

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
February 3, 2011
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, February 3, 2011 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Pam Fender, Jay Kadakia, Niko Kanakaris, Harry Leopold and John Piwko.

ABSENT: Trustee Paul Mercer

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS:

Mayor Sass asked that the individuals wishing to make a public comment wait until the specific agenda was being discussed.

ITEMS FOR DISCUSSION:

- a) Discussion – January 13, 2011 Village Board and January 20, 2011 Committee of the Whole Meeting Minutes

Mayor Sass asked the Committee of the Whole if there were comments or questions regarding the Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the January 13, 2011 Village Board and January 20, 2011 Committee of the Whole Meeting Minutes.

- b) February 10, 2011 Bill List in the amount of \$176,791.69

Mayor Sass asked if the Committee of the Whole had any questions regarding the February 10th Bill List; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the February 10, 2011 Bill List in the amount of \$176,791.69.

- c) Discussion – Ordinance (O)2011-02.05 – Granting an Off-Premise Sign Permit for Richmond American Homes

Mayor Sass reported Richmond American Homes has requested an off-premise sign permit to display a sign at the Marlowe Feed property, 11011 Route 47. The sign serves to advertise the Estates of Lions Chase residential development located on West Main Street. The requested sign is a 4' by 6' (24 square feet) and the petitioner has received authorization from the property owner to display the sign.

The Village's Sign Regulations allow off-premise signs provided they receive Village Board approval and adherence to certain standards and criteria. The below table details the criteria and the proposed sign:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	The sign is proposed to be located adjacent to Route 47
Prohibited within a residentially zoned property	The property is zoned B-3 Shopping Center Business
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The proposed signage is approximately 24 square feet
Maximum height is 15 feet above grade	The height of the sign is 7 feet above grade
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic for a distance of 500 feet	The proposed location of the sign appears to meet this requirement

Staff Analysis

Staff recommends the following conditions be added should the Village Board approve the sign permit request:

1. The sign shall not be installed within the public right-of-way for Route 47.
2. The sign shall be setback a minimum of ten (10) feet from all lot lines and shall be located so not to obstruct or interfere with a driver's view of approaching, merging or intersecting traffic for a distance of 500 feet.
3. The sign shall not interfere with traffic entering, leaving or circulating about the subject lot.
4. The sign shall be maintained in good condition at all times.
5. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Financial Impact

The petitioner will be required to pay applicable sign permit fees.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.121 (G) (1) which addresses Off-Premise Signs.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked how long the off-premise sign permit would be for this request; Village Manager David Johnson reported that the approval would be good for one year with a possible one year renewal. Trustee Fender asked if the installation of the off-premise sign would interfere with the removal of the Marlowe Feed building; Village Manager Johnson reported that it would not interfere. There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-02.05 – Granting an Off-Premise Sign Permit for Richmond American Homes.

- d) Discussion – Resolution (R)2011-02.06 - Granting the issuance of a Temporary Sign Permit and the Waiving of Fees to the Huntley Area Chamber of Commerce for the installation of temporary banners for the Home and Business Expo

Mayor Sass reported that the Village is in receipt of a request from the Huntley Area Chamber of Commerce for the display of seventeen (17) directional signs and one (1) banner for the Home and Business Expo. The Expo will take place on Saturday February 26th and Sunday February 27th at Marlowe Middle School at Reed and Haligus Roads.

Staff Analysis

The directional signs would be installed on Friday, February 25th in the afternoon and taken down on Sunday, February 27th.

A 4' x 10' double sided banner is being requested to be posted two weeks prior to the event over Main Street near the railroad tracks (same as the Fall Fest and Christmas in the Square banner location). The Chamber has requested that the Village install and remove the banner in lieu of paying for a booth at the Expo.

The Board of Trustees may only approve those signs within the corporate limits and within the Village of Huntley rights of way.

Financial Impact

The fee for the double sided banner is \$75 plus \$.50 per square foot (80 sq. ft. = \$40) for a total of \$115. The Chamber is requesting that all fees be waived. The fees have been waived previously.

Legal Analysis

The Village of Huntley Sign Regulations allows for the issuance of a temporary use permit for temporary signs as follows: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 15 feet above ground, 3) not to be displayed on a fence or tree, and 4) not located in the Rights-of-Way. Therefore, a variation from the Sign Regulations will need to be granted for locating the signs in the Village's rights-of-way.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2011-02.06 - Granting the issuance of a Temporary Sign Permit and Waiving of Fees to the Huntley Area Chamber of Commerce for the installation of temporary signs and banner for the Home and Business Expo.

- e) Discussion – Ordinance (O)2011-02.06 - Petition No. 11-01.2, Bravo Properties LLC, a 5.4± acre unsubdivided parcel in Regency Square lying immediately north of Heritage Woods of Huntley, Requesting approval of (i) Preliminary/Final Plat of Subdivision; (ii) Special Use Permit for a Congregate Care Facility; and (iii) Site Plan Review to allow for development of the Property in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq.

Village Manager David Johnson reviewed a Power Point presentation and reported that Bravo Properties is proposing to construct a 128-unit supportive living facility on a 5.4± acre site within Regency Square, 02.03.11 COW Minutes

immediately north of the Heritage Woods Assisted Living facility. The proposed supportive living facility will house residents with physical disabilities ranging in age from 22 to 64 years. The facility will have nursing and direct care staff on-site 24 hours a day to assist residents with daily activities dependant on their level of need. The facility will be operated by BMA Management, Ltd., which also operates Heritage Woods Assisted Living. It is estimated that the project will create 45 new jobs.

Preliminary and Final Plat of Subdivision

The proposed plat of subdivision encompasses 59.87 acres in Phase II of Regency Square, which has not been previously subdivided. The proposed plat of subdivision creates four lots including, the 5.4± acre lot necessary for the supportive living facility (Lot 1) and a lot for the stormwater detention needed for the supportive living facility (Lot 2). The proposed plat will also dedicate the necessary right-of-way for the future extension of Regency Parkway to the northern boundary of the property and the dedication of Kreutzer Road right-of-way along the northern property line. Lots 3 and 4 of the proposed subdivision will incorporate the remaining 13.78 acres located west of the Regency Parkway right-of-way and the remaining 39.40 acres located between the Regency Parkway right-of-way and the existing Princeton Drive. It is likely that Lots 3 and 4 will be later resubdivided when specific users are found for these areas.

Special Use Permit for a Congregate Care Facility

The Regency Square Development Guidelines, which govern the Regency Square Development, requires the approval of a Special Use Permit for a Congregate Care (supportive living) Facility in the “BP” Business Park zoning district.

Site Plan Review

The proposed site plan for the 128-unit supportive living facility will extend Regency Parkway approximately 440 feet north from its current terminus at the northern property line of the Heritage Woods Assisted Living facility. The further extension of Regency Parkway beyond the frontage of the supportive living facility will occur when future development is proposed for the remaining land within Phase II of Regency Square. The site plan provides two (2) access points on Regency Parkway and parking for 128 vehicles (27 of the 128 parking spaces would be landbanked), which conforms to the requirement of one (1) parking spaces per unit for a congregate care facility.

The proposed 3-story (117,870 square foot) building meets all applicable building setback and height requirements of the Regency Square Development Guidelines, which allows a maximum building height of 3-stories (45 feet to the mean height between eaves and ridge of a gable roof) in the “BP” zoning district. Lots abutting Del Webb’s Sun City are further restricted to 25 feet in height, however, this restriction does not apply to the supportive living site because it does not abut Sun City. The proposed exterior building materials include a combination of Northfield Stackstone, red utility brick, and cement board siding. The proposed trash enclosure and four (4) foot tall ground sign will both utilize brick to match that used on the building elevations. Outdoor amenities for the residents will include a gardening area with storage barn, basketball court, patio, deck and gazebo.

Site landscaping has been designed in conformance with the requirements of the Regency Square Development Guidelines and parking lot lighting is proposed to match the Sternberg 6130C Heritage Series Fixture used at the neighboring Heritage Woods Assisted Living facility. All parking lot fixtures will include a shield to eliminate visible glare from surrounding properties.

Village Board Conceptual Review

The Village Board reviewed the conceptual development proposal on November 18, 2010, and referred the petition to the Plan Commission to begin the formal review and approval process. As part of their 02.03.11 COW Minutes

review, the Village Board requested the petitioner to provide the locations of comparable supportive living facilities so they may visit them for a better understanding of the proposed project. The petitioner provided Eden Supportive Living in North Aurora as an example of a similar facility.

Staff Analysis

The Plan Commission conducted a public hearing and reviewed the petition at their January 24, 2011 meeting. During the public hearing, several neighboring residents raised concerns regarding potential glare from the parking lot lights. The petitioner's architect explained that the proposed light fixtures would utilize the same shield as the fixtures at the Heritage Woods facility. Additionally, the architect explained that the light source would be recessed into the head of the fixture to further help reduce the potential for glare. Several residents were also concerned regarding discussion of the facility keeping a dog onsite. Specifically, it was mentioned that it was possible that the dog could be kept in the barn at night. The petitioner has since clarified that a service dog may visit the facility on occasion, but no dog would be housed outside or within the barn.

During the public hearing the petitioner also discussed that under the parameters of the State's supportive living program it was possible for a resident of the facility to have their spouse live with them, but only if the couple occupy a one bedroom apartment. The petitioner further explained that is extremely rare for a spouse to live in the facility and that they did not expect any spouses would live in the proposed facility. In follow-up to the Plan Commission meeting, the petitioner contacted the Eden Supportive Living Facility in North Aurora to determine the number of spouses that reside in the facility. Of Eden's 150 total units, only one is occupied by a married couple.

Having fully heard and considered testimony, the Plan Commission recommended approval of the request by a vote of 5 to 0, subject to the following conditions (**#11 - #12 were added by the Plan Commission**):

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioners will comply with all revisions to the Final Plat of Subdivision to be approved by the Village Engineer and Development Services Department.
4. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management.
5. A maintenance plan shall be provided for all landscaping; including landscaping associated with stormwater maintenance elements of the project. In accordance with the Regency Square Development Guidelines, the maintenance plan shall state that the owner shall be responsible for immediately removing and replacing any dead plant material with landscape material of equal size and comparable species.
6. Architectural style shingles shall be used on the principal and accessory structures.
7. In accordance with the Section 155.221(A)(5) of the Subdivision Ordinance, the owner shall record the Plat of Subdivision with the Recorder of Kane County within three (3) months of approval by the Village Board. Failure to record the Plat of Subdivision within three (3) months shall make it null and void.
8. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
9. No building plans or permits are approved as part of this submittal.
10. No sign permits are approved as part of this submittal.
11. *Staff shall review proposed screening for parking lot lighting.*
12. *Any animals housed within the facility shall be trained service animals.*

Mayor Sass asked if the Committee had any comments or questions.

Trustee Fender stated that since the architecture is the same as the Heritage Woods building she would like a different color scheme. Trustee Fender also asked what the problem was with having a dog on site. Village Manager Johnson reported that the issue with local residents was that the dog would be kept outside in the barn. Trustee Fender stated that she would support the residents owning dogs as long as they could take care of them and they would be kept in their apartments. Ms. Keri Horn from BMA Management, Ltd. reported that no dogs will be housed outside.

Trustee Leopold asked about storm water retention. Jerry Kotowski from IG Consulting reported that the pond will have a wet bottom with two (2) feet of water and will be planted with native plants. Trustee Leopold asked if the pond overflows will the water go to the pond at the fire station. Mr. Kotowski stated that the fire department property is at a high elevation and that any overflow would go north to the open area.

There were no other comments or questions from the Committee.

Mayor Sass asked if Mr. Ken Crosswell wished to make his public comment at this time. Mr. Crosswell from 12348 Black Oak Trail asked if the lights could be put on a timer and go off at night. Mr. David Schoning from Gleason Architects stated that turning off the lights would be a safety issue; however, the lighting will be zero foot candles at the property lines. Mr. Crosswell commented that he heard that there would be a pub inside the facility and asked about Bravo's ability to serve alcohol; Village Manager Johnson stated that the pub will not be serving alcohol.

There were no other comments or questions from the public.

Mr. Thomas Burney from Schain, Burney, Banks and Kenny, Ltd. thanked the Village Board and Staff for the hard work in bringing the project forward.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-02.06 – An Ordinance approving Petition No. 11-01.2, Bravo Properties LLC, a 5.4± acre unsubdivided parcel in Regency Square lying immediately north of Heritage Woods of Huntley, Requesting approval of (i) Preliminary/Final Plat of Subdivision; (ii) Special Use Permit for a Congregate Care Facility; and (iii) Site Plan Review to allow for development of the Property in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq.

- f) Discussion – Ordinance (O) 2011-02.07 - An Ordinance Approving Petition No. 11-01.3 a Map Amendment to rezone the Property from “M” Manufacturing to “B-2” Highway Service Business; Preliminary/Final Plat of Subdivision; Special Use Permit for a Second Hand Store; Site Plan Review; and approval of such relief as may be necessary to allow for development of the Property in accordance with the site plan submitted to, and on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq. for Lot 10 and portion of Lot 9 of the Kreutzer Industrial Park/Goodwill Store

Senior Assistant to the Village Manager Lisa Armour reviewed a Power Point presentation and reported that the petitioner, Rental Systems, LLC, on behalf of Goodwill Industries, is requesting to rezone the subject property from “M” Manufacturing to “B-2” Highway Service Business, Preliminary and Final Plat 02.03.11 COW Minutes

of Subdivision, a Special Use Permit for a Second Hand Store, and Site Plan Review including necessary relief to accommodate a Goodwill Store to be located within the Kreutzer Industrial Park subdivision on Kreutzer Road.

The Village Board originally reviewed the concept plan on May 21, 2009 and referred the project to the Plan Commission which reviewed the proposed plan on October 25, 2010. Comments received from the Plan Commission included concern regarding traffic circulation on the east side of the building given the close proximity of the 30 foot shared access drive, 16 foot drop-off lane and truck dock. The Commission also suggested architectural upgrades to the front elevation facing Kreutzer Road.

Map Amendment

The petitioner is requesting approval of a Map Amendment to rezone the approximately 1.48 acre property from "M" Manufacturing to "B-2" Highway Service to allow for the development of a 16,000 square foot Goodwill Store on the currently vacant lot located north of Kreutzer Road and approximately 220 feet west of Raymond Court.

Rezoning of the property to "B-2" Highway Service will accommodate the Goodwill Store, provided the requisite Special Use Permit for a Second Hand Store is also approved as part of the petitioner's request.

Preliminary/Final Plat of Resubdivision

The proposed Plat of Resubdivision of Lots 9 and 10 of the Kreutzer Industrial Park will take 51 feet from the west side of Lot 9 and add that area to the east side of Lot 10. The result will be a 1.48 acre lot for Goodwill (Lot 101) and a 0.71 acre lot (Lot 102) that will remain zoned "M" Manufacturing. Both lots conform to the minimum lot area and width required for their respective zoning districts.

The proposed plat of subdivision will also create a 40 foot wide private driveway easement that will allow the two lots to share a driveway access from Kreutzer Road. Additionally, the petitioner has provided a temporary driveway easement at the northwest corner of Lot 102 to accommodate semi-truck maneuvering to the loading dock at the northeast corner of the proposed Goodwill site. The petitioner has proposed this maneuvering area as a temporary easement; however, staff recommends that this area be dedicated as a permanent easement so that trucks are provided a maneuvering area without having to back into the docks from Kreutzer Road.

Site Plan Review

The subject 1.48 acre site is proposed to accommodate a 16,000 square foot Goodwill store on the north side of Kreutzer Road, west of Raymond Court. Site ingress/egress is proposed from Kreutzer Road via the 31 foot wide shared driveway (40 foot wide easement) benefitting both the Goodwill site and Lot 102. A two-bay loading dock and single-bay trash compactor area are proposed at the northeast corner of the building with the trash enclosure screened by masonry walls with metal access gates.

On the east side of the proposed Goodwill store is a 16.5 foot wide covered donation lane with stacking for four vehicles, as opposed to five required by the Zoning Ordinance, and therefore requiring relief. The 24.5 foot wide drive aisle across the front (south side) of the building provides traffic circulation to parking area on the west side of the site. The parking area includes a total of 60 parking spaces (55 spaces required) and two-way drive aisles which conform to the minimum required width of 24 feet. A bicycle rack is also provided near the northwest corner of the building as required for parking areas with 20 or more parking spaces.

The proposed site plan requires the following relief:

1. The required rear yard setback in the “B-2” Highway Service District is twenty (20) feet and the proposed building will be setback ten (10) feet from the rear property line. The petitioner notes that the rear of the property abuts a detention pond and the reduced setback will not impact adjacent properties.
2. Section 156.106(C)(2) of the Zoning Ordinance requires a 10 foot front parking setback. The petitioner is requesting three (3) feet of relief to allow the parking lot to be set back seven (7) feet from the front lot line. The petitioner explains that this relief is required due to the previous dedication of additional right-of-way for the widening of Kreutzer Road.
3. Section 156.106(H)(2) Control of Drive-in Stacking Lanes, requires stacking space for a minimum of five (5) vehicles and the petitioner is requesting relief to allow four (4) stacking spaces.

Building Façade

The proposed building elevations utilize split face concrete masonry units (a/k/a concrete block) as the primary building material on all elevations. The Village’s Commercial Design Guidelines discourage the use of concrete block; however, the petitioner has stated that they believe the proposed building material offers an appropriate architectural transition from the industrial uses to the east and the commercial development along Route 47. Blue fabric awnings are proposed for the storefront entrance and adjacent windows. Roof-mounted air conditioning units will be screened with a screening system product.

Landscaping

The proposed landscaping has been designed in accordance with Section 156.151 (10) of the Zoning Ordinance and the Commercial Design Guidelines. Foundation landscaping has been located on the west and south sides of the building. Proposed perimeter trees along with existing trees, primarily along the Kreutzer Road right-of-way, provide the plantings necessary to meet the Commercial Design Guidelines requirement of one tree for every 25 linear feet of the site’s perimeter. An irrigation plan is proposed to support the proposed and existing plant materials.

Lighting

Per the Village’s Zoning Ordinance the average illumination within parking lots shall not be less than 2.0 foot candles with a maximum illumination at the property line not to exceed 0.5 foot candles and light poles shall be no more than 20 feet in height. The proposed decorative style parking lot fixtures (Allegra by SDL Lighting) conform to the average illumination and height requirements; however, the petitioner will be required to revise the photometric plan to not exceed 0.5 foot candles along the lot lines. Wall pack lighting is proposed above ancillary entrances to the building as well as on the east side of the building and adjacent to the loading dock area. The donation drop-off area canopy will have a bank of six (6) recessed lighting fixtures.

Signage

The proposed signage plan for Goodwill includes three wall signs and a directional wall sign. There is no monument sign proposed for the site. Goodwill representatives have indicated that they do not intend to construct a ground sign. The proposed wall signs include a 6’x 8’ (48 sq. ft.) Goodwill logo above the entry to the store and two (2) 23’-4”x 4’ (93.3 sq. ft. each) signs, which incorporate both the word “Goodwill” and the Goodwill logo are proposed for the front (south) and west sides of the building. On the Kreutzer Road-facing, drop-off area canopy fascia an 18’-10” x 1’-3” (23.54 sq. ft.) “Donation Center” sign is proposed.

The proposed sign plan requires the following relief:

1. The Zoning Ordinance permits one wall sign per tenant or street frontage, therefore, relief is required for the three (3) additional signs proposed for the site.

Special Use Permit

In accordance with the Village's Zoning Ordinance, the "B-2" Highway Business zoning district allows Second Hand Stores as a special use. Accordingly, the petitioner has requested a special use permit to allow the proposed Goodwill store to operate within the proposed Lot 101 of the Kreutzer Industrial Park.

Plan Commission Action

The Plan Commission conducted a public hearing and reviewed the petition at their January 24, 2011 meeting. Having fully heard and considered testimony, the Plan Commission recommended approval of the request by a vote of 5 to 0, subject to the following conditions (*comments #11- #15 were added by the Plan Commission*):

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final Engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management.
4. No access shall be allowed to the concrete plant from the shared access easement benefitting Lots 101 and 102. Concrete plant traffic shall utilize Raymond Court to enter and exit the plant.
5. The temporary truck maneuvering area proposed on Lot 102 shall be a permanent easement.
6. In accordance with the Section 155.221(A)(5) of the Subdivision Ordinance, the developer shall record the Final Plat of Resubdivision with the Recorder of McHenry County within three (3) months of approval by the Village Board. Failure to record the Plat of Subdivision within three (3) months shall make it null and void.
7. The petitioner shall obtain final approval of the Lighting Plan from the Development Services Department.
8. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
9. No building plans or permits are approved as part of this submittal.
10. No sign permits are approved as part of this submittal.
11. The petitioner shall replace fabric awnings with a more durable material, such as metal.
12. The petitioner shall install an awning over the south facing utility doorway.
13. The petitioner shall revise the building's south elevation to include faux windows at east end.
14. The petitioner shall investigate an improved design for the roof-top equipment screening system.
15. The petitioner shall confirm that the private driveway easement created for maneuvering a truck into the loading dock can accommodate a semi-trailer 53 feet in length.

The petitioner has agreed to comply with all of the conditions and is in the process of revising plans to reflect the changes.

Ms. Armour stated that Ryan Trottier, Vice President of Land Development with Plote Homes, LLC was in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Piwko asked for clarification of the concrete plant driveway and the Goodwill Store driveway

location. Mr. Trottier stated that the Goodwill Store's driveway will align with the Walmart access on Kreutzer Road and once the Goodwill store is open the concrete trucks will enter the plant from Raymond Court.

Trustee Fender stated that the building doesn't look like either the Bartlett or Carpentersville store; Mr. Trottier stated that the Huntley store is improved over the Carpentersville store. Trustee Fender asked for clarification of the location for the trucks to pull in and back up to the loading/unloading docks; Mr. Trottier reported that an easement over the adjoining property will be used for the trucks to pull in to in order to back up to the loading dock with the area large enough for a 53 ft. trailer. Mr. Trottier noted that Goodwill typically uses 26 ft. long trucks.

Trustee Leopold asked what types of goods are usually accepted for donation. Mr. Craig Grugel from Goodwill stated that furniture, clothing and household items are accepted and such items as boats or vehicles are not accepted. The trucks will be bringing in mostly pallets and boxes and removing such items as metal items and household recyclables.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O) 2011-02.07 - Granting Approval of Petition No. 11-01.3 a Map Amendment from "M" Manufacturing to "B-2" Highway Service Business; Preliminary/Final Plat of Subdivision; Special Use Permit for a Second Hand Store; Site Plan Review; and approval of such relief as may be necessary to allow for development of the Property in accordance with the site plan submitted to, and on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq., for Lot 10 and portion of Lot 9 of the Kreutzer Industrial Park/Goodwill Store.

- g) Discussion – Approval to Waive the Formal Bidding Process and Approve Layne –Western Company as a Sole Vendor for the Maintenance and Repair of Well #7 Well Pump

Mayor Sass reported that Layne-Western Company is the sole source representative in the State of Illinois for Byron Jackson submersible pumps. Layne has serviced the pumps at Wells 7, 9, and 10 over the past four years. Layne also provides aquifer redevelopment (i.e. removal of sand) if necessary once the pump has been pulled, which would prevent additional mobilization costs.

Staff Analysis

The manufacturer recommends pulling and servicing submersible well pumps every five to seven years or every 15,000 hours. The pump at Well 7 has exceeded the 15,000 hours and is now at 18,000 hours.

Financial Impact

The Village has established a Water Equipment Replacement fund (21-10-4-7500) to assure money would be available for the ongoing maintenance and replacement of equipment. The FY 2011 budget set aside \$100,000 for the maintenance and repair of Well 7's well pump. The average cost over the last four well pumps serviced ranged between \$60,000 and \$80,000. We anticipate the same for this project. Final cost will be determined based on the extent of repairs required.

Legal Analysis

The bid waiver requires a two-thirds vote (four affirmative votes) of the Trustees, with the Mayor not voting.

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

Village Manager David Johnson notified the Committee that an unbudgeted emergency repair on Pump #11 is currently taking place and that the Board will see it on an upcoming bill list.

It was the consensus of the Committee of the Whole to forward on to the Village Board for Approval the Waiving of the Formal Bidding Process and Approval of Layne-Western Company as a Sole Vendor for the Maintenance and Repair of Well #7 Well Pump.

- h) Discussion – Quarterly Financial Reports – Transmittal of the Fourth Quarter Financial Reports for the Village of Huntley

Village Manager David Johnson reviewed a Power Point presentation and reported that transmitted for review and acceptance were the Village's 2010 Financial and Investment Reports as of December 31, 2010.

Staff Analysis

As of December 31, 2010 the State of Illinois was four months behind in the distribution of income tax collections to the Village, however the September 17, 2010 voucher payment was received on January 24, 2011. All revenue and expense accounts are now subject to final audit adjustments. Audit fieldwork will take place in April 2011 and the distribution of the final report will be delivered to the Board in June 2011.

Trustee Leopold asked how the January 24th payment is booked; Village Manager Johnson reported that the Auditor has advised staff that if the State payments have been vouchered that the Village will leave the books open for as long as possible, perhaps to April or May, in order to include the late payments in the year they were intended.

Village Manager Johnson reviewed the notes to consider when reviewing this report:

Revenues

- 01-00-0-4020 Sales Tax: Sales tax receipts are through September 2010 collections. December 2009 allocations to the TIF in the amount of \$29,546.00 were paid in 2010 and will be adjusted at the end of the year.
- 01-00-0-4025 Income Tax: The State of Illinois was four months behind in distributions to local governments as of December 31, 2010. In 2010 the Village received payments for October 2009 through August 2010 vouchers. The State owed the Village \$604,581.75 as of 12/31/2010 however the September 17, 2010 voucher payment was received January 24, 2011 making the outstanding balance owed for 2010 \$477,485.38.
- 01-00-0-4050 Cable Franchise Tax: This account has three of four quarterly payments allocated for the year and is 75.78% of the budgeted amount. The four quarter payment will be recorded as earned revenue during the audit process.
- 01-00-2-4210 Building Permits: Revenue as of December 31, 2010 is \$455,598 or 227.80% of budgeted amount. This revenue item is recorded/collected on a cash basis; therefore no further adjustments will be made to this account during the audit process.
- Investment Income (all funds): Investment income is posted on date of maturity and money market interest is posted at end of each month. Available cash funds are invested with varying maturities.

Interest rates are at a historic low. Investments maturing at a rate of 1.3% are being reinvested at rates below .75%. Final audit adjustments will be made to record accrued interest income.

Expenditures

- 01-10-2-6321 Computer Consultants: Board Room AV repairs
- 01-30-1-6075 Part-Time Salaries: This line item includes salaries paid to the part time custodians. Budget is in the full time line item.
- 01-60-3-6665 Road Salt: Road salt purchases for the year are complete.
- 01-60-1-6075 Part-Time Salaries
10-80-1-6075 Part-Time Salaries (Water Fund)
11-90-1-6075 Part-Time Salaries (Sewer Fund): These line items include salaries paid to winter seasonal snow plow drivers. Budget is in the full time line item (unfilled position).
- 10-80-3-6635 Meters: Unfunded 2010 expense to replace meter reading system units that have failed Village-wide. Units have a lifespan of 8 – 10 years. The majority of these failures have been located in Sun City. These units are being replaced with new models that have a life span of 25 years.

In summary, as of December 31, 2010 General Fund expenditures are at 91.82% of the total 2010 budget. Final audit adjustments will be made to all expenditures.

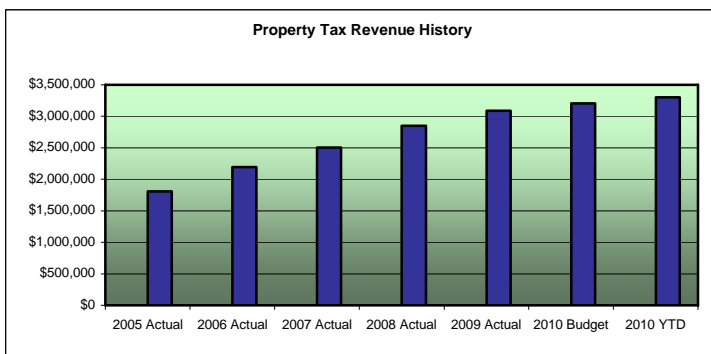
Investment Report

The Village’s investment report as of December 31, 2010 provides detail of the Village’s cash position by financial institution, maturity and allocation by fund. A liquid cash balance is required for operations at this time due to the cyclical revenues. All funds are fully insured and/or collateralized and placed in interest bearing accounts as allowed by State Statutes.

Analysis of Major Revenue Sources through December 2010

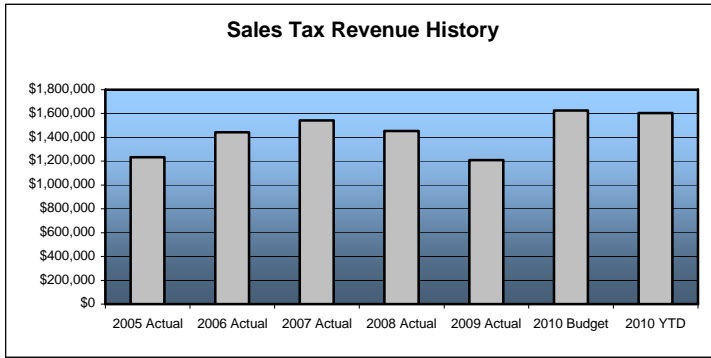
Property Tax

This revenue is derived from a tax levy on real estate valuations within the corporate limits of the Village of Huntley. Property tax revenues are disbursed to the Village beginning in May 2010 through the end of November 2010. Property tax collections as of December 31, 2010 are \$3,302,096 or 102.97% of the total 2010 budget. Final distributions have been received by both counties.



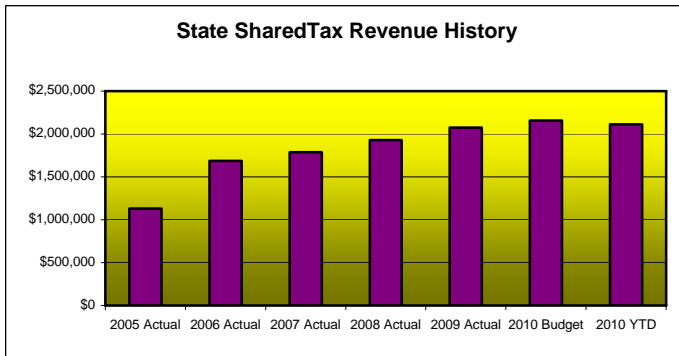
Sales Tax

Sales tax at a rate of 7% is collected on all retail sales within the Village, and the Village’s share of tax revenue is 1%. Collections and distributions are in arrears. Unaudited revenues through December 31, 2010 are \$1,603,071 or 98.69% of the total 2010 budget. This report does not include amounts due to the TIF district because of a reporting lag from the State of Illinois Department of Revenue.



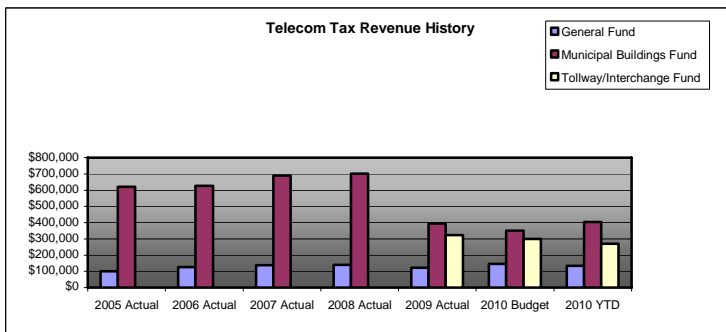
State Shared Tax Revenues

State shared revenues are comprised of Local Use Tax and Income Tax which are based on the Village’s State of Illinois certified population of 25,525 (Official Census population is 23,229). The State of Illinois is currently three months behind in disbursements of income tax to local governments for 2010 vouchers. Income tax revenues reported here are for October 2009 through August 2010. Collections as of December 31, 2010 are at \$2,110,118 or 97.84% of the total 2010 budget of \$2,156,669, however removing the 2009 disbursements would be 78.20% of the 2010 income tax budget line item.



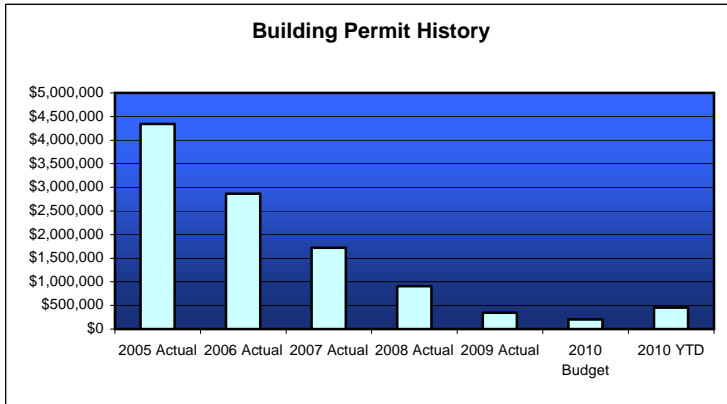
Simplified Telecommunications Tax

This tax is collected for the use of all of the public right-of-ways located within the Village by providers of telecommunications services. The Village of Huntley rate is 6% of gross receipts on local, long-distance, and wireless calls from each service address within the Village, and for services originating from or transmitted into the Village corporate limits. The 2010 budget allocation is as follows, General Fund: \$145,000, Municipal Buildings Fund: \$350,000, and Tollway/Interchange Fund: \$300,000. Unaudited revenues as of December 31, 2010 total \$808,162 or 101.66% of total 2010 budgeted amount of \$795,000.



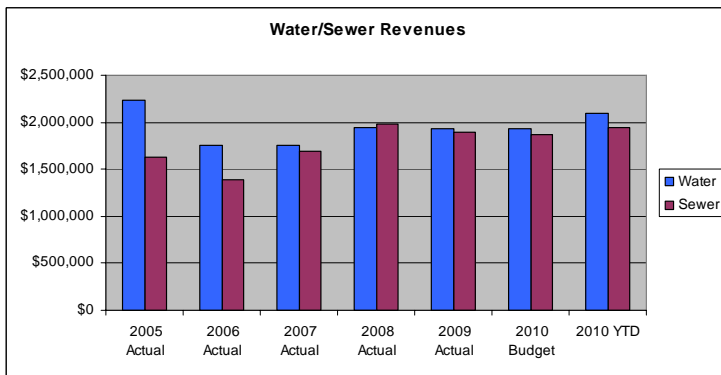
Building Permits

Building permits and administrative fees for the 2010 fiscal year are based on the construction of residential and commercial buildings. Fees are based on the square footage of the house or unit. Revenues as of December 31, 2010 are \$455,598 or 227.80% of the \$200,000 budgeted amount.



Water/Sewer Sales

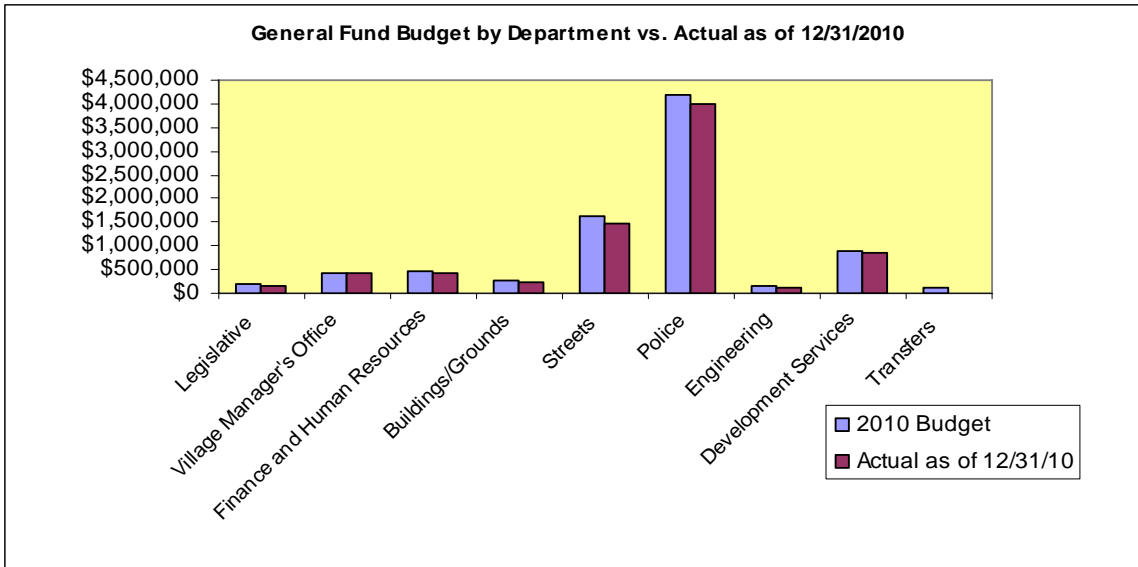
Budgeted revenues and expenses are dependent upon customer usage, new home construction, and weather conditions. Unaudited water revenues of \$2,099,811 and sewer revenues of \$1,939,417 were collected as of December 31, 2010.



Analysis of Major Expenditures through December 31, 2010

The 2010 General Fund expenditure budget is \$8,350,070. Unaudited department expenditures through December 31, 2010 are \$7,666,622 or 91.82% of the budget expended to date.

All departments are within their respective 2010 budget limits. Individual line items may be over budget as long as the total expenditures by category are not exceeded (i.e. Contractual Services, Commodities, etc).



Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold stated that residents are concerned with vacancies at the outlet mall and a possible decrease in sales tax revenues; he asked what the occupancy rate was and requested information on tax revenues; Village Manager Johnson stated that he will give an update to the Board. Trustee Leopold asked if the actual Walmart sales tax was as much as projected; Village Manager Johnson stated that it is probably lower than the Village anticipated.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board to accept and place on file the 2010 Financial and Investment Reports as of December 31, 2010 for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Village Manager Johnson noted the memo provided to the Committee regarding snow removal. Trustee Leopold stated that he had received many calls regarding the snow removal and most of them were complimentary of how it was handled. Trustee Fender asked about the plowing at Talamore; Village Manager Johnson reported that the Village plowed the larger streets such as Ackman Road and Talamore Blvd. but that Ryland was responsible for the internal roads as they have not yet been accepted.

Trustee Fender asked if a new date was set for the cancelled Route 47 Developers Forum; Village Manager Johnson reported that staff is working with the speakers to set a new date.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that he and Staff spent the morning driving throughout all subdivision to assess road conditions and complimented staff of the good job with snow removal operations.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:02 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Fender

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary