

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
August 4, 2011
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, August 4, 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, Nick Hanson, Niko Kanakaris, Harry Leopold, Paul Mercer and John Piwko.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Director of Development Services Charles Nordman, Village Clerk Rita McMahon and Village Attorney Mike Coppedge.

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

Mayor Sass made an announcement that the video equipment is experiencing technical difficulties and only the audio feed will be posted to the Village of Huntley website.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – July 14, 2011 Village Board Meeting Minutes

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 the July 14, 2011 Village Board Meeting Minutes.

- b) Discussion – August 11, 2011 Bill List in the Amount of \$854,870.16

Mayor Sass reported that \$640,072.76(74.8%) of the Bill List is for SSA property taxes and Payout Request No. 4 for the 2011 MFT Street Program.

Mayor Sass asked if the Committee had any comment or questions regarding the 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 August 11, 2011 Bill List in the amount of \$854,870.16.

c) Discussion - Proposed Annexation of 0.52 acres for H.S. Crocker, Inc., 12100 Smith Drive

Village Manager Johnson reviewed a Power Point presentation and reported that H.S. Crocker is requesting to annex approximately 0.52 acres (22,500 square feet) of unincorporated Kane County into the Village of Huntley. The 0.52 acre parcel, which is part of a 4.98 acre unincorporated parcel, would be purchased by H.S. Crocker to expand an existing parking lot located east of the manufacturing facility. The petitioner is proposing to first construct the parking lot by obtaining the necessary permits from Kane County and then annex the property into the Village of Huntley when parking lot construction is complete. The petitioner has indicated that he must obtain permits from Kane County before annexing the property in order to complete the parking lot on schedule. The remaining 4.46 acres would stay in unincorporated Kane County.

The proposed parking lot would expand the existing 62 stall parking lot located on the east side of the manufacturing facility by 57 additional parking spaces. A total 154 parking spaces would be provided on the H.S. Crocker property. The petitioner has indicated that the additional parking is needed for new employees that will be added to the company.

Staff Analysis

Staff has completed an initial review of proposed parking lot plans and note that the unincorporated parking lot will drain into the Village of Huntley storm sewer system. To ensure the storm sewer system is sized to support the additional water runoff from the parking lot, staff will require that a sewer capacity analysis for the downstream storm sewer be submitted for review and approval. Additional information is also required to confirm that the downstream detention basin will have sufficient volume for the parking lot, even after the industrial park is built out.

Mayor Sass pointed out that Mr. Ron Giordano of HS Crocker is in attendance to answer any questions.

Mayor Sass asked if the Committee had comments or questions.

Trustee Fender questioned why annex to the Village if it is such a small parcel.

Village Manager Johnson responded the annexation is necessary because it will be utilizing the Village's storm sewer system.

Trustee Piwko questioned if the lane on the south side of the building would be an entrance to access the new parking lot.

Mr. Giordano responded that the two parking lot accesses currently in use on Giordano Court and Smith Drive would remain the main access to the parking lots. There will be no entrance from the south to the new parking lot.

Mayor Sass asked if the Committee had any further comments or questions. There were none.

It was the consensus of the Committee of the Whole to forward on to the Plan Commission to begin the formal development review and approval process for annexation for H.S. Crocker.

d) Discussion - Comprehensive Plan Update: Proposed Land Use Plan

Village Manager Johnson gave a brief overview of the project. Director of Development Services Charles Nordman reviewed a Power Point and reported as part of the continuing effort to update the Comprehensive Plan, the Development Services Department has prepared a draft Land Use Plan for consideration by the Village Board. The proposed map being presented has been updated to reflect land use recommendations of the Transit Oriented Development Guidelines and Downtown Revitalization Plan. Staff has also updated the plan to accurately reflect existing land uses, including Centegra's Health Care Campus, and boundary agreements between the Village and surrounding municipalities.

The proposed land use plan was discussed with the Plan Commission at their July 25, 2011 meeting. The Commission recommended that additional areas for neighborhood commercial be considered adjacent to residential; otherwise the Commission supported the proposed revisions to the land use plan.

The proposed revisions to the Land Use Plan are summarized as follows:

Area One (1) - North Huntley Map

- (1) **Rosenwinkel Farm Property (±400 acres)** – The proposed Land Use Plan was revised to reflect the recommendations of the Transit Oriented Development Guidelines which were approved by the Village Board in 2009.
- (2) **Garlieb/Hardy/Westland Golf property south of Reed Road and West of Vine Street (±66.00 acres)** – Staff recommends revising the land use plan on the Garlieb Hardy/Westland Golf parcel from Retail and Service Commercial to Mixed-Use (Business / Residential). Staff notes the parcel does not have frontage on Route 47; however, it could be assembled with other properties to give it Route 47 frontage. This could occur on the southern one-third of the property near the intersection of Route 47 and Algonquin Road. Despite the potential to assemble the various properties at the southern one-third of the property, it is unlikely the entire property could support retail and service commercial without frontage on Route 47. The proposed change would encourage a mixed-use concept and provide a buffer between the commercial adjacent to Route 47/Vine Street and proposed residential to the west.
- (3) **North Half of Halat Property (±38 acres) and Tom's Farm (±40 acres)** – Staff recommends revising the land use plan on the north half of the Halat property from Single Family to Mixed-Use (Commercial/Office). Staff also recommends changing the land use plan to reflect Mixed-Use (Commercial/Office) on the Tom's Farm property. These changes are recommended to facilitate the development of medical offices adjacent to Centegra's Healthcare Campus and possible future hospital. Staff notes, there are no other opportunities immediately adjacent to Centegra's campus to support the development of medical offices. The southern half of the Halat property is proposed to remain as Single Family Residential.
- (4) **Downtown Area** – The proposed Land Use Plan was revised to reflect the recommendations of the Downtown Revitalization Plan which was approved by the Village Board in 2010.

Area Two (2) - Southeast Huntley Map

Sinclair and Caranci Properties (South side of Kreutzer Road) – The proposed Land Use Plan was revised to reflect the recommendations of the Transit Oriented Development Guidelines which were approved by the Village Board in 2009.

Area Three (3) - Southwest Huntley Map

- (1) **Unincorporated Kane County property south of the I-90 Tollway and west of Sandwald Road** – Staff recommends revising the land use plan from Business Park to Single Family for property west of Sandwald Road. Sandwald Road provides a logical point of transition between the Lakewood subdivision in the Village of Hampshire and Business Park and Retail and Service Commercial to the proposed east of Sandwald Road.
- (2) **Unincorporated Kane County property north of Big Timber Road** – The current land use plan provides Retail and Service Commercial along the Big Timber Road frontage from Route 47 to what is now the entrance to the Lakewood subdivision in the Village Hampshire. The overall size and depth of the Retail and Service Commercial shown along Big Timber Road is approximately 1½ times the combined size of the Huntley Grove and Huntley Crossings Phase 1 and Phase 2. Staff recommends revising the land use plan to remove the Retail and Service Commercial from the Big Timber Road frontage as it is unlikely that future traffic on Big Timber Road will ever support such a large area of Retail and Service Commercial.
- (3) **Sherman Hospital-owned ±66 acre tract at the Northwest corner of Route 47 and Big Timber Road** – The proposed land use plan has been revised from Business Park and Retail and Service Commercial to Health Care for the 66 acre Sherman owned parcel.
- (4) **Barancik-property at the southwest of the I-90 Tollway and Route 47** – The proposed land use plan has been revised from Park, Conservation Districts Environmentally Sensitive Lands to Retail and Service Commercial. This change is consistent with conceptual development plans that have been prepared for the site.

Legal Analysis

The Comprehensive Plan, including the Land Use Plan, is important to update regularly as it provides the framework and policy direction for land use decisions by elected and appointed officials.

Mayor Sass asked if there were any questions or comments.

Trustee Fender stated that she would like further meetings to review the plan in greater detail. She also stated that she wants to make sure that Kreutzer Road, when completed north/south has a different name than the east/west Kreutzer Road.

Trustee Mercer was disappointed in the maps as presented. The format is different than in previous years and he felt they were difficult to follow, especially the legends.

There was an overall consensus of the Village Board that the legends on the maps need revising. Trustee Leopold added that he would like to see the color signifying a golf course changed. Village Manager Johnson responded that Staff will look into including some aerial enhancements on the maps as well as improving the clarification of the legends.

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

Staff thanked the Village Board for their input and will bring back a revised Land Use Plan for their consideration at a future date.

- e) Discussion – Ordinance (O)2011-08.33 – Requesting relief to install a ground sign at Southwest Corner of Route 47 and Mill Street, 11419 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the Huntley Park District is requesting approval to install a new ground sign in Deicke Park at the southwest corner of Route 47 and Mill Street. The proposed sign will replace the ground sign that was at this location prior to the reconstruction of Route 47.

The proposed sign is a double-faced ground sign with a total height of 11’-2 ½” mounted between stone columns topped with lanterns similar to those at the Deicke Park entrance. The overall sign face will measure 8’-8” by 9’-2 ½” (Approx. 79.8 square feet) including a 2’-4 ½” by 8’-8” (20.58 square feet) amber LED message center. The sign will be located at the southwest corner of Route 47 and Mill Street and serve to promote the Park District’s Rec Center, Water Park, Fitness Center, Preschool and Cosman Theater.

Staff Analysis

Per the Huntley Zoning Ordinance Article XIII – Sign Regulations, §156.121 Prohibited Signs, (A) includes fluttering, undulating, swinging, rotating, moving and/or flashing signs, except time and temperature signs and festoon lighting, while §156.121 (J) Changeable copy signs are limited to the changeable copy area of 50% or less.

Article XIII – Sign Regulations, Section 156.122 Ground Signs. Requirements are as follows:

	SIGN REGULATIONS	PROPOSED SIGN	RELIEF REQUIRED
AREA	80 sq. ft.	79.8 sq. ft.	None
HEIGHT	15 ft.	11’-2 ½”	None
LOCATION	10 ft. from ROW if sign exceeds 3½ ft. in height.	10 ft. from ROW	None
NUMBER PER LOT	1	1	None
CHANGEABLE COPY	Area to not exceed 50% of the permitted sign area. Signs may not rotate or flash messages, except time and temperature signs.	25% of permitted sign area. Sign would periodically change messages.	Relief is required for the LED message center to periodically change messages.

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

1. Displays shall contain static messages only and shall not have movement or the appearance or optical illusion of movement, of any part of the sign structure, design or pictorial segment of the sign, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of light intensity other than that provided through an automatic dimming system to control overall illumination intensity. Each message on the sign shall be displayed for a minimum of 10 seconds. The change of messages must be accomplished immediately.
2. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Financial Impact

The Village's Sign Ordinance waives permit fees for non-profit organizations.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.128 to accommodate the Ground Sign with a LED message center.

Director Nordman announced that Mr. Paul Ostrander from the Huntley Park District was in attendance to answer any questions.

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

Trustee Hanson asked if there was a landscaping plan for the sign.

Mr. Ostrander replied that there is no official landscaping plan, but the intent is to mirror the Park District sign at the Pinecrest Golf Course location on Algonquin Road.

Trustee Fender commented that she loved the look of the new sign.

Mayor Sass asked if the Committee had any further questions or comments. There were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-08.33 – An Ordinance Granting relief for the Huntley Park District ground sign with LED changeable copy display.

- f) Discussion – Ordinance (O)2011-08.34 – Amending Ordinance (O)2011-04.20 for Off-Premise Sign Permits for Huntley Youth Baseball Association

Mayor Sass reviewed that the Huntley Youth Baseball Association (HYBLL) previously received Village Board approval to hang twelve (12) sponsor banners on the fence at Diecke Park ball field adjacent to Route 47 and five (5) banners at each of the two (2) fields adjacent to Sting Ray Bay and the two (2) Betsey Warrington fields. These banners were to be temporarily displayed on the outfield fences from April 14th until July 29th. The petitioner is requesting an extension for the off-premise sign permits to allow the banners to remain in place through Saturday, October 15, 2011.

Staff Analysis

Staff recommends the following conditions be added should the Village Board approve the amendment to the off-premise banner permit request:

1. The banners shall be maintained in good condition at all times.
2. All banners shall be removed by Sunday, October 16, 2011

Financial Impact

The Village's Sign Ordinance waives temporary sign permit fees for non-profit organizations.

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. There were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-08.34 – Amending the Ordinance for Granting Off-Premise Sign Permits for Huntley Youth Baseball Association.

g) Discussion - Payout Request No. 4 to Arrow Road Construction Co. – 2011 MFT Street Program

Introduction

Mayor Sass reported on January 13, 2011 the Village Board accepted and approved the Professional Design Engineering and Construction Observation Services contract with Christopher B. Burke Engineering, Ltd. (CBBEL) for the 2011 MFT Street Program.

On March 24, 2011 the Village Board approved Resolution (R)2011-03.11 - To appropriate \$760,847.00 in Motor Fuel Tax Funds for Contract Construction for the 2011 Street Improvement Program and Resolution (R)2011-03.12 - Execution of the Construction Contract to the lowest responsible bidder, Arrow Road Construction, Co., in the amount of \$1,111,412.35. Change order No. 2 approved by the Board on April 28th added \$105,358.90 to the contract to complete the milling and replacement of binder and spot curb repair on Kiley Drive for a total contract cost of \$1,216,771.25.

CBBEL has submitted the fourth payout request under the 2011 MFT Street Program.

Staff Analysis

On June 9, 2011 the Village Board approved Payout Request #1. On June 23, 2011 the Village Board approved Payout Request #2. On July 14, 2011, the Village Board approved Payout Request #3. The program is now approximately 91% complete as of Payout Request #4. Waivers of Lien and payroll certifications have been received.

<u>Pay Request</u>	<u>Completed Work</u>	<u>Retention (10%)</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$145,006.10	\$14,500.61	-0-	\$130,505.49
#2	\$365,929.00	\$36,592.90	\$130,505.49	\$198,830.61
#3	\$492,818.88	\$49,281.89	\$329,336.10	\$114,200.89
#4	\$1,108,323.12	\$55,416.16*	\$443,536.99	\$609,369.97

*Retention has been reduced to 5% for Pay Request #4.

Financial Impact

The FY2011 Budget includes funding for the 2011 MFT Street Program in the amount of \$1,380,847. The funding sources are through the Motor Fuel Tax Fund (\$760,847), the Capital Projects Fund (\$310,000), and the Street Improvement Fund (\$310,000).

The Engineering Department recommends payment to Arrow Road Construction Co. in the amount of \$609,369.97.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 4 to Arrow Road Construction Co. in the amount of \$609,369.97 for work

completed under the 2011 MFT Street Program.

- h) Discussion – Resolution (R)2011-08.26 – Renewal of a Professional Services Agreement – Government Relations / Morreale Public Affairs Group (MPAG)

Introduction

The contract for professional services from the Morreale Public Affairs Group (MPAG) is due to terminate on August 31, 2011. A new contract is proposed at the same fee of \$5,000/month.

Staff Analysis

The Village has contracted with MPAG since 2007. MPAG has been instrumental in maintaining a Village presence in Springfield and in particular lobbying for the inclusion of the Route 47 widening project and the I-90 / Route 47 full interchange project in the State’s financial budget. Other key impacts have included seeking financial assistance for Village-wide projects, and continuing to monitor and advocate legislation in the General Assembly that is advantageous to the Village. MPAG was also instrumental in securing \$150,000 in grant funds through the Department of Commerce and Economic Opportunity (DCEO).

Financial Impact

The contract is included in the FY2011 Budget Tollway Fund; line item 07-10-4-7500.

Legal Analysis

The contract has been reviewed by the Village Attorney and all is in order for consideration.

Mayor Sass asked if there were any questions or comments.

Trustee Piwko questioned if the Village had ever used MPAG on the Federal level.

Village Manager Johnson responded that Staff had researched a Federal lobbyist and found the cost to be substantial. The Village has never utilized MPAG at the Federal level.

Trustee Piwko asked if there were other components of MPAG that the Village could benefit from such as possibly attracting commercial or industrial interests.

Village Manager Johnson replied that the Village did use MPAG as a public relations firm in the past however attracting business is not an area of MPAG expertise.

Mayor Sass asked if the Committee if they had any further 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)2011-08.26 - A Resolution authorizing the renewal of Professional Services Agreement with Morreale Public Affairs Group (MPAG) to provide Government Relations for the Village of Huntley

- i) Discussion – Quarterly Financial Reports – Transmittal of the Second Quarter Financial Reports for the Village of Huntley

Village Manager David Johnson reported that in the Board's packets were the second Quarter 2011 Financial and Investment Reports. Village Manager Johnson continued that at the halfway point for the year, revenues have increased due to the receipt of property tax payments however the State of Illinois continues to lag disbursements payments to local governments. Expenditures are within expected thresholds.

Village Manager Johnson reviewed the following excerpts from the report:

Revenues

- **01-00-0-4020 Sales Tax:** Sales tax receipts are current; however distributions to the TIF are in arrears by three months due to lag reporting from the Department of Revenue.
- **01-00-0-4025 Income Tax:** 2011 income tax receipts in the amount of \$1,120,406.02 as of the June 30, 2011 include \$728,513.83 which has been recorded as revenue for 2010. Additional income tax from the State of Illinois was received in July 2011 of \$293,895.49 (for March and April 2011 vouchers) and will be recorded and shown as a part of the third quarter financial reports. The total amount received to be recorded for FY2011 is \$685,787.68 or 37.9% of the budgeted amount. The State has vouchered through July 2011 with a current balance due to the Village in the amount of \$570,306.17.
- **01-00-0-4021 Local Use Tax:** Local Use Tax received as of June 30, 2011 is \$199,835.39 of which \$111,024.13 has been recorded as revenue for 2010.
- **01-00-2-4210 Building Permits:** Building Permit revenue continues to exceed expectations with almost 120% of budgeted revenue collected as of June 30, 2011.

Expenditures

- **01-25-2-6321 Computer Services:** This line item in the Finance and Human Resources Department is at 61% of the annual budget due to one time payments of annual maintenance agreements for 2011.
- **01-30-1-6075 Part-Time Salaries:** Part-time salaries in Buildings and Grounds is higher than budgeted due to the fact that part-time employees were used to complete the renovations at the Old Village Hall which will lead to savings in the Municipal Complex Fund.
- **01-60-1-6020 and 01-60-1-6075:** The over-time, part-time salaries, snow plowing and snow maintenance equipment line items in the Streets and Underground Utilities budget are over the budget amount due to the Blizzard of 2011. The Village completed the required FEMA documentation to receive disaster fund reimbursement and is expected to recoup an estimated \$46,000 of the blizzard expenditures.
- **01-60-3-6665:** The road salt line item shows the Village expenditures at almost 100% of the budgeted amount to have both salt storage facilities fully stocked (1,500 tons) for the 2011-2012 snow and ice removal season.

Continuously high fuel costs remain a concern to the Village. Through the second quarter, the Village's fuel costs are at 67% of the total budget and 97% of the Water Fund budget at June 30, 2011.

Overall, through the second quarter, the Village's General Fund expenditures are at 55.1% of the total 2011 budget (excludes interfund transfers). Other than the Public Works Department/Streets and Underground Utilities Division (due to the unexpected Blizzard expenditures) all departments remain within budget through the second quarter.

The Village's Water Operating Fund expenditures are at 44.6% of the total 2011 budget and the Sewer Operating Fund expenditures are 44.8% of the total 2011 budget (excludes transfers).

Investment Report

The Village's investment report as of June 30, 2011 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.

Mayor Sass asked if there were any questions or comments.

Trustee Fender questioned if the State of Illinois was still lagging behind in their payments to the Village and if it would be worth it for the Village to re-visit pursuing Home Rule status.

Village Manager Johnson stated that the State owed the Village \$570,306.17 and said that there has been no change since previously reviewed; however Staff would review the Home Rule process again if requested.

It was the consensus of the Committee of the Whole to forward this item on to the Village Board to Accept and Place on File the Second Quarter 2011 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Piwko asked for clarification regarding street signs being ordered in Southwind as part of the 2011 MFT Program. Village Manager responded that replacing the street signs were included as part of the overall 2011 MFT program.

Trustee Leopold announced that there is again an interest in having crosswalks and sidewalks to cross Route 47 at Del Webb Boulevard. Trustee Leopold requested copies of a previous handout from Staff to provide to residents.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that weather permitting, mosquito spraying will take place on Friday August 5th.

Mayor Sass also announced that the sidewalk on the north side of Main Street between Dwyer and Woodstock Streets was removed and will be poured on Friday August 5th.

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 7:42 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahon
Village Clerk