

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
August 20, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, August 20, 2015 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 and JR Westberg.

ABSENT: Trustee John Piwko

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS:

Lonni Oldham, 11618 2nd Street, stated that parking on 2nd Street is difficult when people park on both sides of the street and noted that a school bus was trying to drive down the street and had to stop and beep the horn until someone came out and moved one of the vehicles. The neighbors are concerned that emergency vehicles would not be able to get through. Ms. Oldham asked the Village Board to consider allowing parking on only one side of the street.

Mayor Sass reported that discussions are taking place to review all streets in the old part of town as they are narrower and will probably change the parking regulations to allow parking on the side of the streets that do not have fire hydrants.

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of July 23, 2015 Liquor Commission, July 23, 2015 Village Board and August 6, 2015 Committee of the Whole Meeting Minutes

Mayor Sass asked the Committee if they had any comments or changes to 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 July 23, 2015 Liquor Commission, July 23, 2015 Village Board and August 6, 2015 Committee of the Whole Meeting Minutes.

- b) Discussion – Approval of the August 27, 2015 Bill List in the Amount of \$559,462.09
- 08.20.15 COW Minutes

Mayor Sass reported that \$198,220.59 (or 35%) of the total bill list is attributable to Payout#1 to Alliance Contractors Inc. for the Downtown Streetscape Improvement Project (\$192,091.36), and payment of SSA Property Taxes (\$6,129.23).

Mayor Sass asked if the Committee had any comments 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 27, 2015 Bill List in the Amount of \$559,462.09.

- c) Discussion – Consideration of an Ordinance Approving a Request for a Zoning Map Amendment from “O-1 PUD” Office – Planned Unit Development to “B-4” Adaptive Reuse Business District for 11510 Main Street, including any necessary relief, pursuant to the requirements of Section 156.204 of the Village of Huntley Zoning Ordinance

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner is requesting a Zoning Map Amendment from “O-1 PUD” Office – Planned Unit Development to “B-4” Adaptive Reuse Business District, including any necessary relief caused by the rezoning, for 11510 Main Street (northeast corner of Main and Myrtle Streets). No exterior modifications to the property are proposed in conjunction with this petition.

DEVELOPMENT SUMMARY

The subject property was previously approved for a Zoning Map Amendment from “R-2” Single Family Residential District to “O-1 PUD” Office – Planned Unit Development in November 2003, which was prior to the establishment of the “B-4” Adaptive Reuse Business District. In addition to the re-zoning, a Special Use for the Planned Unit Development was approved for the property as well as relief from the applicable “O-1” Office District lot, area, and bulk regulations that the existing residential structure did not meet. Site Plan Review was also conducted to accommodate the parking area and landscape plan for the parcel. In December 2010, the property was approved for inclusion within the Huntley Historic District.

The petitioners purchased the subject property in June 2014 with the intent of leasing it to an office use; however, it has been marketed for over a year without finding a tenant. Therefore, the petitioners would like to rezone the property to “B-4” Adaptive Reuse Business District so they have the ability to market the property for an office/commercial use or single family residence. The ability to rent the house as a private residence is not an allowed use under the “O-1-PUD” zoning district, but is a permitted use in the “B-4” Adaptive Reuse Business District. The “B-4” designation is consistent with the Comprehensive Land Use Plan for this area.

STAFF ANALYSIS

The “B-4” Adaptive Reuse Business District was created in 2009 to encourage the conversion of homes along the Main Street corridor (and properties adjacent to the central business district) into small shops, offices, and boutiques. The regulations provide flexibility in the types of permitted uses in order to encourage the retention and renovation of sound existing structures and to ensure that the business uses remain compatible with the existing historic character.

The “B-4” Adaptive Reuse Business District allows the following Permitted and Special Uses subject to site plan review for any proposed improvements to the site:

Permitted Uses:

Advertising agency	Income tax service
Antique sales	Insurance office/agency
Art gallery-art studio sales	Interior decorating studio
Art supply store	Jewelry retail
Attorney's office	Watch, clock – sales & repair
Barber shop / beauty shop; ≤ three chairs or stations	Leather goods
Bicycle shop	Music, instrument & record store
Bookkeeping service	Park
Book store	Photography
Camera shop	Picture frame shop
Craft shop	Public accountant
Clothes pressing and repair	Shoe and hat repair
Detective agency	Single Family Dwelling
Dressmaker, seamstress	Stationery store
Engineering office	Tailor
Florist Sales	Ticket office
Gift shop	Tot lot
Health food & vitamin store	Toy store
Hearing aid store	Travel agency
Hobby shop	

Special Uses (requires public hearing):

Church or other place of worship
Day care
Day care nursery school
Ice cream shop
Medical, dental, and optometry offices/clinics
Real estate office
Restaurant
Tourist home

RELIEF REQUIRED

The relief required from the lot, area and bulk regulations under the proposed “B-4” Adaptive Reuse Business District is less than the relief approved for the site under the current “O-1 (PUD)” Office – Planned Unit Development zoning classification.

The proposed map amendment to “B-4” Adaptive Reuse Business District necessitates the following relief for the property’s existing structure:

- A minimum lot width of seventy (70’) feet is required within the “B-4” Adaptive Reuse Business District and eighty (80’) feet within the Office District. The width of the subject lot is sixty-six (66’) feet, thereby requiring relief of four (4’) feet.
- The minimum corner side setback in the “B-4” District is thirty (30’) feet and minimum side setback is seven (7’) feet (20 feet / 10 feet, respectively, in the “O-1” District). The corner side and minimum side setbacks for the subject lot are 28.83 feet and 3.83 feet, respectively, thereby requiring relief of 1.17 feet and 3.17 feet.

- The Minimum Parking Lot Setback is ten (10') feet for both the "B-4" and "O-1" Districts. The existing parking area is setback approximately three (3') from the rear and interior side property lines.

The 8,712 square foot subject property exceeds the 8,400 square foot minimum lot size in the "B-4" Adaptive Reuse District (it required relief from the "O-1" Office District 20,000 square foot minimum lot size).

Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on July 13, 2015. No one offered testimony in opposition to the request. The Plan Commission unanimously recommended approval by a vote of 4-0, subject to the following condition:

- 1) The rear parking area is for the exclusive use of the property's tenant and the storage and/or repair of automotive vehicles, trucks, recreational vehicles, watercraft or storage of any other equipment and bulk materials is prohibited.

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

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

Trustee Westberg stated that he walked the property and reported that the structure looks sound but recommended to the petitioners that the property may look better if they clean up the landscaping. Ryan Krajecki, the property owner, said that he does pay a landscaping service to cut the grass but agreed that the trees and bushes should be maintained. Trustee Westberg stated that he also noted spindles missing from the rear ramp. Mr. Krajecki stated that they will be fixing up the inside once a new tenant is identified and that the commercial realtors that he is working with have not received negative feedback from the showings that have taken place.

Trustee Goldman stated that the property looks good from the street and that she is happy to be supportive in the rezoning request.

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 an Ordinance for a Zoning Map Amendment from "O-1 PUD" Office – Planned Unit Development to "B-4" Adaptive Reuse Business District, including any necessary relief, for 11510 Main Street.

- d) Discussion – Consideration of an Ordinance Approving an Amended Special Use Permit for a Congregate Care Center and Site Plan Review, including any necessary relief, for the proposed Memory Care addition to the Heritage Woods Assisted Living Facility, 12450 Regency Parkway, in accordance with the requirements of Section 156.204 of the Huntley Zoning Ordinance

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Heritage Woods of Huntley is proposing the construction of a ±31,176 square foot Assisted Living and Memory Care addition to the existing seventy-two (72) unit Heritage Woods Assisted Living Center facility located at 12450 Regency Parkway. The first phase of Heritage Woods of Huntley was constructed in 2009 on the 4.1-acre lot zoned BP-PDD Business Park Planned Development District. At 08.20.15 COW Minutes

that time, it was anticipated that a second phase would consist of a twenty-four (24) unit addition for assisted living to be located on the east end of the existing facility.

The petitioners are requesting an amendment to the Special Use Permit for a Congregate Care Center and Site Plan Review, including necessary relief, to accommodate a Memory Care Addition to the existing Heritage Woods Assisted Living facility to include nine (9) additional assisted-care units and thirty (30) memory-care units. The building addition, proposed on the east side of the existing facility, entails installation of parking areas on the north and south sides of the new memory care addition and adjustments to the site landscaping.

Site Plan

The ±31,176 square foot Memory Care Addition is located at the southeast corner of the site and the main entrance faces south. The addition includes thirty (30) memory care studio apartments on the first floor and nine (9) assisted living apartments on the second story of the extension to the existing facility's east wing. The memory garden, featuring a gazebo, will be located within a courtyard created by the building addition and will be enclosed with a fence on the east side.

Parking

Proposed parking includes the addition of thirty-two (32) parking spaces at the northeast portion of the site, four (4) parallel stalls along the west side of the access drive-aisle on the east side of the site and eight (8) parking stalls adjacent to the Memory Care main entrance at the southeast corner of the property. This, in combination with the existing parking, will result in a total of 120 parking spaces on the site.

The Regency Square Development Guidelines includes minimum parking requirements for congregate care facilities in accordance with the following:

- A parking ratio of 1.0 parking space per unit/bed. There will be a total of 111 units (81 assisted living and 30 memory care), therefore requiring 111 parking spaces. The proposed site plan includes seventy-six (76) existing and forty-four (44) proposed parking spaces (120 total spaces), which includes the requisite six (6) accessible parking stalls.
- One (1) loading space per 175,000 square feet of building space is also required.

Building Elevations

The proposed Memory Care building addition includes the same brick veneer skirting and hardi-board siding exterior materials and in the same proportions as used in the construction of the existing Heritage Woods Assisted Care facility. The petitioner is required to screen all roof top mounted equipment.

Landscaping

The proposed landscape plan includes replacement of trees removed from the interior and perimeter of the site to accommodate the building addition and added parking, respectively. The proposed plan meets the Regency Square Development Guidelines requirement for one (1) tree per forty (40') feet along access drives. The landscape plan includes plantings, including ornamental trees and groundcover within the memory garden area as well as plantings flanking the Memory Care entrance and surrounding the rear and sides of the addition's foundation.

Lighting

The proposed site lighting surrounding the addition includes the use of the existing shoebox style

lighting fixture currently installed in the parking areas at the northwest and southeast portions of the site. The decorative fixtures installed within the front parking lot will remain. Additionally, the exterior of the Memory Care addition includes wall pack and accent lighting. The proposed photometric plan provides the requisite 2.0 foot-candle average for the parking area and 0.5 foot-candle maximum at the property line.

REQUIRED RELIEF

The following relief will be considered as part of the Site Plan Review process:

1. The 2.58-foot setback on the north side of the site requires 7.42-foot relief from the requisite ten (10') foot landscape setback for parking areas.

Village Board Conceptual Review

The Village Board reviewed conceptual plans for the project at their July 9, 2015 meeting and noted the following concerns regarding the petitioner's request:

- The Village Board recommended revising the proposed angled parking stalls at the northeast corner of the site to 90-degree parking. *The plans have been revised accordingly.*
- There were concerns raised that the number of parking spaces near the Memory Care entrance at the southeast corner of the site may not be sufficient. *Two (2) additional parking stalls have been added at this portion of the site.*

Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on August 10, 2015. No one offered testimony in opposition to the request. The Plan Commission unanimously recommended approval by a vote of 4-0, subject to the following conditions:

1. 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.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
4. All permanent and seasonal plantings must be replaced immediately upon decline.
5. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
6. All roof-top mounted equipment must be adequately screened.
7. No building plans or permits are approved as part of the submittal.
8. No sign permits are approved as part of the submittal.

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

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 an Ordinance for an Amended Special Use Permit for a Congregate Care Center and Site Plan Review, including any necessary relief to accommodate the proposed Memory Care addition to the Heritage Woods Assisted Living Facility, 12450 Regency Parkway.

- e) Discussion – Consideration of an Ordinance Approving a request for an Amended Special Use Permit to allow for a Dual Drive-Through and Site Plan Review for the "B-3" Shopping Center Business District-zoned McDonald's Restaurant located at 10711 Route 47 pursuant to the requirements of Section 156.204 of the Village of Huntley Zoning Ordinance

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioners are requesting an Amended Special Use Permit for a Restaurant with Dual Drive-Through and Site Plan Review, including any necessary relief, to accommodate a dual drive-through and associated site improvements to the existing McDonald's Restaurant located on the west side of Route 47, south of North Street.

Parking

The McDonald's restaurant has seating for fifty-eight (58), thereby requiring twenty (20) parking spaces per the restaurant-parking ratio of one (1) parking space for every three (3) seats. Currently, the site has forty-four (44) parking stalls including the requisite two (2) accessible parking stalls.

The reconfiguration of the site to accommodate the proposed dual drive through lanes will eliminate ten (10) parking spaces to the north of the building. To replace the ten parking spaces the petitioner has submitted plans to construct twelve (12) parking spaces along the west side of the driveway accessing the restaurant; however, as part of the public hearing conducted by the Plan Commission on July 27, 2015 the petitioner stated that it was their preference to not construct the twelve (12) additional spaces. The petitioner explained that they believed the thirty-four (34) remaining parking spaces were sufficient to meet parking demand during peak periods. If the twelve (12) parking spaces were to be constructed along the access drive, there would be a total of forty-six (46) parking spaces on the site.

Landscaping

The proposed dual drive-through lanes necessitate adjustments to the site's landscaping. Specifically, the plans include the removal of three (3) Crabapple trees along the frontage road to accommodate the added parking spaces and removal of a Honeylocust tree and Crabapple shrub that currently flank the drive-through entrance. A Honeylocust tree (at the north side of the drive-through entrance), along with flowering and evergreen shrubs and ornamental grasses will replace the removed plant materials. Additions to the site's landscaping include plantings of shrubs and ornamental grasses along the north side of the existing patio and building as well as within the island formed between the dual drive-through lanes.

Staff Analysis

At the request of Village Staff, the petitioner conducted a parking study to determine actual parking needs for the site during peak periods. The study found the longest drive-through queue was nine (9) vehicles at 8:00 and 8:30 a.m., the highest parking demand was twenty-six (26) spaces and over half (57%) of the parked vehicles stayed for less than fifteen (15) minutes. Based on this data collection, the petitioner's traffic engineer believes the forty-six (46) parking spaces proposed on the site plan is more than adequate to meet the parking needs for the site.

As noted, the petitioner stated they would prefer to not construct the twelve (12) parking spaces along the driveway because the number of occupied spaces never exceeded 26 during peak period and there was regular turnover of the parking spaces. The Plan Commission concurred with petitioner and recommended approval of the site plan without the twelve (12) parking spaces along the driveway. The Plan Commission discussed how the driveway was used for parking by contractors and other

commercial vehicles and they expressed concern that these vehicles would not have a place to park if the twelve (12) spaces were constructed along the driveway.

Due to the petitioner's preference and the Plan Commission's recommendation to not construct the twelve (12) parking spaces, staff requested the Village's traffic consultant to review the parking study and evaluate it based on there being thirty-four (34) parking spaces for the restaurant. His findings are summarized below:

- The observed peak parking demand noted in the petitioner's study corresponds with the expected average peak noted in the Institute of Transportation Engineer's Parking Generation Manual.
- There is a presumed expectation of some level of additional traffic resulting from the improved service provided by the dual drive-through and other future remodeling referenced in the petitioner's letter, therefore it is advisable to at least demonstrate an ability to provide 35-45 spaces in the future if warranted (i.e. landbank the 12 spaces on along the driveway).
- With the potential for parking to be added to the site in the future if needed, it is likely that the parking provided should be adequate to support the short-term demand.

Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on July 27, 2015. Representatives from the Pet Vet Animal Clinic attended the public hearing, but did not offer testimony in opposition of the petition.

As noted above, the Plan Commission did not believe the twelve (12) additional parking spaces were necessary along the driveway and therefore added a condition to their recommendation to eliminate the spaces from the plan. The Plan Commission also discussed the need to add striping on North Avenue to better direct traffic at the intersection of North Avenue and Route 47 and as a result added a condition to their recommendation that requires the petitioner to coordinate with the Village to determine the appropriate striping for the intersection. Following discussion, the Plan Commission unanimously recommended approval by a vote of 6-0, subject to the following conditions:

1. 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.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
4. All permanent and seasonal plantings must be replaced immediately upon decline.
5. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
6. No building plans or permits are approved as part of the submittal.
7. No sign permits are approved as part of the submittal.

Conditions added by the Plan Commission:

8. The petitioners will coordinate with the Village Engineer and Development Services Department to determine appropriate striping at the North Street/Route 47 intersection.
9. The twelve (12) parking spaces proposed along the west side of the driveway shall be eliminated and the landscape plan shall be amended to correspond with the revised site plan.

If the Village Board decides that it is appropriate to landbank the twelve (12) parking spaces along the driveway, staff recommends the following condition of approval is added to the ordinance:

- The area to the west of the north/south driveway shall be reserved for no less than twelve (12) future parking spaces and shall be maintained as landscaped open space until and unless required to be used for parking. The Village Board shall have the right, in its sole discretion, to terminate the landbanking of the twelve (12) parking spaces and require the property owner to increase the number of parking spaces provided for the development.

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

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

Trustee Goldman asked if the landbanked parking is approved, would the three (3) Crabapple trees not need to be removed; the petitioner said the trees would remain.

Trustee Leopold noted that traffic study showed that the peak hour was 8:00 a.m. and said that he did not agree with the study and asked about Noon and 5:00 p.m. Trustee Leopold stated that he wants the trees to be removed replaced and he wants the parking spaces installed.

Trustee Hoeft stated that he agreed with Trustee Leopold and that it is very difficult to get in at noon. Trustee Hoeft also stated that he wanted the parking spaces installed.

Trustee Westberg suggested that the peak parking may be due to the back-up at the drive-thru and noted that when the drive-thru lane is backed up he has parked his car and gone in to pick up his order. The petitioner reported that with the dual drive-thru efficiency increases as noted from their Algonquin location. Trustee Westberg stated that he was not opposed to landbanking the parking.

Trustee Kanakarlis stated that he wanted the parking spaces installed.

Mayor Sass reported that he received an e-mail prior to the meeting from Trustee Piwko that stated that he believed that there was not enough on-site parking and wanted the parking spaces installed.

Mayor Sass stated that the additional parking spaces should be installed and if the trucks want to park across several spaces they should.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance for an Amended Special Use Permit to allow for a Dual Drive-Through and Site Plan Review for the "B-3" Shopping Center Business District-zoned McDonald's Restaurant located at 10711 Route 47.

- f) Discussion – Approval of Payout Request No. 1 in the amount of \$192,091.36 to Alliance Contractors, Inc. for Downtown Streetscape Improvements

Mayor Sass reported that on May 14, 2015 the Village Board of Trustees awarded a contract for the Downtown Streetscape Improvements to Alliance Contractors, Inc. The contract amount was \$2,857,772.58.

Alliance Contractors, Inc. started working on June 22, 2015 and has submitted a request for the Downtown Streetscape Improvements. Village staff and the Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$213,434.85	\$21,343.49	\$0.00	\$192,091.36

Financial Impact

The FY2015 budget includes \$4,000,000 for Streetscape Improvements project(s) in the Downtown TIF Fund 16-10-4-7712.

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 Payout Request No. 1 in the amount of \$192,091.36 to Alliance Contractors, Inc. for the Downtown Streetscape Improvements.

- g) Discussion – Consideration of a Resolution Approving a Bid Award to All Service Contracting Corp. for the Well No. 10 WTP Cation Exchange Resin Removal and Replacement

Mayor Sass reported that on August 6, 2015 sealed bids were opened and read aloud for the Well No. 10 WTP Cation Exchange Resin Removal and Replacement project. The Bid results are summarized as follows:

<i>Engineer’s Estimate</i>	\$90,000.00
All Service Contracting Corp., Decatur	\$70,864.00
Layne Christensen Company, Aurora	\$77,749.00

Staff Analysis

The bids have been reviewed and evaluated by Staff. Based on the evaluation, it was determined that the lowest bidder, All Service Contracting Corp., meets all requirements set forth by the Village of Huntley. Staff recommends that the bid for the Well No. 10 WTP Cation Exchange Resin Removal and Replacement project be awarded to the lowest responsible bidder, All Service Contracting Corp., for the amount of \$70,864.00.

Financial Impact

The FY2015 budget includes \$90,000 for this project in the Water Equipment Replacement Fund 21-10-4-7730. An additional \$5,000 is estimated for material testing and disposal.

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

Trustee Leopold asked if there was a company that was located closer to Huntley; Village Manager Johnson reported that this is a specialized operation and most of this work is done by Layne Christensen.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Approving the Bid Award to All Service Contracting Corp, for the Well No. 10 WTP Cation Exchange Resin Removal and Replacement project in the amount of \$70,846.00.

- h) Discussion – Consideration of a Resolution Approving the Renewal of a Maintenance Service Agreement – Professional Cemetery Services (PCS)

Mayor Sass reported that the contract with Professional Cemetery Services (PCS) is due for renewal. PCS is the Huntley Cemetery maintenance contractor.

Staff Analysis

The Village has contracted with PCS to perform cemetery maintenance for more than 30 years. PCS performs general maintenance of the cemetery, mowing and also does the grave and niche openings for all funerals in the Huntley Cemetery. The monthly fee for PCS is approximately \$800. The fee charged for the grave and niche openings is processed directly through PCS; however, the Huntley Cemetery Board negotiates the price with PCS every May 1st to monitor their fees.

Staff is requesting a waiver of the formal bid process due to the longevity of the relationship with PCS, their knowledge of the Huntley Cemetery and the working relationship PCS has with the Huntley Cemetery Board and local funeral homes.

Financial Impact

The contract is included in the FY2015 Budget within the Cemetery Fund. Funding in FY2016 will be included in the FY2016 budget planning process.

Legal Analysis

The contract has been reviewed by the Village Attorney.

Mayor Sass reported that a Cemetery Board Member and a representative from PCS were in attendance.

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 a Resolution to waive the formal bidding process and approve the Maintenance Service Agreement with Professional Cemetery Services for the Huntley Cemetery.

- i) Discussion – Consideration of a Resolution Approving the Renewal of a Professional Services Agreement – Public Relations / Morreale Public Affairs Group (MPAG)

Mayor Sass reported that the contract for professional services from the Morreale Public Affairs Group (MPAG) is due to terminate on August 31, 2015. A new contract is proposed at the same fee of \$4,000

per month.

Staff Analysis

The Village has contracted with MPAG since 2007. MPAG maintains a Village presence in Springfield and continues to monitor legislation in the General Assembly that may impact the Village. In addition, MPAG will assist with the Village's overall economic development efforts as well as analyze the Village's marketing efforts including a review of Village's Economic Development website. They will also continue to assist with the Village's transportation enhancement initiatives.

Financial Impact

The contract is included in the FY2015 Budget. Funding in FY2016 will be determined through the FY2016 budget planning process.

Legal Analysis

The contract has been reviewed by the Village Attorney.

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

Trustee Goldman stated that she would like a status report every six-months; Village Manager Johnson stated that MPAG will provide a Quarterly Report and it will be included in the Manager's Report.

Trustee Westberg asked if there would be additional fees for providing assistance with the Village's Economic Development website; Village Manager Johnson reported there would be no additional cost.

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 a Resolution Authorizing the Renewal of Professional Services Agreement with Morreale Public Affairs Group (MPAG) to provide Public Relations for the Village of Huntley.

- j) Discussion – Accept and Place on File the Second Quarter 2015 Financial and Investment Reports for the Village of Huntley

Village Manager Johnson reported that for the Committee's review and acceptance were the Village's Second Quarter 2015 Financial and Investment Reports.

Staff Analysis

At the end of the second quarter 2015 activity ended as projected. First installments of the 2015 property tax bills have been received. Expenditures are within budgeted thresholds.

Notes to consider when reviewing this report:

Revenues

- 01-00-0-4020 Sales Tax: Sales tax collection is in arrears. The 2nd quarter 2015 amount of \$1,228,489.03 includes \$418,191.38 of 2014 revenue which will be adjusted during the 2015 audit process.

- 01-00-0-4021 Local Use Tax: Local Use Tax received as of the 2nd quarter 2015 totals \$259,121.65 which includes \$43,579.84 of 2014 revenue which will be adjusted during the 2015 audit process.
- 01-00-0-4025 Income Tax: Income tax received as of the 2nd quarter 2015 totals \$1,159,197.10 which includes \$272,101.71 of 2014 revenue which will be adjusted during the 2015 audit process.
- 01-00-2-4210 Building Permits: Revenues collected as of the 2nd quarter 2015 are \$503,533.95 or 72% of the total 2015 budget.

Expenditures

At the end of the 2nd quarter 2015, the Village's General Fund expenditures are 55.7% of the 2015 budget (excludes the one-time revenue transfer). The Village's Water Operating Fund 2nd quarter 2015 expenditures are 52.2% of the 2015 budget and Sewer Operating Fund 2nd quarter expenditures are 49.8% of the 2015 budget.

Investment Report

The Village's investment report as of June 30, 2015 provides detail of the Village's cash position by financial institution, maturity and allocation by fund. As of this report, IMET has recovered and disbursed \$16,303.32 to the Village of Huntley reducing the hold on funds to \$311,429.34. Recent correspondence from IMET indicates a very successful sale from an online auction conducted July 20-22, 2015 of the five hotel properties previously owned by the fraudulent investor. Additional distributions to IMET members are expected upon completion of the auction transactions. Village Manager Johnson reported that it is anticipated that about 50% of the loss has been recovered to date.

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 to Accept and Place on File the Second Quarter 2015 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Village Manager Johnson reviewed the Downtown planter boxes and landscaping exhibit which was distributed prior to the meeting and asked if the Board would like the planter boxes on the south side of Main Street to be removed and if landscaping should be added at Main Street at Woodstock Street and Main Street at Church Street. Village Manager Johnson reported that he was able to meet on-site with Board Members and asked if the Board would like all four (4) planter boxes removed or just the two center boxes.

Trustee Leopold asked if the area at Church Street at Main Street was large enough to sustain plantings; Village Manager Johnson reported that it is small but plantings will be considered. Trustee Leopold asked what would be planted at Woodstock Street at Main Street; Village Manager Johnson stated that plantings would be similar to the west side of the street directly in front of Morkes.

Trustee Westberg asked if trees would be planted in the boxes; Village Manager Johnson reported that trees will be planted in tree grates instead of the planter boxes.

Trustee Leopold asked about installation of benches; Village Manager Johnson stated that the plan calls for benches to be installed outside of Village Inn.

Village Manager Johnson reported that Trustee Piwko, in an e-mail, suggested that benches be installed in the planter box area.

Trustee Leopold suggested that they wait to install benches to see how the area looks.

There were no other comments or questions.

The consensus of the Village Board was to remove the planter boxes on the south side of Main Street from Woodstock to Church.

VILLAGE PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:45 p.m.

MOTION: Trustee Hoelt

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary