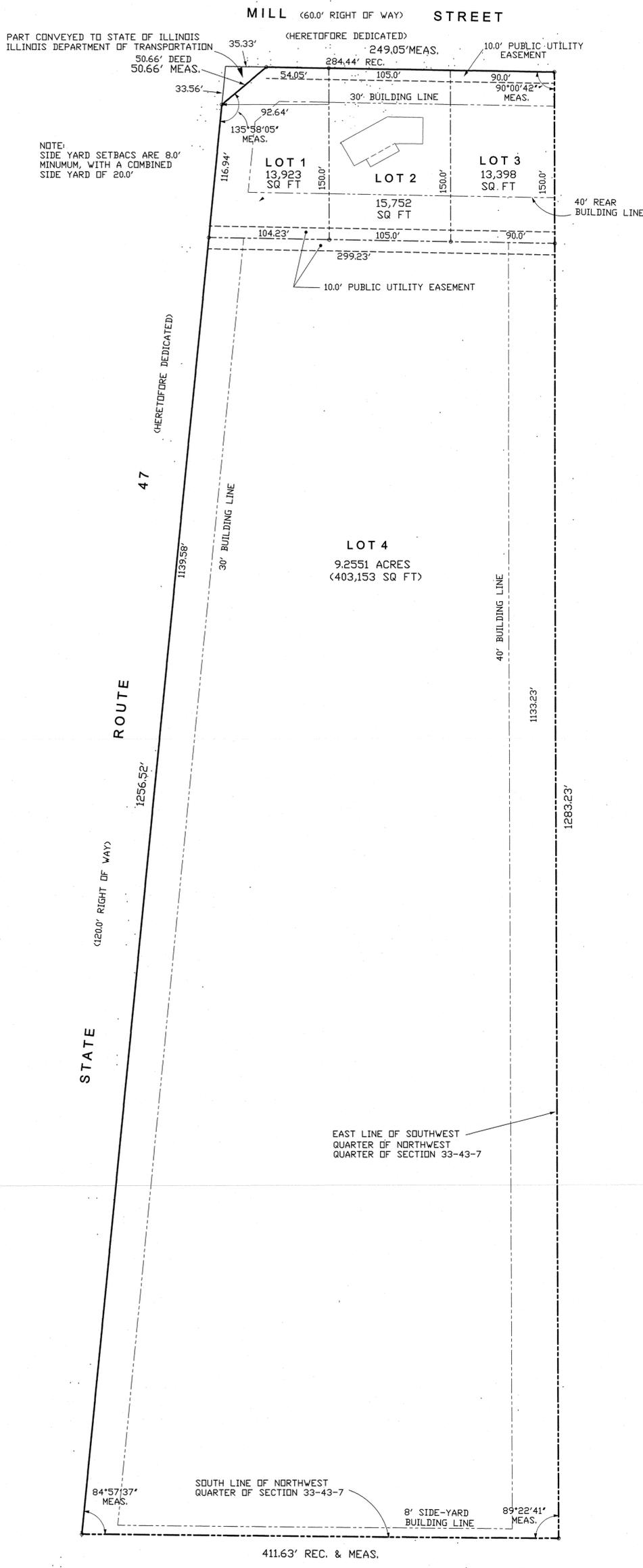


VILLAGE OF HUNTLEY
10987 Main Street
Huntley, IL 60142
(847)669-9600

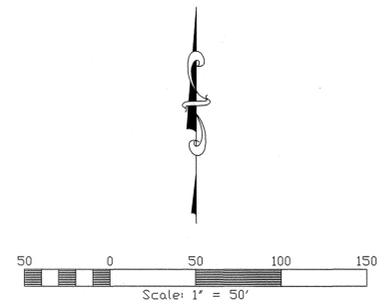
Print Date: 10/8/2020

FINAL PLAT OF DONAHUE'S RESUBDIVISION

A RESUBDIVISION OF LOTS 1, 2 & 3 IN DONAHUE'S SUBDIVISION AND PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST OF SECTION 33, TOWNSHIP 43 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE VILLAGE OF HUNTLEY, MCHENRY COUNTY, ILLINOIS
SHEET 1 OF 2



NOTE:
SIDE YARD SETBACKS ARE 8.0' MINIMUM, WITH A COMBINED SIDE YARD OF 20.0'



SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF KANE)ss

This is to certify that I, Charles J. Hill, a Professional Land Surveyor in the State and County aforesaid have surveyed, subdivided, and platted for the owners thereof the following described property:

PARCEL 1:
Lots 1 through 3, inclusive, in Donahue's Subdivision, being a subdivision in part of the Southwest Quarter of the Northwest Quarter of Section 33, Township 43 North, Range 7 East of the Third Principal Meridian, in the Village of Huntley, McHenry County, Illinois. Excepting therefrom that part conveyed to the people of the State of Illinois, Department of Transportation described as follows: Beginning at the Northwest corner of Lot 1 of Donahue's Subdivision per Document No. 847834; thence on an assumed bearing of South 89 degrees 37 minutes 24 seconds East, along the North line of said Lot 1, 35.33 feet; thence South 49 degrees 04 minutes 37 seconds West, 50.68 feet to the West line of said Lot 1; thence North 05 degrees 04 minutes 39 seconds East, along said West line, 33.56 feet to the point of beginning.

PARCEL 2:
That part of premises hereinafter described located East of State Bond Issue Route 47 situated in the Southwest Quarter of the Northwest Quarter of Section 33, Township 43 North, Range 7, East of the Third Principal Meridian, (except that part of the Southwest Quarter of the Northwest Quarter of Section 33, Township 43 North, Range 7 East of the Third Principal Meridian, described as follows: Beginning at the Northeast corner of the Southwest Quarter of the Northwest Quarter of Section 33; thence Southerly on the Easterly line thereof, a distance of 30.22 feet to a point; thence Westerly on a line parallel to the North line of the Southwest Quarter of the Northwest Quarter of Section 33, a distance of 310.32 feet to a point; thence Northerly on the Easterly line of State Bond Issue Route 47, a distance of 30.10 feet to a point on the North line of the Southwest Quarter of the Northwest Quarter of Section 33; thence Easterly on the said North line of Southwest Quarter of the Northwest Quarter of Section 33, a distance of 304.29 feet to the place of beginning), excepting therefrom Lots 1 through 3, inclusive, in Donahue's Subdivision, being a subdivision in part of the Southwest Quarter of the Northwest Quarter of Section 33, Township 43 North, Range 7 East of the Third Principal Meridian, in the Village of Huntley, McHenry County, Illinois.

I further certify that the plat hereon drawn is a correct and accurate representation of said survey and subdivision. All distances are shown in feet and decimal parts thereof and I further certify that no part of the above described property is not located within a special flood hazard area as identified by the Federal Emergency Management Agency based on Flood Insurance Rate Map 17111C0316J and dated November 11, 2006. (The property falls within "Zone X"-areas determined to be outside the 0.2% annual chance floodplain).

I also hereby that all monuments for exterior subdivision corners have been set, and all interior monuments shall be set as described on this Final Plat, in accordance with the Plat Act and Minimum Standards of Practice, (Illinois Compiled Statutes Chapter 765, Section 205/1 and Chapter 225, Section 330/1270.56/7d), and that the property herein described is located within the corporate limits of the Village of Huntley.

This Professional Service Conforms to the Current Illinois Minimum Standards for a Boundary Survey.

Given under my hand and seal this ___ day of _____ A.D., 2020.

Charles J. Hill - I.P.L.S.#35-2700
My license expires November 30, 2020

OWNER'S CERTIFICATION & SCHOOL DISTRICT CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

This is to certify that the Carole E. Donahue Trust No. 1, dated December 20, 2000 is the owner of the property described hereon, and has caused the same to be resurveyed and resubdivided as indicated hereon for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the style and title thereon indicated.

To the best of my knowledge, the undersigned, on behalf of the Carole E. Donahue Trust No. 1, dated December 20, 2000, as owner of the property herein described in the surveyor's certificate, further certifies that all of the land included in this plat lies within the boundaries of Huntley Community school District 158, in Kane and McHenry County, Illinois.

Dated this _____ Day of _____ A.D., 2020.

Francis L. Borhart, Trustee

NOTARY PUBLIC

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

I, _____, a Notary Public in and for said county do hereby certify that the Carole E. Donahue Trust No. 1, dated December 20, 2000, Trustee, who is personally known to me to be the same person whose name is subscribed to the foregoing certificate as such owner, appeared before me this day in person and acknowledged that he signed and delivered the said instrument as her own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ Day of _____ A.D., 2020.

Notary Public
My Commission Expires: _____

THIS PLAT IS BEING RECORDED BY:

Address: _____

FINAL PLAT OF DONAHUE'S RESUBDIVISION

A RESUBDIVISION OF LOTS 1, 2 & 3 IN DONAHUE'S SUBDIVISION AND PART OF THE SOUTHWEST
QUARTER OF THE NORTHWEST OF SECTION 33, TOWNSHIP 43 NORTH, RANGE 7 EAST OF THE THIRD
PRINCIPAL MERIDIAN, IN THE VILLAGE OF HUNTLEY, MCHENRY COUNTY, ILLINOIS
SHEET 2 OF 2

VILLAGE ENGINEER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

This is to certify that I, _____, Village Engineer for the Village
of Huntley, McHenry County, Illinois, have reviewed and approved this plat.

Dated this _____ Day of _____, 2020 .

By: _____
Village Engineer License Number & Expiration Date

COUNTY CLERK CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

I, _____, County Clerk of McHenry County, do
hereby certify that there are no delinquent general taxes, no unpaid current general
taxes, no unpaid forfeited taxes and no redeemable tax sales against any of the land
included in
the annexed plat.

I further certify that I have received all statutory fees in connection with the annexed
plat.

Given under my hand and seal at _____, Illinois, this _____
Day of _____, 2020.

McHenry County Clerk

VILLAGE TREASURER CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

I, _____, Village Treasurer of the Village of Huntley, do
hereby certify that there are no delinquent or unpaid current or forfeited special
assessments or any deferred installments thereof that have not been apportioned
against the tract of land included in this plat.

Dated at Huntley, McHenry County, Illinois, this _____ day of _____, 2020

Village Treasurer

SURFACE WATER DRAINAGE CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

To the best of our knowledge and belief, the drainage of surface waters will not be
changed by the construction of such annexed plats or any part thereof; or that if such
surface water drainage will be changed, reasonable provisions have been made for the
collection and diversion of such surface waters into public areas or drains which the
subdivider has the right to use; and that such surface waters will be planned for in
accordance with generally accepted engineering practices so as to reduce the likelihood
of damage to the adjoining property because of the construction of the annexed plat.

Dated this _____ Day of _____, 2020.

Engineer

Owner or Duly Authorized Attorney

PLANNING COMMISSION

STATE OF ILLINOIS)
COUNTY OF KANE)ss

This is to certify that members of the Planning Commission of the Village of Huntley,
McHenry County, Illinois have reviewed and approved the above plat.

Dated this _____ Day of _____ A.D., 2020.

Signed _____
Chairman

Attest _____
Secretary

VILLAGE BOARD CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

Approved and accepted by the Village Board of Huntley at a meeting held this
_____ Day of _____, 2020 .

By: _____
President of Village Board of Trustees

Attest _____
Village Clerk

RECORDER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHENRY)ss

This instrument filed for record in the Recorder's Office of Kane County, Illinois on the
_____ Day of _____, 2020, at _____ O'clock, _____ M, as Document No.

McHenry County Recorder

PUBLIC UTILITY EASEMENT PROVISIONS

An non-exclusive easement for serving the subdivision and other property with gas,
electric and communication services, sounds and signals, and cable television service
is hereby reserved for and granted to: Nicor Gas Company, Commonwealth Edison
Company, SBC (AT&T), the cable franchises of the Village of Huntley, the Village of
Huntley, their respective successors and assigns, jointly and severally to install,
operate, maintain and remove, from time to time, facilities used in connection with
overhead and underground transmission and distribution of natural gas, electricity,
sounds and signals, in, under, across and upon the surface of the property shown within
the dashed lines on the plat and marked with the words, "Public Utility Easement".

**AN ORDINANCE APPROVING A FINAL PLAT OF RESUBDIVISION TO
RESUBDIVIDE LOTS 1 - 4
IN THE FINAL PLAT OF DONAHUE'S SUBDIVISION
11875 MILL STREET**

Frances L. Borhart, Petitioner; Carol E. Donahue Trust No. 1, Owner

Ordinance (O)2020-10.xx

WHEREAS, the Village of Huntley is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, the petitioner, Frances L. Borhart, is requesting approval to resubdivide Lots 1 - 4 in the Final Plat of Donahue's Subdivision, located at 11875 Mill Street; and

WHEREAS, the subject property is zoned "R-1" Single Family Residential which requires a minimum lot area of 12,600 square feet and a minimum lot width of 90 feet; and

WHEREAS, the petitioner is proposing to reduce the size of the lots fronting Mill Street (Lots 1-3) to create a larger parcel fronting Route 47 (Lot 4); and

WHEREAS, all the proposed lots conform to the minimum lot area and width requirements for the "R-1" zoning district; and

WHEREAS, the Plan Commission reviewed the petitioner's request on October 12, 2020 and, with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 5 to 0, subject to the following conditions:

1. Upon approval of the Final Plat by the Village Board, the Owner shall record the plat with the Recorder of McHenry County within three months. If not recorded within this time, the approval shall be null and void (Section 155.221(A)(5) of the Village's Subdivision Ordinance).

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: The request from Frances L. Borhart, petitioner, and Carol E. Donahue Trust No. 1, owner, for a Final Plat of Resubdivision to Resubdivide Lots 1 - 4 in the Final Plat of Donahue's Subdivision is hereby approved, subject to the condition referenced above.

SECTION II: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

SECTION III: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Hoeft	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 22nd day of October, 2020.

APPROVED:

Village President

ATTEST:

Village Clerk

DRAFT

Agenda Item: **Consideration – A Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$96,500 for Design Engineering Services for Water Main Replacement**

Department: **Public Works and Engineering Department – Administration and Engineering Division**

Introduction

The FY20 Budget includes funding for Water Main Replacement Design Engineering. A proposal was received from Christopher B. Burke Engineering, LTD, (CBBEL) for Design Engineering of Water Main Replacement.

Staff Analysis

On June 1, 2015 and again on January 25, 2018, the 12-inch water main under the concrete pavement of IL Route 47 suffered a main break causing disruptions to service and traffic as well as damage to public infrastructure. The particular section of water main under IL Route 47 most susceptible to breaks extends between Mill Street and just north of the UPRR crossing. The remaining associated connecting water main was either replaced during the Route 47 widening project or is outside of the limits of the pavement.

The proposed improvements include the replacement of the existing 12-inch water main along IL Route 47 between Main Street to the north and Mill Street to the south. This work will consist of approximately 1,600 lineal feet of new 12-inch water main. The project will include an auger of new water main sections in steel casings beneath IL Route 47 to new valves and fire hydrants at the existing hydrant locations where required to continue service to existing buildings. This work will require coordination with IDOT for work within the right-of-way. New domestic service lines with boxes/valves will be provided at all existing active service locations. New valves and fire hydrants will be proposed along the west side of IL Route 47. The location of the proposed water main will be based on the location of existing utilities and other existing features but will most likely be located in a Permanent Municipal Utility Easement to be acquired along the west right-of-way of IL Route 47. The main will be outside of the existing pavement and sidewalk due to an existing large diameter storm sewer running along IL Route 47. The new water main will be connected to existing 12" water mains at the southeast corner of Mill Street and IL Route 47 as well as at southwest corner of Main Street and IL Route 47. The section of main under the Union Pacific railroad tracks and being replaced along the east side of IL Route 47 between Main and Mill Streets will be properly abandoned in place.

Likewise, over the past several years, there have been numerous water main breaks on Mill Street and Dean Street as a result of deteriorating and aging pipe. Most recently between the 4-week period of August 22, 2020 and September 17, 2020 there were a total of six isolated incidents of water main breaks on this section of water main. These main breaks cause service disruptions for residents, consume staff resources, result in water loss, are costly to repair and are likely to continue unless the pipe is replaced with new pipe meeting current material and

construction standards. Therefore, in addition to completing a survey for the Route 47 water main improvements, CBBEL will also complete a survey for Mill Street from Route 47 to east of the Union Pacific Railroad crossing of Mill Street, and along Dean Street from Mill Street to Martin Drive. This survey will be utilized in the FY2021 Water Main Replacement Program's engineering design subject to Village Board approval at a later date.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY20 Budget includes \$105,000 in the Water Capital Improvement and Equipment Fund, 515-00-00-8004 for Water Main Replacement Design Engineering.

Legal Analysis

None required.

Action Requested

A motion by the Village Board for a Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$96,500 for Design Engineering Services for Water Main Replacement.

Exhibits

1. CBBEL Proposal
2. Exhibit
3. Water Main Repair Photos
4. Draft Resolution



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

October 13, 2020

Village of Huntley
10987 Main Street
Huntley, IL 60142

Attention: Mr. Tim Farrell

Subject: Proposal for Professional Design Engineering Services for the 2020 Water Main Replacement Program

Dear Mr. Farrell:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal for professional engineering services for the subject project. This proposal includes our Understanding of the Assignment, Scope of Services, and Estimate of Fee. All work performed under this proposal will be in accordance with our Master Agreement for Village Engineering Services.

UNDERSTANDING OF THE ASSIGNMENT

We understand the proposed improvements to include the replacement of an existing 12-inch water main along Illinois Route 47 between Main Street to the North and Mill Street to the south. This work will consist of approximately 1600 lineal feet of new 12-inch water main. The project will include the augering of new water main sections in steel casings beneath IL RT 47 to new valves and fire hydrants at the existing hydrant locations where required to continue service to an existing building. This work will require coordination with IDOT for work within the right-of-way. New domestic service lines with boxes/valves will be provided at all existing active service locations. New valves and fire hydrants will be proposed along the west side of IL Rt 47. The location of the proposed water main will be based on the location of existing utilities and other existing features but will most likely be located in a Permanent Municipal Utility Easement to be acquired along the west right-of-way of IL RT 47. The main will be outside of the existing pavement and sidewalk due to an existing large diameter storm sewer running along IL RT 47. The new water main will be connected to existing 12" water mains at the southeast corner of Mill Street and IL RT 47 as well as at southwest corner of Main Street and IL RT 47. The section of main under the Union Pacific railroad tracks will be plugged and abandoned in place. The existing watermain being replaced along the east side of IL Rt 47 between Main and Mill Streets will be abandoned in place and filled with cellular concrete.

In addition to obtaining survey for the Route 47 water main improvements, CBBEL will also obtain survey for Mill Street from RT 47 to the Union Pacific Railroad crossing of Mill Street, and along Dean Street from Mill Street to Martin Drive. This survey will be utilized in the 2021 Water Main Replacement Program's engineering design.

SCOPE OF SERVICES

TASK 1 – Topographic Survey: CBBEL will perform a Topographic Survey of Main Street Water Main Replacement Area (Parkway Survey for Rte. 47 from Main St. to Mill St., 2000LF±), and Mill Street/Dean St. Water Main Replacement Area (Parkway Survey for Mill St. from Rte. 47 to Union Pacific Rail Line., 2100LF±) as per attached exhibit. The following scope items will be included in this task:

The scope of CBBEL's survey effort will include:

1. Horizontal Control: Utilizing state plane coordinates, CBBEL will set recoverable primary control utilizing state of the art GPS equipment based on NGS Control Monumentation (NAD '83, Illinois East Zone 1201).
2. Vertical Control: CBBEL will establish benchmarks and assign elevations to the horizontal control points. This will be based on GPS observed Control Monumentation (NAVD'88 vertical control datum).
3. Existing Right-of-Way: CBBEL will establish the approximate existing right-of-way of the roadways within the project limits based on monumentation found in the field, plats of highways, subdivision plats and any other available information.
4. Topographic Survey: CBBEL will field locate driveways, curb and gutters, signs, manholes, utility vaults, drainage structures, utilities, driveway culverts, cross road culverts, etc. within the project limits.
5. Cross Sections: CBBEL will survey cross sections along the project limits at 50' intervals, at driveways, and at all other grade controlling features. Survey will be obtained from Edge of Pavement to 10' feet beyond the existing right-of-way line.
6. Utility Survey and Coordination: All existing storm and sanitary sewers will be surveyed to determine rim and invert elevations and pipe sizes. Above ground facilities of any additional underground utilities including water main, gas, electric, cable, etc. will also be located.
7. Tree Survey: CBBEL will locate all trees over 6" inches in diameter within the existing right-of-way and ultimately the proposed right-of-way for the project in order to assess potential tree impacts, if any, associated with the project. The located trees will be identified by type (deciduous or coniferous) and the size and condition determined as appropriate.
8. Base Mapping: CBBEL will compile all of the above information onto base maps at 1"=20' scale that is representative of existing conditions for use as the base sheet for the construction of any public or private improvements.

Task 2 – JULIE Utility Survey: CBBEL will coordinate with utility owners and with JULIE Utility Coordination to retrieve atlas information for all applicable underground utilities including water main, gas, electric, cable, etc. CBBEL will compile all Utility Atlas information into the base map. Locations of existing utilities /obstructions / systems shown on the base map are the compilation of available utility plans provided by utility owners and JULIE Utility Coordination. All utilities /obstructions / systems may not be shown. Contractor shall be responsible for locating and protecting all underground utilities / obstructions / systems whether or not shown on base map.

Task 3 – Soils Borings, CCDD Evaluation and Reports: CBBEL will retain Rubino Engineering to perform pavement cores of the subject streets and to perform a “Potentially Impacted Property” (PIP) evaluation for the completion of the LPC-662 Form and, if necessary, provide sampling and laboratory analyses for completion of the LPC-663 Form. A split-spoon will then be taken of the upper subgrade to a depth of approximately 8 feet below the top of pavement. The core holes will be filled and patched upon completion using cold mix asphalt. The cores will be examined by a materials technician in the laboratory, who will accurately measure and describe the various pavement courses. Subgrade samples will also be examined by a soils technician. Laboratory testing will include moisture content and dry unit weight determinations as well as pocket penetrometer estimates of unconfined compressive strength, as appropriate. Upon completion of field and laboratory work, a Pavement Core Summary report will be completed. The report will give complete pavement and base course thicknesses as well as subgrade descriptions and laboratory test data that will be included in the contract specifications for reference purposes only.

Uncontaminated soil including uncontaminated soil mixed with clean construction or demolition debris (CCDD) accepted at a CCDD fill operation must be certified to be uncontaminated soil in accordance with Section 22.51(f)(2)(B) of the Environmental Protection Act [45 ILCS 5/22.51(f)(2)(B)]. Uncontaminated soil accepted at an uncontaminated soil fill operation must be certified to uncontaminated soil in accordance with Section 22.51a(d)(2)(B) of the Environmental Protection Act [415 ILCS 5/22.51a(d)(2)(B)]. These certifications must be made by a licensed professional engineer or geologist (PE/PG) using the Form LPC-663 when the soil is removed from a site which is determined by the PE/PG to be a “Potentially Impacted Property” (PIP) based on review of readily ascertainable property history, environmental databases and site reconnaissance. Uncontaminated soil from a site which is not identified as a PIP by the PE/PG may be certified by either the source site owner or operator using a LPC-662 with pH analysis only.

Rubino Engineering will evaluate current Federal and State environmental agency records for the source site and vicinity by obtaining a Radius Map Report from Environmental Data Resources, Inc. (EDR). Rubino Engineering will also perform a site reconnaissance to evaluate the property for evidence of the use or release of hazardous substances or petroleum products. A sample for pH analysis will be obtained from pavement cores outlined above. Based on the results of this review, the Rubino Engineering Professional Geologist will conclude if the source sites are a PIP. If the source site is not identified as a PIP and pH analysis meet requirements, Rubino Engineering will prepare a letter discussing the reviewed information and recommend that the Owner or Operator sign the LPC-662 Form certifying that the site is not a PIP and the soil is presumed to be uncontaminated.

In the event that the source site is identified as PIP, soil sampling and analysis will be performed for completion of the LPC-663 form. A summary report will be prepared which describes the sampling procedures and results of the analytical laboratory testing. If all analytical results meet their respective Maximum Allowable Concentrations of Chemical Constituents in Uncontaminated Soil Used as Fill Material at Regulated Fill Operations (MACs), Form LPC-663 will be filled out and signed by a Licensed Professional Engineer or Geologist.

Please note that signing of Form LPC-663 is contingent upon all constituents meeting their respective MACs. If any constituent exceeds the MACs, the Licensed Professional will not be able to certify the soil as uncontaminated. In that event, additional analysis may be required in connection with disposal at a Subtitle D landfill, at additional cost for consulting, analytical testing and completion of the wasted profile.

Task 4 – Field Reconnaissance: CBBEL Construction Staff will perform a Field Reconnaissance of the proposed area to be improved. The purpose of the Field Reconnaissance will be to determine the limits of curb and gutter repairs, full depth pavement patching limits, and existing watermain valving and service line alignments. CBBEL will inspect existing the conditions along IL Rt 47 to determine the best route for the proposed water main. The results of the Field Reconnaissance will be reviewed with the Public Works and Engineering Department compared to previous estimates to determine their impact on the estimated construction cost.

Task 5 – Plans, Specifications, and Estimates: CBBEL will prepare plans and specifications for the 2020 Water Main Improvements. The plans and specifications will be submitted for review to the Village and will be used for the IEPA permit applications.

The following sheets and associated staff hours will be required:

SHEET	# OF SHEETS	HOURS PER SHEET	HOURS
Title Sheet	1	8	8
General Notes / Approved Material List	2	4	8
Summary of Quantities	1	4	4
Alignment, Ties and Benchmarks	1	12	12
Existing Conditions and Removal Plan	3	12	36
Water Main Plan and Profile	3	24	72
Construction Details	2	4	8
Specification	--	--	24
QA/QC	--	--	12
Cost Estimate/Quantities	--	--	20
TOTAL	13		204

Task 6 – Permitting: As needed to permit and/or construct the proposed improvements, CBBEL will coordinate with the Illinois Department of Transportation (IDOT) to construct improvements in and under RT 47, the Union Pacific Rail Road to isolate and abandon in place the existing water main crossing the train tracks, and the Illinois Environmental Protection Agency (IEPA) to permit the water main extension.

Task 7 – Plat of Easement: CBBEL will prepare a Plat of Easement for the water main along the west side of RT 47. The Village can use this document to negotiate and obtain the easement from the adjacent property owner. The following items are included in this task:

1. Initial coordination with Client.
2. Research at the McHenry County Recorder's Office.
3. Field recon and survey to locate existing monumentation and boundary evidence.
4. Office calculations and plotting of field and record data.
5. CAD drafting of the Plat of Easement for the proposed easement area.
6. Write a legal description for the proposed easement area.
7. Final review and submittal by an Illinois Professional Land Surveyor.

Task 8 – Coordination Meetings: CBBEL has assumed that two coordination meetings will be required with the Village regarding the alignment of the water main.

Task 9 – Bidding Assistance: CBBEL will advertise for bidding, distribute plans and specifications to all bidders, and hold a bid opening. CBBEL will review and tabulate all of the bids and make a recommendation of award.

ESTIMATE OF FEE

CBBEL estimates the following fees for each of the tasks described above:

Task 1 – Topographic Survey	\$ 17,000.00
Task 2 – JULIE Utility Survey	\$ 2,000.00
Task 3 – Soil Borings, CCDD Analysis & Reports	\$ 7,000.00
Task 4 – Field Reconnaissance	\$ 3,000.00
Task 5 – Plans Specifications and Estimates	\$ 43,000.00
Task 6 – Permitting	\$ 14,000.00
Task 7 – Plat of Easement	\$ 7,500.00
Task 8 – Coordination Meetings	\$ 2,000.00
Task 9 – Bidding Assistance	\$ 1,000.00
TOTAL	\$ 96,500.00

The above estimated fees will be billed to the Village on a time and materials basis, not to exceed the above total. All work performed under this proposal will be in accordance with our Master Agreement for billing purposes.

If this proposal meets with your approval, please sign and return one copy of this proposal as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

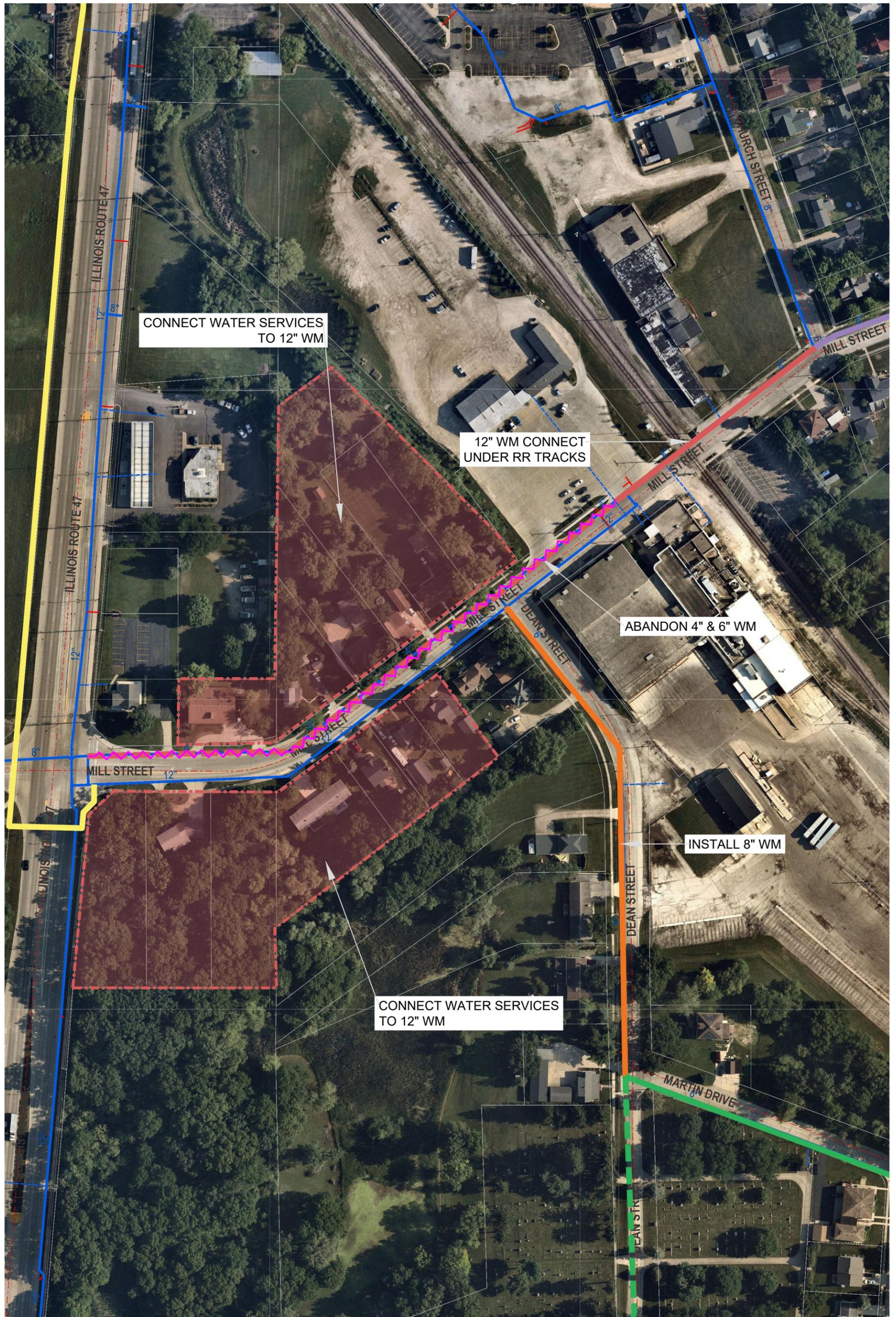
Sincerely,



Michael E. Kerr, PE
President

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF HUNTLEY:

BY: _____
TITLE: _____
DATE: _____



Village of Huntley GIS

DEAN ST. & MILL ST. WATERMAIN REPLACEMENT PROJECT

DISCLAIMER: The Village of Huntley Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 147'



VILLAGE OF HUNTLEY

10987 Main Street
Huntley, IL 60142
(847)669-9600

Print Date: 10/7/2020



Village of Huntley GIS

ROUTE 47 WATERMAIN REPLACEMENT PROJECT

DISCLAIMER: The Village of Huntley Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 147'



VILLAGE OF HUNTLEY

10987 Main Street
Huntley, IL 60142
(847)669-9600

Print Date: 10/7/2020







**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR
DESIGN ENGINEERING SERVICES FOR WATER MAIN REPLACEMENT**

Resolution (R)2020-10. __

Christopher B. Burke Engineering, LTD

WHEREAS, the Village of Huntley is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

WHEREAS, the Village has received a Proposal for Professional Design Engineering Services for Water Main Replacement; and

WHEREAS, the approved FY20 Budget includes funding for the Design Engineering of the Water Main Replacement; and

WHEREAS, the Village of Huntley has reviewed the Proposal submitted and determined that it is in the best interest to authorize a Professional Services Agreement with Christopher B. Burke Engineering, LTD in the amount of \$96,500 for Design Engineering Services of Water Main Replacement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: The Village of Huntley approves a Professional Services Agreement with Christopher B. Burke Engineering, LTD in the amount of \$96,500 for Design Engineering Services of Water Main Replacement.

SECTION II: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

SECTION III: All Resolutions and parts of resolutions in conflict herewith are hereby repealed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Hoeft	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 22nd day of October, 2020.

APPROVED:

ATTEST :

Village President

Village Clerk

Agenda Item: **Consideration – Approval of Payout Request No. 1 to Visu-Sewer for the 2020 Sewer Televising and Lining Program in the amount of \$47,883.38**

Department: **Public Works and Engineering Department – Administration and Engineering Division**

Introduction

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

On May 28, 2020, the Village Board approved a resolution awarding a contract to Visu-Sewer for Sewer Televising and Lining on Donald Drive, Huntley-Dundee Road, North Street, and Woodstock Street.

Visu-Sewer has submitted the first payout request for the Sewer Televising and Lining Program. Village Staff has reviewed the request and all is in order for approval of payout request No. 1.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$53,203.75	\$5,320.38	\$0.00	\$47,883.38

Financial Impact

The FY2020 Budget includes \$75,000.00 in the Wastewater Capital Improvement and Equipment Fund, 525-00-00-8005 for the 2020 Sewer Televising & Lining Program.

Legal Analysis

Final waiver of lien and certified payroll have been provided.

Action Requested

A motion by the Village Board to approve Payout Request No. 1 to Visu-Sewer in the amount of \$47,883.38 for the work completed under the 2020 Sewer Televising and Lining Program.

Exhibits

1. Visu-Sewer invoice



www.visu-sewer.com

VILLAGE OF HUNTLEY
 10987 MAIN STREET
 HUNTLEY, IL 60142

INVOICE NUMBER: 8885
 INVOICE DATE: 9/23/2020
 PAGE 1

ATTN: JASON IRVIN
 RE: VILLAGE OF HUNTLEY, IL
 2020 SANITARY SEWER REHAB PROJECT
 PAY ESTIMATE #1

CUSTOMER NO. 1909
 JOB NO. 200721-11

ITEM	DESCRIPTION	EST. QTY	U/M	PRICE	COMPLETED		AMOUNT
					THIS PERIOD	TO DATE	
1	CURED-IN-PLACE PIPELINING 8"	815	LF	27.25	512.00	512.00	13,952.00
5	CURED-IN-PLACE PIPELINING 12"	1,050	LF	36.85	1,055.00	1,055.00	38,876.75
10	REINSTATEMENT OF SERVICE LATERALS	20	EA	75.00	5.00	5.00	375.00
11	PROTRUDING TAP REMOVAL	5	EA	125.00	-	-	-
				-	-	-	-

PLEASE REMIT TO:

VISU-SEWER OF ILLINOIS, LLC
P.O. BOX 804
PEWAUKEE, WI 53072-0804

TOTAL WORK COMPLETED	53,203.75
10% RETAINAGE	5,320.38
LESS PREVIOUS INVOICES	-
TOTAL AMOUNT DUE	47,883.38

DUE UPON RECEIPT OF INVOICE.
 A SERVICE CHARGE OF 1 1/2 % PER MONTH MAY
 BE CHARGED ON ALL PAST DUE ACCOUNTS.

Visu-Sewer of Illinois, LLC
 9014 S Thomas Ave, Bridgeview, IL 60455 (P) 708-237-0340 (F) 708-237-0360

Equal Employment Opportunity/Affirmative Action Employer

PARTIAL WAIVER OF LIEN

To Whom It May Concern:

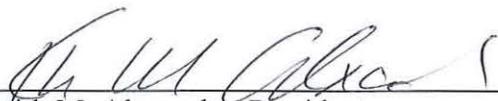
WHEREAS, the undersigned has been employed by VILLAGE OF HUNTLEY to furnish labor and materials for SEWER LINING work, under a contract, VILLAGE OF HUNTLEY, IL 2020 SANITARY SEWER REHAB PROJECT for the improvement of the premises described as VARIOUS LOCATIONS in the VILLAGE OF HUNTLEY, Counties of MCHENRY AND KANE, State of ILLINOIS, of which the VILLAGE OF HUNTLEY is the owner.

NOW, THEREFORE, this 24TH day of SEPTEMBER, 2020, for and in consideration of the sum of FORTY SEVEN THOUSAND EIGHT HUNDRED EIGHTY THREE DOLLARS AND 38/100 Dollars (\$47,883.38) paid simultaneously herewith, the receipt whereof is hereby acknowledged by the undersigned, the undersigned does hereby waive and release to the extent only of the aforesaid amount, any lien rights to, or claim of lien with respect to and on said above-described premises, and the improvements thereon, and on the monies or other considerations due or to become due from the owner, by virtue of said contract, on account of labor, services, materials, fixtures, apparatus or machinery furnished by the undersigned to or for the above-described premises, but only to the extent of the payment aforesaid.

Corporate Seal

VISU-SEWER OF ILLINOIS, LLC.





Keith M. Alexander, President

VS-IL PROJECT #20072I

Agenda Item: **Consideration – Approval of Payout Request No. 1 (Final) to RoadSafe Traffic Systems, Inc. for the 2020 Paint Pavement Marking Program in the amount of \$33,520.90**

Department: **Public Works and Engineering Department – Administration and Engineering Division**

Introduction

On March 12, 2020 the McHenry County Division of Transportation (MCDOT) received bids from four contractors for the Municipal Partnering Initiative (MPI) Pavement Marking Program (Paint). The MPI is a municipality-based buying initiative where communities join forces to procure a wide range of public services in an effort to tap economies of scale. MCDOT was the lead MPI agency for this project and prepared the necessary contract bid documents. There are five participating agencies for the Paint Pavement Markings contract that includes: Village of Huntley, McHenry County, Algonquin Township, Village of Algonquin, and the City of McHenry.

RoadSafe Traffic Systems, Inc. has submitted the first and final payout request for the 2020 Paint Pavement Marking Program. Village staff has reviewed the request and all is in order for approval of payout request No. 1 (Final).

Staff Analysis

Pay Request	Total Completed Work	Retainage	Previous Payments	Amount Requested
#1	\$33,520.90	\$0.00	\$0.00	\$33,520.90

Financial Impact

The FY2020 Budget for this program is \$35,000.00 for the Paint Pavement Marking Program. The amount is budgeted in the Street Improvement and Roads & Bridges Fund 420-00-00-8001.

Legal Analysis

Final waiver of lien and certified payrolls have been provided.

Action Requested

A motion by the Village Board for Payout Request No. 1 and Final to RoadSafe Traffic Systems, Inc. in the amount of \$33,520.90 for the work completed under the Paint Pavement Marking Program.

Exhibits

1. RoadSafe Traffic Systems, Inc. Invoice

FINAL WAIVER OF LIEN

STATE OF ILLINOIS }
 } SS
COUNTY OF MCHENRY }

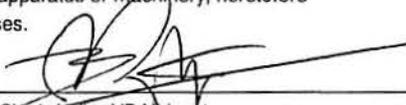
RS #IL20408
Invoice #284422

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Village of Huntley
to furnish Pavement Markings
for the premises known as Village of Huntley #20-00000-10-GM
of which Village of Huntley is the owner.

The undersigned, for and in consideration of Thirty Three Thousand Five Hundred Twenty Dollars and 90/100 (\$33,520.90)
Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged do(es) hereby waive & release any
and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-
described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds,
or other considerations due or to become due from the owner, on account of labor services, material, fixtures, apparatus or machinery, heretofore
furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises.

Dated this 19th day of September 2020

Signature: 
Shady Hajjar VP Midwest
RoadSafe Traffic Systems, Inc., 12225 Disk Dr., Romeoville IL 60446

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing
waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS }
 } SS
COUNTY OF MCHENRY }

TO WHOM IT MAY CONCERN:

The undersigned, being duly sworn, deposes and says that he is VP Midwest of RoadSafe Traffic Systems, Inc., who is the contractor for
the Pavement Markings on the project located at Village of Huntley #20-00000-10-GM and owned by Village of Huntley.

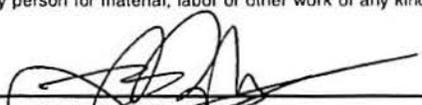
That the total amount of the contract including extras is \$ 33,520.90 on which she has received payment of \$ - prior to this payment.

That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity
of said waivers. That the following are the names of all parties who have furnished material or labor, or both, for said work and all parties having
contracts or sub-contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become
due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications.

NAMES	WHAT FOR	CONTRACT PRICE	PREVIOUSLY PAID	THIS PAYMENT	BALANCE DUE
RoadSafe Traffic Systems, Inc. 12225 Disk Dr., Romeoville IL 60446	Pavement Markings Invoice #284422	\$ 33,520.90	\$ -	\$ 33,520.90	\$ -
All materials taken from fully-paid stock.					
TOTAL		\$ 33,520.90	\$ -	\$ 33,520.90	\$ -

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be
done upon or in connection with said work other than above stated.

Signed this 19th day of September 2020

Signature: 
Shady Hajjar VP Midwest

Notary Public

Subscribed and sworn to before me this 19th day of September 2020

Mail to: **Village of Huntley
10987 Main Street
Huntley, IL. 60142**



Agenda Item: **Consideration – A Resolution Authorizing Submittal of a Project Application to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) for the Kreutzer Road Realignment project**

Department: **Public Works – Administration and Engineering Division**

Introduction

The Illinois Department of Transportation (IDOT) is now accepting applications for the Illinois Transportation Enhancement Program (ITEP), with applications due by November 2nd. Federal funds will provide reimbursement up to 50% for right-of-way and easement acquisition costs, and up to 80% for preliminary engineering, utility relocations, construction engineering, and construction costs. The required local match is the responsibility of the project sponsor. The maximum award for any project is \$2 million.

Staff Analysis

Staff recommends submittal of an application for the Kreutzer Road Realignment project. The Five-Year Capital Improvement Plan has identified the improvement of a section of Kreutzer Road, a Village jurisdiction roadway, from east of the intersection of IL Route 47 to Haligus Road, a length of approximately 6,500 feet (see attached Location Map). The typical existing roadway section within these limits is one through lane in each direction, undivided, with aggregate shoulders. The proposed improvement includes reconstruction and widening of Kreutzer Road within these limits to provide a continuous bi-directional center turn lane with curb and gutter, and storm sewers for drainage, with the addition of an 8-foot wide multi-use path (MUP) along the north side of Kreutzer Road throughout the length of the improvements, and a section of roadway realignment at the existing at-grade crossing of the Union Pacific (UP) railroad to improve an existing sharp horizontal curve. Engineering and construction of the MUP improvements would be an eligible activity for ITEP funding.

On February 27, 2020, the Village Board approved a contract with Patrick Engineering, Inc. (PEI) to complete Phase I Preliminary Engineering for the project. Phase I Engineering is targeted for completion in the spring of 2021. On July 23, 2020, the Surface Transportation Program (STP) was approved by the McHenry County Council of Mayors. The Kreutzer Road Realignment Project is funded in the STP maximum amount of \$1,500,000 for construction in Federal FY25.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a priority, and “explore grant opportunities in each department to offset costs of programs and capital improvements” as an objective.

Financial Impact

Project costs will be incorporated into future budgets.

Legal Analysis

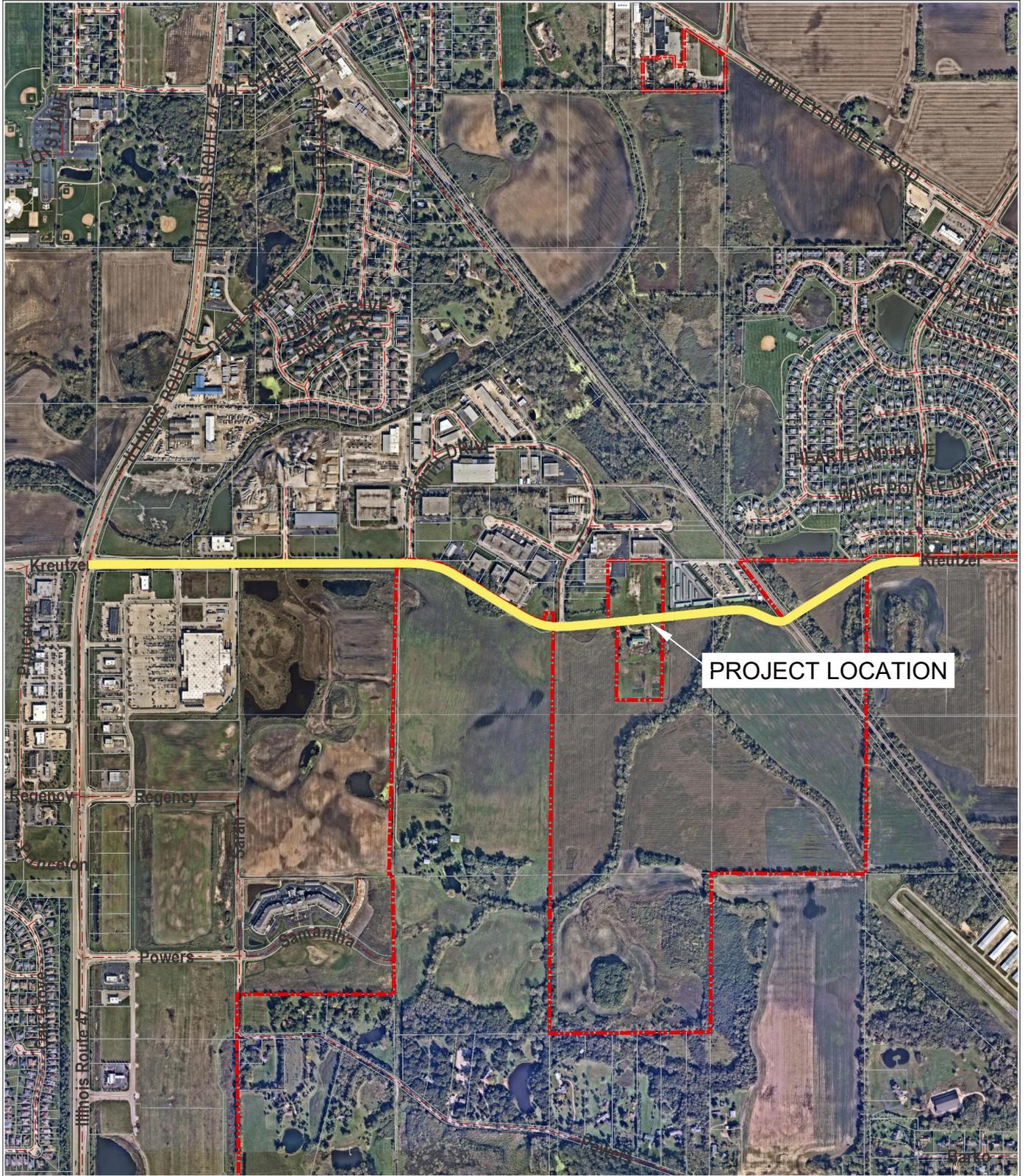
Not required.

Action Requested

A motion of the Village Board for a Resolution Authorizing the Submittal of an Application to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) for the Kreutzer Road Realignment project.

Exhibits

1. Project Location Exhibit
2. Draft Resolution



Village of Huntley GIS
KREUTZER ROAD AERIAL EXHIBIT

DISCLAIMER: The Village of Huntley Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



VILLAGE OF HUNTLEY

10987 Main Street
Huntley, IL 60142
(847)669-9600

SCALE: 1" = 1,200'

Print Date: 2/18/2020

**RESOLUTION AUTHORIZING SUBMITTAL OF A PROJECT APPLICATION
TO THE ILLINOIS DEPARTMENT OF TRANSPORTATION
FOR THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP)
FOR THE KREUTZER ROAD REALIGNMENT PROJECT**

Resolution (R)2020-10.xx

WHEREAS, the Illinois Department of Transportation (IDOT) is accepting applications for the Illinois Transportation Enhancement Program (ITEP); and

WHEREAS, ITEP provides funding for community based projects that expand travel options and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspects of transportation infrastructure; and

WHEREAS, the Village has identified the Kreutzer Road Realignment project for which an application will be submitted to assist with engineering and construction of multi-use path improvements on the north side of the roadway, which is an eligible activity for ITEP funding; and

WHEREAS, the deadline for applications is November 2, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: Village Staff is authorized to submit an Application for the Kreutzer Road Realignment project for the Illinois Transportation Enhancement Program.

SECTION II: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

SECTION III: All resolutions and parts of resolutions in conflict herewith are hereby repealed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Hoeft	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 22nd day of October, 2020.

APPROVED:

ATTEST:

Village President

Village Clerk