

**VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING  
November 6, 2014  
MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 6, 2014 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, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** None

**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:**

Donna McCormack, 12660 Cold Spring Drive the intersection of Del Webb Blvd. and Cold Springs Drive and stated that she believes that the intersection is very dangerous as the signage is not enough for the safe crossing of pedestrians. Ms. McCormack asked for assistance with better signage or some way to improve the safety of the intersection.

Mayor Sass reported that this concern has been raised before but the intersection did not meet the warrants for a stop sign or additional signage.

Village Manager Johnson stated that Staff will follow up with the Police Department and Public Works to possibly lower the height of the exiting signage or take other measures to improve the intersection.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – October 9, 2014 Village Board, October 16, 2014 Committee of the Whole and October 23, 2014 Village Board Meeting Minute Approval

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

Mayor Sass reported that Trustee Goldman was absent from the October 9<sup>th</sup> meeting.

**A MOTION was made to approve the October 9, 2014 Village Board Meeting Minutes.**

**MOTION:** Trustee Westberg

**SECOND:** Trustee Leopold

**AYES:** Trustees Kanakaris, Leopold, Piwko and Westberg

**NAYS:** None

**ABSENT:** None  
**ABSTAIN:** Trustee Goldman  
**The Motion Carried:** 4-0-0-1

**A MOTION was made to approve the October 16, 2014 Committee of the Whole and October 23, 2014 Village Board Meeting Minutes.**

**MOTION:** Trustee Leopold  
**SECOND:** Trustee Goldman  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** None  
**The Motion Carried:** 5-0-0

b) Consideration of the November 6, 2014 Bill List in the Amount of \$1,637,284.18

Mayor Sass reported that \$1,132,321.25 (or 69%) of the total bill list is attributable to payment of TIF & SSA Property Taxes, Payout#3(Final) for the Sewer Televising & Lining Project and payment to IDOT for the Village's share of the Kreutzer Road Extension project.

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

**A MOTION was made to approve the November 6, 2014 Bill List in the Amount of \$1,637,284.18.**

**MOTION:** Trustee Leopold  
**SECOND:** Trustee Westberg  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** None  
**The Motion Carried:** 5-0-0

c) Consideration – Appointment of Chuck Huffman to Village Board of Trustees

Mayor Sass stated that he recommends the appointment of Mr. Chuck Huffman to the Village Board of Trustees. This appointment would fill the vacant position on the Board through April 2015.

Mayor Sass reported that Mr. Huffman was in attendance to answer questions.

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

**A MOTION was made to approve the appointment of Chuck Huffman to the Village Board of Trustees.**

**MOTION:** Trustee Kanakaris  
**SECOND:** Trustee Leopold  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** None  
**The Motion Carried:** 5-0-0

Mayor Sass reported that Mr. Huffman would take the Oath of Office on November 13, 2014.

d) Consideration – An Ordinance Approving relief for Temporary Signage for Marsala's Italian Kitchen, 11900 Freeman Road

Mayor Sass reported that Marsala’s Italian Kitchen is requesting approval of temporary signage for a grand opening event scheduled for Monday, November 17, 2014. The event signage includes an inflatable “grand opening” balloon installed on Monday, November 17<sup>th</sup> and removed Wednesday, December 17<sup>th</sup>, 2014.

Staff Analysis

Section 156.120 of the Zoning Ordinance provides restrictions for temporary signage for special events. Specifically, one sign measuring up to 50 square feet in area may be installed for not more than 30 days. Section 156.121 prohibits inflatable balloons and all tethered airborne advertising devices and any “fluttering” signage (flags) used to attract attention.

Marsala’s Italian Kitchen is requesting to install an inflatable balloon for the timeframe specified above.

Legal Analysis

In accordance with Section 158.128 of the Zoning Ordinance, the Village Board may consider relief from the sign regulations.

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

Trustee Piwko stated that there was too much wrong with the request: due to high winds it is not appropriate in that area; and it would cheapen the event.

Trustee Leopold stated that it was approved for other businesses so he would not have a problem with the request.

Trustee Kanakaris asked how long approval was given for Aldi’s balloon. Village Manager Johnson reported two weeks. Trustee Kanakaris stated that he would approve it for two (2) weeks but not 30 days.

Trustees Westberg and Goldman agreed with Trustee Kanakaris.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance granting relief for temporary signage for Marsala’s Italian Kitchen located at 11900 Freeman Road, not to exceed two (2) weeks.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Goldman**

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

**NAYS: Trustee Piwko**

**ABSENT: None**

**The Motion Carried: 4-1-0**

- e) Consideration – An Ordinance Approving the Site Plan Review and necessary relief to accommodate the proposed parking lot and associated site improvements within the “B-2” Highway Service District-zoned property at 11006 Route 47 / Wuich

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported

that the petitioner is proposing to construct a parking lot for the converted residence located at 11006 Route 47. The building was previously used for business/office uses, but has sat vacant for several years. In this intervening period, the completion of the Route 47 widening occurred and the necessary right-of-way for the widening project was taken from along the property's frontage. This eliminated the few parking spaces that were located at front of the building. As a result, there are no parking spaces for the 1,239 square foot building. In accordance with the Zoning Ordinance, the building requires five (5) parking spaces to accommodate an office use.

The petitioner, who also owns the neighboring property to the south (11008 Route 47), is proposing to construct a six (6) space parking lot at the rear of the property (this includes one handicap parking space) so he may market the building for lease.

In conjunction with the formal request for site plan review and the necessary relief for the proposed parking lot, the property will also require relief for the non-conforming setback created as part of the taking for the Route 47 widening project. The property is zoned "B-2" Highway Service which requires a 30 foot front yard setback. The taking for the Route 47 widening resulted in a front yard setback of 12.3 feet.

### Site Plan Review

The proposed site plan includes a ±2,500 square foot, six (6) stall parking area, including a single accessible parking space, 14'-8"-wide driveway along the south side of the lot providing ingress/egress from Route 47. Relief would be required to reduce the required drive aisle width from 24 feet to approximately 14'-8" for the driveway accessing the parking lot. The petitioner has also requested relief from the requirement that parking lots include a six-inch high concrete curb. Otherwise, the parking area will accommodate the required 9' x 19' parking stalls with wheel stops.

### Landscaping

The proposed landscape plan meets the Zoning Ordinance requirement that parking areas be effectively screened from residentially zoned properties with a fence and/or evergreen hedge. The petitioner's plans show a six-foot (6') tall board-on-board fence along the east (rear) and north (side) property lines. However, the Plan Commission recommended that the portion of the fence along the north side of the subject lot be replaced with landscaping. The property owner to the north attended the October 27th Plan Commission public hearing and preferred the landscape screening alternative along their property. In addition to the preservation of existing trees on the site, hydrangea and day lilies will be added along the parking area perimeter and adjacent to the front and northwest corner of the building.

### Lighting

The site lighting includes two (2) existing wall-mounted fixtures on the rear (east) and south side of the building, with the parking lot illumination further augmented by two (2) metal halide shoebox style light fixtures.

### Village Board Concept Review

The Village Board reviewed the conceptual plans on July 17, 2014, and referred it to the Plan Commission to begin the formal development review and approval process. The Board's comments included the following:

- The Village Board generally supported the petitioner's plan to remove some of the existing trees at the rear of the property to accommodate the proposed six (6') foot tall fence along the east and north property lines.

- The Village Board asked about the proposed renovations to the building. The petitioner noted the proposed work includes remodeling of the building's interior to accommodate the office space(s), rebuilding of the front porch, rear deck/stairs and repair of the building's roof.
- The Village Board asked if the petitioner intended to install exterior site lighting. While noting his willingness to comply with site lighting requirements, the petitioner stated that he hoped to lease the property to businesses with generally daytime business hours between 9 a.m. and 5 p.m.

#### REQUIRED RELIEF

The proposed parking area, drive aisle and non-conformity resulting from the Route 47 right-of-way acquisition necessitate the following relief:

- Section 156.038 (B-2) Highway Service District (C) (3) Minimum Yards requires a thirty (30') foot front building setback. The front building setback is approximately 12.3 feet, therefore requiring 17.7 feet relief.
- Section 156.106 of the Zoning Ordinance requires 24'-wide drive aisle widths. The drive aisle width serving the proposed parking area is approximately 14'- 8", therefore requiring 9' - 4" relief.
- Section 156.106 of the Zoning Ordinance requires parking areas to be bordered by a six (6") inch high concrete curb. Relief is required for not installing this design element.

#### Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on October 27, 2014. The property owner to the north attended the meeting and agreed with landscaping replacing the fence along the property line they share with the subject property. No other testimony was offered in support or opposition to the request. The Plan Commission unanimously recommended approval by a vote of 5-0, subject to the following conditions:

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 petitioner 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. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through "retention" and design of multi stage outlet structures.
  4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
  5. The petitioner shall obtain final approval of the Lighting Plan from the Development Services Department.
  6. All permanent and seasonal plantings must be replaced immediately upon decline.
  7. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
  8. No building plans or permits are approved as part of this submittal.
  9. No sign plans or permits are approved as part of this submittal.
- Condition added by the Plan Commission:
10. Landscape screening to replace the proposed fence along the north property line of the site.

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

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

Trustee Piwko asked if the drive aisle was a single lane; Director Nordman stated that the drive aisle was one lane.

Trustee Westberg asked for clarification of the location of the fence. Director Nordman reported that the fence would be installed on the east side of the property and not the north. The property owner to the north stated during the Plan Commission Hearing that she would prefer no fence adjacent to her property.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance for Site Plan Review and necessary relief to accommodate the proposed parking lot and associated site improvements within the “B-2” Highway Service District-zoned property at 11006 Route 47.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

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

**NAYS: None**

**ABSENT: None**

**The Motion Carried: 5-0-0**

- f) Consideration – An Ordinance Approving a Special Use Permit for a Dental Office within the “B-4” Adaptive Reuse Business District and Site Plan Review for a 1,876 square foot dentist office, associated parking lot, landscaping and other site improvements at 11613 Main Street / Faubl

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that the petitioner is proposing to raze the existing residential structure and garage at 11613 Main Street (southeast corner of Main St. and Grove St.) and redevelop the site with a single-story, 1,876 square foot dental office building with associated parking, landscaping and other site improvements. Dr. Faubl currently leases office space on Vine Street.

The subject property was rezoned by a previous owner from “R-2” Single Family Residential to “O-1-PUD” Office – Planned Unit Development in July 2005. The petitioner/current owner purchased the property in 2007 and subsequently rezoned the property to “B-4” Adaptive Reuse in October 2009 (per VOH Ordinance No. 2009-10.44) with the intent of renting the property as a single-family residence until he was prepared to relocate his dental practice to the site. The B-4 district allows for healthcare uses, including dental, as a special use. The Adaptive Reuse District use limitations dictate that replacement structures have a residential character and quality appearance on all sides of the building.

#### Special Use Permit

The “B-4” Adaptive Reuse District requires a special use for medical, dental and optometry offices/clinics as well as specifies the following for *New Structures or Building Additions*:

Any new structure or building addition constructed in the District shall be designed to be compatible in appearance and character with adjacent single family residential structures. The quality of exterior design shall be equal on all facades of the structure, and the materials used shall be of the same or comparable quality on all facades of the structure.

### Site Plan Review

The proposed site plan includes a ±1,876 square foot dental office building, trash enclosure, parking lot and landscaping on the 0.42-acre property located at the southeast corner of Main and Grove Streets. The existing driveway on Grove Street, widened to 24'-8", will provide access to the site's parking area.

### Building Elevations

The single-story structure features a cross-gabled, architectural shingled roof with a dormer feature facing Main Street. The office building exterior is horizontal drop siding (LP Smart Siding) with wood cedar shake LP siding and spindle gable-end treatments at the peaks. The main entrance to the dental office is oriented toward the parking area to the south. The exterior of the proposed trash enclosure on the east side of the dental office will be the same horizontal lap siding installed on the principal structure.

### Parking

The ten-space curbed parking lot with requisite single accessible space/loading area and 9' x 19' parking stalls meets the Zoning Ordinance 156.106 Parking (H) requirements as follows:

	BLDG. AREA	REQUIRED SPACES	PROVIDED SPACES
Medical, Dental and Optometry Offices/ Clinics (4 spaces / 1,000 s.f.)	1,876 sf	8	10

### Landscaping

The proposed landscape plan includes the preservation of existing trees and the addition of trees on the site meeting the requisite one (1) tree per forty (40') feet of roadway frontage. Foundation plantings include various shrubs, an ornamental crabapple tree and viburnum at the northeast and northwest corners of the building, respectively. Screening of the trash enclosure includes gro-low sumac and reed grass plantings. The petitioner originally proposed a six (6') foot tall wood dog-eared fence along the south and east property lines. The conceptual review of the project by the Village Board and Plan Commission included the request for an alternative to the fence. The petitioner has provided a revised landscape plan replacing the fence with a two (2') foot tall berm and evergreen plantings along the south and east property lines for consideration; however, the petitioner's preference is to screen the parking area with a fence.

### Lighting

The site lighting includes two (2) ornamental fixtures mounted upon fifteen foot (15') poles providing the requisite 2.2 foot-candle average for the parking area and 0.1 foot-candle at the property lines. A pair of floodlights will illuminate the proposed dental office ground sign with precautions taken to align those fixtures to eliminate glare distracting drivers along the adjacent street.

### Signage

The proposed ground sign detail, shown on the Site Layout Plan (Sheet C101), includes a four-foot tall, 7'-10 1/2" x 18" (11.8 square foot) wooden sign in conformance with the requirements of both the Village's Sign Ordinance and Commercial Design Guidelines.

### Village Board Concept Review

The Village Board reviewed the conceptual plans on September 18, 2014, and referred it to the Plan Commission to begin the formal development review and approval process. The Village Board's

comments included the following:

- The dental office design should incorporate more historical elements that are more compatible with the surrounding architecture within the older portion of Huntley. *The proposed building elevations are revised to incorporate more decorative architectural features and accents including turned-wood posts with bracket accents, spandrels between the posts and additional bracket accents at the gable roof peaks.*
- The proposed trash enclosure should match primary exterior material of the dental office building. *The plans were revised accordingly.*
- The petitioner should investigate installation of a berm and landscape screen rather than a fence along the neighboring property lines. *The petitioner contacted the adjacent property owners and those to the east indicated no preference for the design of the buffering along the mutual property lines, while the owner to the south preferred the fence.*

#### Plan Commission Conceptual Review

The Plan Commission reviewed conceptual plans at their September 22, 2014 meeting and raised the following concerns regarding the petitioner's proposal:

- Reduce the slope of the proposed office building's roof and retain the proposed roof dormer feature included in the later revisions to the building plans. *The petitioner reduced the roof slope and added a dormer feature on the portion of the roof facing Main Street.*
- The proposed combination of a berm and landscaping to buffer the east and south property lines was preferred over the fence alternative. *The petitioner has revised the landscape plan to include plantings and a berm along the respective property lines. The combined height of the berm and landscaping is six (6') feet.*

#### Historic Preservation Commission

The Historic Preservation Commission reviewed the proposed project at their meeting on October 21, 2014 and offered the following comments:

- The Commission was disappointed the rehabilitation and reuse of the existing structure was an option not more thoroughly considered by the petitioner.

The architectural style of the proposed dentist office building is incompatible with the architecture of the surrounding structures. No specific recommendations were made for improving the architecture.

#### Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on October 27, 2014. Two nearby property owners offered support for the petitioner's request and no one offered testimony in opposition to the request. The Plan Commission recommended approval of the request by a vote of 4-1, subject to the following conditions:

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 petitioner 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. The petitioner, its agents and assignees are

responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through “retention” and design of multi stage outlet structures.

4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
7. No building plans or permits are approved as part of this submittal.
8. No sign plans or permits are approved as part of this submittal.

Condition added by the Plan Commission:

9. The berm/landscape screening alternative of the parking lot to the east and south is preferred.

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

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

Trustee Goldman stated that the newest drawings were much better than the originals and she believes the building style fits the historical look of the area.

Mayor Sass asked the Board if they wanted the fence or the landscaped berm. The Board preferred the landscaped berm.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance for a Special Use Permit for a Dental Office within the “B-4” Adaptive Reuse Business District and Site Plan Review for a 1,876 square foot dentist office, associate parking, landscaping and other site improvements at 11613 Main Street, with the stated conditions of approval.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Goldman**

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

**NAYS: None**

**ABSENT: None**

**The Motion Carried: 5-0-0**

- g) Consideration – A Resolution Authorizing a First Amendment to the Contract between the Village of Huntley and MDC Environmental Services, Inc. for Residential Wastehauling, Recycling, and Landscape Collection Services

Village Manager David Johnson reported that on November 15, 2007 the Village Board awarded the contract for residential waste hauling, recycling, and landscape collection services (exclusive of Sun City) to MDC Environmental Services for a period of seven years commencing on March 1, 2008 and ending February 28, 2015. Per Village Board direction, staff has negotiated an extension of the contract for another seven-year period commencing March 1, 2015 and ending February 28, 2022.

#### Staff Analysis

The amendment to the contract provides for the following savings for residents:

#### Rates:

The current regular monthly rate is \$20.25 and \$17.08 for seniors. Starting March 1, 2015, the rates would be reduced to a regular rate of \$18.75 and \$15.50 for seniors, representing decreases of 7.4% and 9.3%, respectively. Starting March 1, 2016 for years two through five, annual rate adjustments would be based on the Consumer Price Index – Midwest - All Urban Consumers (“CPI”), with Year Six remaining the same as year five; Year seven would be subject to the CPI adjustment. In no event would the rate increase exceed three and one-half (3.5%) percent, and in no event would the increase be less than one percent (1%).

Bulk Items:

The collection of bulk items would be expanded from one item per week to unlimited items at no charge (does not include white goods, for which there is a separate charge).

Village Clean-Up/Electronic Waste Collection Events:

Free roll-off containers would be increased from 10 per year to 15 per year.

MDC has also agreed to provide, free of charge, up to five (5) roll off containers, transportation, and disposal services to each of the Village’s semi-annual Electronic Waste collection events subject to the Village limiting the events to Huntley residents. The October 18, 2014 event was limited to residents only, as costs associated with the disposal of these items has increased significantly. The value associated with these two events is estimated at approximately \$5,000, as the firm previously used by the Village informed staff that they would be charging \$2,500 per event in 2015. MDC also provided containers free of charge for the October 18<sup>th</sup> event.

Legal Analysis

The Village Attorney has reviewed the amendment.

Village Manager Johnson reported that representatives from MDC Environmental Services were in attendance to answer questions.

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

Trustee Piwko asked if yard waste collection was still included in the package; Village Manager Johnson reported that it was still included.

There were no other questions.

**A MOTION was made to approve a Resolution Authorizing a First Amendment to the Contract between the Village of Huntley and MDC Environmental Services, Inc. for Residential Wastehauling, Recycling, and Landscape Collection Services.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Piwko**

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

**NAYS: None**

**ABSENT: None**

**The Motion Carried: 5-0-0**

- h) Consideration – A Resolution Authorizing an Intergovernmental Agreement between the Village of Huntley and the Illinois Department of Transportation for Construction of a Passenger Rail Station

Village Manager David Johnson reported that earlier in the year Governor Quinn announced that AMTRAK would be re-establishing passenger rail service between Chicago and Rockford and that the Village of Huntley was designated for a stop along the line. The State of Illinois, through the Illinois Department of Transportation (IDOT), has committed \$2.925 million towards a passenger rail station, which includes the passenger platform, station building, and parking lot improvements. An intergovernmental agreement (IGA) between the Village and IDOT is required.

#### Staff Analysis

The agreement identifies the scope of services and responsibilities, general and specific provisions, an estimated project cost and detailed breakdown of costs, project schedule (platform and temporary parking to be completed no later than November 30, 2015).

#### Financial Impact

The total project cost is estimated at \$3,550,000, with IDOT reimbursing \$2,925,000 to the Village. The station and platform are estimated to cost \$1,750,000.

#### Legal Analysis

The Village Attorney has reviewed the agreement.

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

#### **A MOTION was made to approve a Resolution Authorizing an Intergovernmental Agreement between the Village of Huntley and the Illinois Department of Transportation for Construction of a Passenger Rail Station.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

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

**NAYS: None**

**ABSENT: None**

**The Motion Carried: 5-0-0**

- i) Consideration – A Resolution Approving a Lease Agreement between the Village of Huntley and Visit McHenry County for the Property at 11879 Main Street

Village Manager David Johnson reported that Visit McHenry County proposes to lease the building located at 11879 Main Street to serve as the office space for the organization.

#### Staff Analysis

The initial lease term is five years, beginning April 1, 2015 and runs through March 31, 2020, with an option to extend the lease for an additional five-year period. Visit McHenry County will be responsible for maintaining the interior of the building. As a requirement of the lease, Visit McHenry County has agreed to make one office and display space available, free of charge, to area historical organizations.

#### Financial Impact

During the first 24 months (April 1, 2015 – March 30, 2017), monthly rent is \$500, for an annual total of \$6,000. During the remaining three years of the initial five year term, monthly rent shall increase to \$850. Should Visit McHenry County elect to extend the lease for an additional five years, rent will increase during each additional year of the lease by the Consumer Price Index (CPI) as defined in January of each calendar year, with a maximum of 4% per year. Monthly rent will include utilities, except for telephone and internet services.

Village Public Works staff has removed the building’s porch and gutted the first floor interior. The Village Board has previously approved \$300,000 for new roofing, siding, windows and doors, construction of a new porch, build-out of the first floor interior, landscaping and construction of a paved parking area.

Legal Analysis

The Village Attorney has reviewed the proposed agreement.

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

**A MOTION was made to approve a Resolution for a Lease Agreement between the Village of Huntley and Visit McHenry County for 11879 Main Street.**

- MOTION: Trustee Goldman**
- SECOND: Trustee Kanakaris**
- AYES: Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: None**
- The Motion Carried: 5-0-0**

- j) Consideration – Approval of Payout Request No. 3 and Final, in the amount of \$11,888.10 to F.H. Paschen, S.N. Nielsen & Assoc. for Sewer Televising and Lining

Mayor Sass reported that on March 13, 2014 the Village Board awarded the contract for Sewer Televising, Jetting and Lining to F.H. Paschen, S.N. Nielsen & Associates, LLC. The original contract amount was \$211,170.50. One change order was required in the amount of \$11,343.04 for repair work on Cindy Jo Avenue, bringing the total contract amount to \$222,513.54.

Staff Analysis

F.H. Paschen started working on the Sewer Lining Program the first week of June. A change order in the amount of \$11,343.04 was added to the contract to repair a section of pipe and a manhole on Cindy Jo Avenue and final project quantity adjustments resulted in a credit in the amount of \$10,363.25. Therefore, the final adjusted contract amount is \$212,150.29 of which \$200,262.19 has been previously paid. F.H. Paschen is now submitting a final pay request in the amount of \$11,888.10 to close out the project.

Financial Impact

The FY 2014 Budget includes \$225,000 for the Sewer Lining Program. The funding is from the Sewer Capital Fund, 30-90-4-6955. Final payout amount is \$11,888.10.

<u>Payout</u>	<u>Work Performed</u>	<u>Less 10% Retainage</u>	<u>Extras to Contract</u>	<u>Credits to Contract</u>	<u>Amount Approved</u>
#1	\$91,872.84	\$9,187.28	0	0	\$82,685.56
#2	\$119,297.66	\$13,064.07	\$11,343.04		\$117,576.63
#3				(\$10,363.25)	\$11,888.10
	\$ 211,170.50		\$11,343.04	(\$10,363.25)	\$212,150.29

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

**A MOTION was made to approve Payout Request No. 3 and Final, in the amount of \$11,888.10 to F.H. Paschen, S.N. Nielsen & Assoc. for Sewer Televising and Lining.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Piwko**

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

**NAYS: None**

**ABSENT: None**

**The Motion Carried: 5-0-0**

k) Consideration – Quarterly Financial Reports – Transmittal of the Third Quarter 2014 Financial Reports for the Village of Huntley

Village Manager David Johnson reported that the Village Board received for review and acceptance the Village's third Quarter 2014 Financial and Investment Reports.

#### Staff Analysis

At the end of the third quarter 2014 activity ended as projected. Revenues have increased to budgeted projections due to 2<sup>nd</sup> installment property tax receipts. Expenditures are within budgeted thresholds except for road salt and overtime due to 2014 snow events.

Notes to consider when reviewing this report:

#### Revenues

- 01-00-0-4020 Sales Tax: Sales tax collection is in arrears. 2014 sales tax receipts for the third quarter of 2014 total \$1,492,187, and include 2013 revenues totaling \$382,300, which will be adjusted during the 2014 audit process. Distributions to the TIF are in arrears by three months due to lag reporting from the Illinois Department of Revenue.
- 01-00-0-4021 Local Use Tax: Local Use Tax for the third quarter 2014 totals \$334,088 and includes \$36,933 of 2013 revenue which will be adjusted during the 2014 audit process.
- 01-00-0-4025 Income Tax: Income tax revenues for the third quarter 2014 are \$1,833,610, and include \$271,509.88 of 2013 revenue which will be adjusted during the 2014 audit process.
- 01-00-2-4210 Building Permits: The Village remains in a strong position for 2014 Building permit revenue due to large commercial development projects (Centegra Hospital and Weber-Stephen). Revenues collected as of the third quarter 2014 are \$1,336,719.

#### Expenditures

The 2013-2014 snow season impacted the 2014 budget in the following line items:

- 01-60-1-6020 Overtime – Streets
- 01-60-3-6665 Road Salt – Streets
- 10-80-1-6020 Overtime – Water Operating
- 11-90-1-6020 Overtime – Sewer Operating
  
- 01-10-2-6355 Senior Transportation: A refund of \$5,834 was received from Grafton Township in December 2013. The expanded voucher program in 2014 will exceed the budget amount of this line item temporarily as there are funds available in the Contingency account which will be transferred at the end of the year.

- 01-20-2-6470 Property Tax: This line item is used to pay property tax on Village-owned properties. Exemptions are filed with the County after the purchase has been completed and will be reflected in future tax bills.
- 01-65-2-6327 and 01-65-2-6328 Engineering Review: These line items relate directly to the building permit activity revenue line item. Conservative budget projections for both the revenue and the expenses in 2014 create an excess expenditure offset by an excess revenue status for building permit activity.

At the end of the third quarter of 2014, the Village's General Fund expenditures are 77.6% of the 2014 budget excluding the 2012 one-time revenue transfer of \$1,055,478 which was allocated to the Tollway Fund (\$255,478), Street Improvement Fund (\$200,000) and the Downtown Fund (\$600,000) as part of the 2014 budget process.

The Village's Water Operating Fund third quarter 2014 expenditures are 72.45% of the 2014 budget and Sewer Operating Fund third quarter expenditures are 73.40% of the 2014 budget.

#### Investment Report

The Village's investment report as of September 30, 2014 provides detail of the Village's cash position by financial institution, maturity and allocation by fund.

#### Police Pension Fund

Attached is the 2014 Village of Huntley Police Pension Fund Board tax levy report to the Village Board.

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

**A MOTION was made to Accept and Place on File the Third Quarter 2014 Financial and Investment Reports and the 2014 Village of Huntley Police Pension Fund tax levy report for the Village of Huntley.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakaris**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 5-0-0**

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass announced that the next McCOG meeting was in Harvard.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Trustee Piwko reported that November is Cancer Awareness Month and the No Shave November Challenge and challenged the Board not to shave to raise funds.

Trustee Goldman complimented William Ruth Landscaping on the work done at the northwest corner of Route 47 and Main Street.

**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 7:41 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary