

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
December 10, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, December 10, 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 (arrived at 7:03pm), 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 Finance Jennifer Chernak, Director of Development Services Charles Nordman, Deputy Chief Michael Klunk, Village Engineer Timothy Farrell, Director of Public Works Jim Schwartz and Village Attorney John Cowlin.

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

PUBLIC HEARING:

- a) Village of Huntley Fiscal Year 2016 Annual Operating and Capital Budget

A MOTION was made at 7:01 p.m. to open the Public Hearing.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

Village Manager David Johnson reviewed a Power Point Presentation reviewing the highlights of the 2016 Operating and Capital Budget.

Mayor Sass asked if anyone in the audience had comments or questions on the Budget; there were none.

A MOTION was made at 7:07 p.m. to close the Public Hearing.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of an Ordinance Adopting the Village of Huntley Fiscal Year 2016 Annual Operating and Capital Budget

Mayor Sass reported that following was reviewed during the Public Hearing: in accordance with Illinois State Statute and direction received from the Village Board of Trustees, the 2016 Annual Operating and Capital Budget is presented for final consideration. Upon final Village Board approval, staff will file the required budget documentation with all appropriate County offices in both McHenry and Kane Counties.

Staff Analysis

Through the budget preparation and review process, operational and capital projects goals have been identified for completion in 2016. Goals have been proposed which are in support of the mission, vision, and values statement of the 2016-2020 Strategic Plan. The operating and capital budgets have been reviewed with the Village Board in the following meetings:

- October 8, Village Board Meeting - Review of Personnel Data, Master Organizational Charts and Final Policies Review (one time transfer history, outstanding debt balances, TIF information and debt per capita data)
- October 22, Village Board Meeting - Review of On-Going Services and Programs, Summary of Funds, Major Capital Revenue Sources, and Preliminary Capital Requests from Departments
- November 19, Village Board Meeting – Policy Direction Regarding 2015 Tax Levy

The FY16 Operating and Capital Budget totals \$23,734,878 in expenditures for all funds. Major projects included in the FY16 budget are improvements to the Town Square as the next phase of downtown revitalization, including funding to assist with the Huntley Veterans Memorial, the Annual Street Improvement Program (subject to MFT funding from the State), and water main replacements.

In accordance with Village Financial and Budget Policies, the proposed budget for the General Operating Fund is balanced with \$10,445,393 in revenues and expenditures less the proposed transfer of \$2,295,284.

Legal Analysis

Pursuant to State law, the draft budget document was made available for public inspection on the Village’s website and at the front counter of the Municipal Complex beginning Monday, November 23, 2015. In addition, the required public notice was published in the Northwest Herald on November 30, 2015, informing the general public of the budget public hearing scheduled for Thursday, December 10, 2015, at 7:00 p.m. at the regularly scheduled Village Board meeting.

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

A MOTION was made to approve an Ordinance Adopting the Village of Huntley Fiscal Year 2016 Annual Operating and Capital Budget and to direct the Village Treasurer to file the document accordingly.

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

- b) Consideration – Approval of an Ordinance Authorizing the Levy and Collection of Taxes for the Village of Huntley 2015 Annual Property Tax Levy in the amount of \$3,800,000 and to direct the Village Treasurer to record the document accordingly

Mayor Sass reported that the Village's 2015 Tax Levy request is for \$3,800,000. Once approved by the Village Board, staff will file the property tax levy ordinance with all appropriate offices at both McHenry and Kane Counties.

Staff Analysis

The Village's 2015 Levy request is \$3,800,000. As the request is less than 105% from the prior year, the Truth in Taxation publication and a public hearing were not required.

State law requires that the levy cannot be adopted sooner than twenty (20) days after the initial discussion on the levy, which took place at the November 19, 2015 Village Board meeting.

Financial Impact

Funding for the 2016 Village of Huntley Annual Budget.

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

A MOTION was made to approve an Ordinance Authorizing the levy and collection of taxes for the Village of Huntley 2015 Annual Property Tax Levy in the amount of \$3,800,000 and to direct the Village Treasurer to record the document accordingly.

MOTION: Trustee Hoeft

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

c) Consideration – Approval of Ordinances Allowing for the Amendment and Abatement of the Village of Huntley Special Service Areas as follows:

I: A motion to approve an Ordinance Amending the Special Tax Roll for Special Service Area Number 5 (Southwind Subdivision) ***in the amount of \$25,000.00***

II: A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) in the amount of \$474,566.56 of which \$64,565.28 is hereby abated, ***resulting in a Special Tax Requirement of \$410,001.28***

III: A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) in the amount of \$428,935.16 of which \$78,933.68 is hereby abated, ***resulting in a Special Tax Requirement of \$350,001.48***

IV: A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) in the amount of \$515,836.53 of which \$125,834.43 is hereby abated, ***resulting in a Special Tax Requirement of \$390,002.10***

V: A motion to approve an Ordinance Amending the Special Tax Roll and Abating

Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) in the amount of \$1,282,019.04 of which \$282,014.30 is hereby abated ***resulting in a Special Tax Requirement of \$1,000,004.74***

- VI: A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) in the amount of \$707,018.96 of which \$162,014.60 is hereby abated, ***resulting in a Special Tax Requirement of \$545,004.36***
- VII: A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 11 (Georgian Place Subdivision)
- VIII: A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 12 (Northbridge Subdivision)
- IX: A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 13 (Covington Lakes Subdivision)
- X: A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 14 (Lions Chase Subdivision)
- XI: A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 15 (Cider Grove Subdivision)
- XII: A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 16 (Talamore Subdivision)

Mayor Sass reported that the Village Board is being requested to amend the tax rolls and abate taxes for each Special Service Area (SSA) in the Village of Huntley. The need to amend the Special Tax Rolls and abatement of SSA taxes is the result of the actual Special Tax requirement in each service area for the 2015 levy year.

Staff Analysis

The Village is not requesting to actually levy taxes for Special Service Areas 6, 7, 8, 9, and 10, but is required to file Special Service Area Ordinances to ensure that adequate funds are available to pay for the annual bond and interest payment of each Special Service Area. The actual levy was requested at the time of bond issuance for each service area.

MuniCap, Inc calculates the special tax requirements for each service area and prepares a report pursuant to the “Rate and Method of Apportionment of the Special Tax” as stated in the bond documents. The 2015 special tax requirement has increased due to decreasing investment rates and increasing principal payments, however the tax is still well below the maximum tax for each service area.

2015 Tax Levy/2016 Tax Bills

		Maximum	Abated	Tax
SSA #6	Southwind	2,281.57	310.41	1,971.16
SSA #7	Southwind	2,281.57	419.86	1,861.71
SSA #8	Southwind	2,337.85	570.45	1,767.40
SSA #8	SW/Townhome	1,170.99	285.53	885.46
SSA #9	Wing Pointe	2,325.80	511.62	1,814.18
SSA #9	WP/Townhome	1,453.11	319.65	1,133.46
SSA #10	Heritage	2,162.14	495.46	1,666.68

Financial Impact

Special Service Areas 5, 11, 12, 13, 14, 15 and 16 are for maintenance of open space and common area in the residential subdivisions. SSA #5 (Southwind) is the only active maintenance SSA levy at this time. The common area and open space in the other six service areas are the responsibility of the homeowner's associations in each of the respective neighborhoods, and the SSA's are considered "dormant". The Village would only enact the SSA's if the common area and open space was not being maintained properly.

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

A MOTION was made to approve an Ordinance Amending the Special Tax Roll for Special Service Area Number 5 (Southwind Subdivision) in the amount of \$25,000.00

MOTION: Trustee Westberg

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) in the amount of \$474,566.56 of which \$64,565.28 is hereby abated, resulting in a Special Tax Requirement of \$410,001.28

MOTION: Trustee Goldman

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) in the amount of \$428,935.16 of which \$78,933.68 is hereby abated, resulting in a Special Tax Requirement of \$350,001.48

MOTION: Trustee Kanakaris

SECOND: Trustee Westberg

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) in the amount of \$515,836.53 of which \$125,834.43 is hereby abated, *resulting in a Special Tax Requirement of \$390,002.10*

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

A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) in the amount of \$1,282,019.04 of which \$282,014.30 is hereby abated *resulting in a Special Tax Requirement of \$1,000,004.74*

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

A motion to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) in the amount of \$707,018.96 of which \$162,014.60 is hereby abated, *resulting in a Special Tax Requirement of \$545,004.36*

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

A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 11 (Georgian Place Subdivision)

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

A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 12 (Northbridge Subdivision)

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

ABSENT: None
The motion carried: 6-0-0

A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 13 (Covington Lakes Subdivision)

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

A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 14 (Lions Chase Subdivision)

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

A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 15 (Cider Grove Subdivision)

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

A motion to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 16 (Talamore Subdivision)

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

d) Consideration – Approval of the December 10, 2015 Bill List in the Amount of \$1,051,280.04

Mayor Sass reported that \$774,323.08 (or 73.7%) of the expenditures were directly attributed to Payout #3 to Alliance Contractors Inc. for the Downtown Streetscape Improvements Project (\$749,605.13), the payment of SSA Property Taxes (\$18,600.44), and TIF Property Taxes (\$6,117.51).

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

A MOTION was made to approve the December 10, 2015 Bill List in the Amount of \$1,051,280.04.

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

- e) Consideration – An Ordinance Approving (i) Final Plat of Subdivision and (ii) Site Plan Review and any necessary relief to accommodate the Hiwin Corporation office-warehouse facility, 12455 Jim Dhamer Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Hiwin Corporation Inc. (Hiwin), a designer and manufacturer of linear guides, ball screws and robotic equipment utilized by specialized manufacturing companies, is proposing to construct a 117,441 square-foot office and warehouse facility on the 15.25-acre site on the south side of Jim Dhamer Drive, east of George Bush Court.

The first phase of development includes the 117,441 square foot office/warehouse facility with corresponding parking, landscaping and a stormwater detention feature on the northern portion of the site adjacent to Jim Dhamer Drive. The future phase of development proposes a 139,966 square foot warehouse addition on the north side of the initial Hiwin facility as well as additional parking.

Staff Analysis

The subject site is zoned “BP-PDD”, Business Park – Planned Development District and further designated under the Village’s comprehensive plan for Business Park development.

Final Plat of Subdivision

The proposed Final Plat of Subdivision will serve to subdivide 29.62 acres into three lots: Lot 2, the 6.17-acre wetland/stormwater management easement area; Lot 3, an 8.20-acre lot suitable for future development; and Lot 4, the subject 15.25-acre lot slated for the Hiwin Corporation office/warehouse facility and associated site improvements.

Site Plan

The 117,441 square-foot Hiwin office/warehouse facility is proposed on the southern portion of the 15.25-acre site with the building’s main entrance facing south towards Interstate 90. The adjacent parking lot will provide parking for 183 vehicles at the southeast corner of the site which includes the requisite six (6) accessible parking spaces. The parking lot will be accessible by a driveway from Jim Dhamer Drive at the northeast corner of the site. Trucks will utilize a second driveway from Jim Dhamer Drive on the west edge of the site which will provide access to the loading dock on the west side of the facility.

The future phase for the facility is a 139,966 square-foot warehouse addition on the north side of the initial office/warehouse building with an expanded parking lot on the east side of the site.

Parking

The proposed and required parking for the first and future phases of the Hiwin project is as follows:

	REQUIRED RATIO	SQUARE FOOTAGE	REQUIRE	PROPOSED
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			D	
OFFICE – FIRST PHASE	1: 250 GROSS SQ. FT.	30,286	121	121
WAREHOUSE–FIRST PHASE	1: 1,000 GROSS SQ. FT	87,155	87	62
		TOTAL – 1 ST PHASE	208	183
WAREHOUSE–FUTURE PHASE	0.5: 1,000 GROSS SQ. FT.	139,966	70	155
		TOTAL – ALL PHASES	278	338

Please note, the first phase of the Hiwin development requires relief of twenty-five (25) parking spaces, while the parking proposed with the future phase of the development results in parking totals that exceed the parking requirements by sixty (60) parking spaces.

Building Elevations

The proposed Hiwin office/warehouse facility will use pre-cast wall panels, narrow horizontal reveals, thermal glass and prefinished metal fascia along the building parapet. As previously noted the main entrance to the facility will face south and include glass doors, sidelights and transom. Additionally, per the Village Board’s recommendations, the petitioner has revised the north elevation, facing Jim Dhamer Drive, to include vertical windows and architectural elements. Roof-top mounted mechanical equipment is required to be screened by the building parapet and/or screening structure and requires relief if the design of the proposed facility does not meet this requirement.

Landscaping

The proposed site landscaping includes foundation plantings and deciduous, evergreen and ornamental trees proposed within the site and along the perimeter. Landscaping irrigation is provided for within all lawn areas on the south side of the building.

Lighting

The proposed site lighting includes pole-mounted shoebox style fixtures to illuminate the parking lot and wall lighting packs, matching the parking lot fixture, mounted to the perimeter of the building. The driveways leading to the parking lot and loading docks on the east and west sides of the lot, respectively, did not include lighting. The petitioner has agreed to install the lighting within the landbanked parking lot to illuminate the eastern portion of the site, but has no plans for additional lighting along the western drive leading to the facility’s loading docks.

Required Relief

The following relief from the Huntley Zoning Ordinance is required for the proposed development plans:

Site Plan

- i. Per Huntley Zoning Ordinance Section 156.063 (BP) Business Park District (B) Uses. (2) *Parking and Roadway Layouts for the BP District*. (2) Curb cuts for non-divided driveways shall not exceed 25 feet. The westernmost driveway is 39 feet wide, therefore, fourteen (14’) feet of relief is necessary from this requirement.
- ii. Per Huntley Zoning Ordinance Section 156.106 Parking (H) *Required Number of Parking Spaces*, the proposed 117,441 square foot office/warehouse first phase of development requires 208 parking spaces, and 183 parking spaces are provided, thereby, requiring relief of twenty-five (25) parking spaces.

Building Elevations

- iii. Per Huntley Zoning Ordinance Section 156.089 (A) *Non- Residential Districts, Architecture* (2) all roof top mounted mechanical equipment shall be fully screened by the building parapet or screening structure. Relief is required for the proposed office/warehouse facility which does not adhere to the roof-top mounted equipment screening requirement.

The petitioner is requesting relief from this requirement due to the fact that none of the existing buildings in the Business Park built by Reiche Construction have rooftop mechanical screening.

Village Board and Plan Commission Conceptual Review

The Village Board reviewed the conceptual plans on October 15, 2015 and requested architectural elements added to the north elevation facing Jim Dhamer Drive in order to “break-up” this expansive building wall. The petitioner has revised the building elevations to include vertical window elements similar to those included along other portions of the building.

The Plan Commission’s conceptual review of the development on November 9, 2015 found that they were generally in favor of the project, particularly given the proposed changes to the north elevation of the building based on the Village Board recommendations.

Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on November 23, 2015. There were no members of the public 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 (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering plans and require approval from the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management.
4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. The petitioner shall install lighting along the driveway of the landbanked parking area on the east side of the site.
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 permits are approved as part of this submittal.

Condition added by the Plan Commission:

9. The petitioner shall install twenty-five (25) of the landbanked parking stalls if parking is found to be insufficient prior to the development of the future phase of the project.

A tenth condition regarding the screening of the rooftop mechanicals would be added if the Village Board grants the petitioner’s request for relief.

Director Nordman reported that Mr. Adam Reiche was in attendance to answer questions.

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

Trustee Leopold stated that the landscape contractor should provide a three-year guarantee on the landscaping.

There were no other comments or questions.

A MOTION was made to approve an Ordinance granting (i) the Final Plat of Subdivision, (ii) Site Plan Review including any necessary relief and (iii) waiver of fees to accommodate the proposed office/warehouse facility for the Hiwin Corporation development on the 15.25-acre site at 12455 Jim Dhamer Drive.

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

f) Discussion – Downtown Truck Restrictions and Village Truck Routes

Village Engineer Timothy Farrell reviewed a Power Point presentation and reported that the safe and efficient movement of goods and services is critical for the Village’s vibrant economy. In certain cases, physical limitations may require truck restrictions. A system of truck restrictions working together with designated or preferred truck routes can maintain corridor connectivity while improving safety and efficiency. Consistent with Priority No. 1, Goal 4, Objective 1 of the FY 2016 Strategic Plan staff has researched prospects for restricting trucks in the downtown and establishing truck routes on local roads. The following is a summary of preliminary findings and recommendations.

Staff Analysis

Downtown Truck Restrictions: In review of potential truck traffic patterns with an objective of limiting downtown truck traffic but to allow current businesses continued truck deliveries, staff has prepared the attached Draft Truck Restriction exhibit. One of the current challenges experienced downtown is the truck turning movements that cause traffic disruptions and has the potential for parkway damage. This challenge can be limited by restricting truck access through Main Street and turning movements off of Main Street where possible. Coral Street and the alley must remain unrestricted to allow truck access to current businesses. It appears that the best truck traffic approach for Main Street businesses is westbound on Main Street from Ruth Road. At Church Street, westbound trucks can turn south on Church and into the alley. This maneuver is more negotiable than if the trucks were eastbound on Main with intent to access the alley. Egressing from the alley, trucks can travel north on Woodstock then west on Coral to IL Route 47. To make deliveries to Coral Street businesses, westbound Main Street trucks can turn north on Church and west on Coral and then out to IL Route 47.

A summary of each restriction follows:

Main Street between IL Route 47 and Church: This restriction forces potential eastbound Main Street trucks to use Algonquin Road to Ruth Road south and then westbound on Main. Dean’s trucks would use Mill Street to access Dean’s from IL Route 47. This restriction would also prohibit westbound trucks to continue westbound on Main through the downtown. This would also require truck traffic for Main Street businesses east of the downtown to ingress/egress those businesses from the east and not through downtown.

Church Street between Alley and Mill: This restriction will force trucks delivering to Main Street businesses to turn onto Church and into alley.

Church Street between Coral and 3rd: This restriction forces northbound trucks to turn onto Coral. Bakley Construction can use Church Street north of 3rd for ingress/egress to the property.

Woodstock Street between North and Coral: This restriction would restrict trucks on Woodstock north of Coral but still allow delivery trucks onto Coral Street via Main–Church–Coral.

North Street between 47 and Woodstock: This restriction would prevent IL Route 47 truck traffic from entering onto Woodstock Street.

Mill Street between RR ROW and Church: This would restrict Dean Food’s trucks to use Mill Street to IL Route 47.

Truck Routes: There are three classes of truck routes that follow the Illinois Department of Transportation (IDOT) truck route designations. Class I Truck Routes include interstate highways and expressways. Class II Truck Routes include arterials with minimum 11 foot lanes, and Class III Truck Routes are state and local roads with lanes under 11 feet wide. IDOT has established another category, Preferred Truck Routes, which includes non-designated roadways that local authorities would prefer legally loaded trucks to use while travelling on the local roads. Local authorities can designate local roads in their jurisdiction as Class II, Class III or Preferred Truck Routes.

IDOT is required to post designated Truck Routes on their website. In the Village limits, the Tollway is designated as Class I, IL Route 47 is Class II (State) and Algonquin Road is Class II (County). Otherwise, there are no designated truck routes in Huntley according to the IDOT map. Class II and III Truck Routes must be designated by ordinance or resolution whereas Preferred Truck Routes do not have to be. Therefore, a Preferred Truck Route designation could be advantageous. Staff has prepared the attached Draft Truck Route Designation exhibit as a starting point for discussion. It may not be necessary to establish any Truck Route in conjunction with the downtown truck restrictions.

Once a consensus is reached on downtown truck restrictions and truck routes, staff recommends business outreach to solicit feedback for optimal practical application of the recommendations. Once the outreach process is complete, staff will prepare necessary resolutions or ordinances for Village Board action.

Legal Analysis

Chapter 15 of the Illinois Vehicle Code (625 ILCS 5/Ch. 15 heading) governs vehicle requirements for size, weight, load and permits. Sec. 15-316 regulates “When the Department or local authority may restrict right to use highways.” Sec. 6-201.22 identifies requirements for “Road weight restriction; notice and hearing.” To summarize, the Village has the authority to restrict trucks on local roads with passage of a resolution or ordinance and proper public notice in accordance with these regulations.

Engineer Farrell stated that Class II and Class III routes are designated by Ordinance and recommended establishing a Preferred Truck Route. Engineer Farrell recommends that the Village do an outreach to the local businesses informing them of the new routes and asking for feedback. Once an Ordinance is approved and to begin implementation, warning tickets can be given to the truck drivers not in compliance.

Trustee Piwko asked if the adoption of new routes can be enforced by Village officers; Engineer Farrell stated that they would be enforceable and the Police Department could watch the actions of a truck and see if it is making a local delivery.

Trustee Goldman stated that communication with the local businesses is important. Engineer Farrell stated that the Village will contact the individual businesses as well as the operators.

Engineer Farrell stated that this agenda item will come back before the Village Board in February or March.

Mayor Sass asked about truck traffic through Wing Pointe. Trustee Hoeft stated that Haligus Road through Wing Pointe had a weight limit.

Trustee Leopold asked if the Village can send the Dean trucks out to Route 47 on Dean Street. Trustee Hoeft stated that Dean Street is easier to maneuver. Trustee Kanakaris stated that there are more homes on Mill Street than on Dean Street so trucks should be sent out on Dean Street. Trustee Leopold stated that Dean Street is not wide enough for trucks. Mayor Sass stated that the Village will need to improve Dean Street to handle trucks.

There were no other comments or questions.

This agenda item was presented for discussion purposes only; therefore, no action was required of the Village Board at this time.

- g) Consideration – Approval of Payout Request No. 3 in the amount of \$749,605.13 to Alliance Contractors, Inc. for the 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. On October 22, 2015, the Village Board of Trustees approved Change Order No. 1 adjusting the contract amount to \$2,801,968.04

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
#2	\$682,701.12	\$68,270.11	\$192,091.36	\$422,339.65
#3	\$1,515,595.71	\$151,559.57	\$614,431.01	\$749,605.13

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 Village Board had any comments or questions; there were none.

A MOTION was made to approve Payout Request No. 3 in the amount of \$749,605.13 to Alliance Contractors, Inc. for the Downtown Streetscape Improvements.

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

h) Consideration – Approval of a Resolution to Accept and Place on File the Village of Huntley Village Board and Advisory Board Meeting Date and Holiday Schedule for 2016

Mayor Sass reported that included in the packet were the proposed holiday schedule and meeting dates for the Village Board, Committee of the Whole and Advisory Boards for 2016. Once the schedule has been approved by the Village Board the meeting schedule will be published and distributed. If necessary, meetings may be added or cancelled throughout the year, after approving the schedule, with appropriate legal notice.

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

A MOTION was made to approve a Resolution to Accept and Place on File the Village of Huntley Village Board and Advisory Board Meeting Date and Holiday Schedule for 2016, as presented.

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

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Management Assistant Barb Read reported on A Very Merry Huntley: over 700 people attended the Friday night event which included 22 vendors at the Kris Kringle Market. Eight Christmas trees were decorated and \$393 was collected for the Grafton Food Pantry. The horse-drawn trolley rides were a hit and 510 cups of free hot chocolate were served. Saturday’s event included 21 vendors at the Indoor Farmers Market and Craft Fair; Live Reindeer and Kids Crafts. The Town Square events held on Saturday evening included free hot chocolate, Santa arriving on a fire truck and free pictures with Santa in the Gazebo. It was the largest attendance for the event thus far. Management Assistant Read thanked Trustee and Mrs. Piwko for their assistance throughout the event.

Trustee Piwko thanked the Public Works, Police and Staff for their work during the event.

VILLAGE PRESIDENT’S REPORT:

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 7:48 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary