

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
January 12, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 12, 2017 at 7:30 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, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Director of Development Services Charles Nordman, Director of Public Works and Engineering Tim Farrell, Police Chief Robert Porter, Village Clerk Rita McMahan and Village Attorney John Cowlin.

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

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Approval of the December 1, 2016 Village Board, December 8, 2016 Village Board and December 15, 2016 Village Board Meeting Minutes

Mayor Sass explained that Trustee Goldman was absent from the December 15th Village Board so a separate vote will be needed. Mayor Sass asked if the Village Board had any comments or changes to the December 1st and December 8th minutes; there were none.

A MOTION was made to approve the December 1, 2016 Village Board and December 8, 2016 Village Board Meeting Minutes.

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

Mayor Sass asked if the Village Board had any comments or changes to the December 15th minutes. There were none.

A MOTION was made to approve the December 15, 2016 Village Board Meeting Minutes.

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

ABSENT: None
ABSTAIN: Trustee Goldman
The Motion Carried: 5-0-0-1

b) Approval of the January 12, 2017 Bill List in the amount of \$193,178.97

Mayor Sass reported that \$192,793.72 of the bill list expenditures is from the FY16 Budget and the remaining \$385.25 is from the FY17 Budget. Mayor Sass asked if the Village Board had any comments or questions regarding the Bill List; there were none.

A MOTION was made to approve the January 12, 2017 Bill List in the Amount of \$193,178.97.

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

c) Consideration – An Ordinance Approving Site Plan Review for construction of a 36,810 square foot warehouse addition to the existing “BP” Business Park-zoned FYH Bearing Units USA Inc. office/warehouse facility – 13201 FYH Drive

Director of Development Services Charles Nordman reviewed a power point presentation and stated that Reiche Construction, petitioner, and FYH Bearing Units USA Inc. (FYH), owner, are proposing construction of a ±36,810 square foot warehouse addition to the existing ±41,482 square foot office/warehouse facility located at 13201 FYH Drive (Lot 17 of the Huntley Pointe Corporate Park subdivision). The 4.25 acre property is zoned the “BP” Business Park District.

The ±41,482 square foot initial phase of the FYH office-warehouse facility was completed in 2012. The ±36,810 square foot warehouse addition will be constructed to the west of the existing building and will bring the total square footage of the facility to ±78,292 square feet.

Staff Analysis

Site Plan

The FYH office-warehouse development completed in 2012 included all the requisite infrastructure improvements to accommodate both the initial phase of the facility as well as the ±36,810 square foot addition currently under review. The two access drives from FYH Drive and the single drive from Jim Dhamer Drive were connected with a drive aisle along the west and south portions of the site.

Parking

The existing parking for the FYH facility is concentrated on the east portion of the site adjacent to the facility’s main entrance at the northeast corner of the building and along FYH Drive. The petitioner has stated that the proposed addition will not initially increase in the number of employees working at the facility, therefore, the majority of the parking associated with the warehouse addition will be landbanked along the western portion of the site and installed when the number of employees necessitates the additional parking.

Upon completion of the addition a total of 92 parking spaces are required on the site, however, the
01.12.17 VB Meeting

petitioner is proposing to provide 62 parking spaces. The remaining required parking spaces will be landbanked to the west of the addition (the petitioner has shown on the site plan that up to 47 parking spaces could be constructed to the west of the addition, although only 30 of those spaces would be required by the Zoning Ordinance). A further breakdown of the required parking is provided in the following table:

	SQUARE FOOTAGE	PARKING RATIOS	PARKING SPACES
EXISTING OFFICE	4,144	4/1,000 S.F.	17
WAREHOUSE			
EXISTING	37,338		
PROPOSED	36,810		
TOTAL	74,148	1/1,000 S.F.	75
TOTAL PARKING REQUIRED			92
EXISTING PARKING			52
PROPOSED PARKING INSTALLED WITH THE ADDITION			10
TOTAL PARKING AFTER ADDITION			62
LANDBANKED PARKING (30 REQUIRED)			47
TOTAL FUTURE PARKING AVAILABLE			109

Loading

The warehouse addition includes a drive-in overhead door and three loading dock doors adjacent to the existing three loading bay doors and corresponding overhead door installed with the initial phase of the FYH facility.

Building Elevations

The primary building materials for the proposed warehouse addition are the same insulated precast wall panels used for the initial phase of the FYH facility and the color scheme will match the existing building.

Landscaping

The initial phase of the FYH development included the requisite landscaping along the perimeter of the site and foundation plantings concentrated around the facility’s main entrance at the northeast corner of the building and along the building’s north, east and south elevations. The landscape plan associated with the proposed addition includes foundation plantings along the north, west and south elevations of the warehouse addition in similar fashion (i.e. same species and quantities) to the foundation landscaping installed with the initial phase of development.

Lighting

The light fixtures for the addition match the existing lights and shall adhere to the Village’s requirements for a minimum of 2.0 foot-candle average for parking areas, no greater than 0.5 foot-candles at the property line.

Signage

There is no additional signage proposed with the development of the subject site.

Plan Commission Recommendation

The Plan Commission considered Site Plan Review to accommodate the ±36,810 square foot warehouse addition on Monday, December 12, 2016 and recommended approval of the request by a vote of 4 to 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. All permanent and seasonal plantings must be replaced immediately upon decline.

6. The petitioner shall obtain final approval of the Lighting Plan from the Development Services Department.
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 permits are approved as part of this submittal.
10. The Village Board shall have the right, in its sole discretion, to terminate the landbanking of required parking and require the property owner to increase the number of parking spaces provided for the development. Furthermore, the authorization to landbank required parking includes the stipulation that the property owner maintains and reserves the subject property as open space.

Financial Impact

None.

Legal Analysis

None.

Mayor Sass asked if the Village Board had any comments or questions. Trustee Leopold commended FYH on their expansion and asked what the surface would be in the landbanked area. Director Nordman said it would be a grassy landscaped surfaced. Trustee Westberg also praised FYH on their expansion. There were no other comments or questions.

A MOTION was made to approve an Ordinance Approving Site Plan Review for construction of a 36,810 square foot warehouse addition to the existing “BP” Business Park-zoned FYH Bearing Units USA Inc. office/warehouse facility – 13201 FYH Drive.

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

- d) Consideration – A Resolution Authorizing a Professional Services Agreement with Ruckert-Mielke in an Amount Not to Exceed \$40,000 for GIS Utility Inventory and Update

Director of Public Works and Engineering Tim Farrell report that the FY2017 Budget included funding for updates to the Village Geographic Information System (GIS). A Proposal dated December 22, 2016 was received from Ruckert-Mielke, the Village GIS consultant, for the GIS Utility Inventory and Update.

Staff Analysis

Each year over the past several years, the Village has budgeted funds to continue building the GIS system on an incremental basis. The GIS inventory and update will provide the Village with additional data including field verified utility locations that will be uploaded to the web application for these areas. The cost to complete the field inventory and GIS data upload for the utilities in the missing areas is approximately \$40,000.

Financial Impact

The FY17 Budget includes \$20,000 in the Water Capital Fund, 20-10-4-6900 and \$20,000 in the Sewer Capital Fund, 30-90-4-6955 for GIS Utility Updates.

Legal Analysis

None required.

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

A MOTION was made to approve a Resolution Authorizing a Professional Services Agreement with Ruckert-Mielke in an Amount Not to Exceed \$40,000 for GIS Utility Inventory and Update.

- 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

- e) Consideration – A Resolution Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2017 MFT Street Program – Christopher B. Burke Engineering, Ltd in an Amount Not To Exceed \$74,800.00

Director of Public Works and Engineering Tim Farrell reported that a Proposal for Design Engineering and Construction Observation Services for the 2017 Motor Fuel Tax (MFT) Street Program has been received from Christopher B. Burke Engineering, Ltd. (CBBEL). The 2017 program will consist of a rehabilitation of the following streets:

<u>Street</u>	<u>Limits</u>	<u>Length (ft.)</u>	<u>Rehabilitation</u>
Del Webb Blvd	Eakin Creek Ct. to Hemmer Rd	8,200	Grind & Overlay

Oak Creek Pkwy	IL Rt. 47 east to Terminus	1,275	Grind & Overlay
Jamestown Rd	Reed Rd. to Rainsford Dr	1,850	Grind & Overlay
Evendale Rd	Wheatlands Way to Haligus Rd	<u>650</u>	Grind & Overlay
Total =		11,975 ft.	(2.27 miles)

Tasks to be performed include surveying, field reconnaissance, geotechnical investigation, plans, specifications, estimates, and construction observation. Total project cost, including design and construction engineering is estimated at \$954,800.00. CBBEL’s not-to-exceed figure for design and construction engineering is \$74,800.00.

Staff Analysis

Staff recommends approval of the Proposal for Professional Design Engineering and Construction Observation Services for the 2017 MFT Street Program.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY2017 Budget includes funding for the 2017 program in the amount of \$80,000.00 for engineering costs from the Street Improvement Fund, 04-10-2-6320 and \$880,000.00 from the MFT Fund, 42-05-3-6750.

Legal Analysis

Not required.

Mayor Sass asked if the Village Board had any comments or questions. Trustee Leopold remarked Oak Creek Parkway is very bad and asked if it will be ground out. Director Farrell replied yes it will be ground out and patched as necessary as well as the curb and gutter replaced. Trustee Leopold also mentioned the roadway past Denny’s leading to Taco Bell is in bad shape as well. Village Manager Johnson said that was a private road and was recently resurfaced last fall. There were no other comments or questions.

A MOTION was made to approve a Resolution Approving a Proposal for Professional Design Engineering and Construction Observation Services for the 2017 MFT Street Program – Christopher B. Burke Engineering, Ltd in an Amount Not To Exceed \$74,800.00.

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

- f) Consideration – A Resolution Approving a Professional Services Agreement with Blue Chip Commercial Real Estate, LLC for Retail Consulting Services

Village Manager David Johnson reported that as part of the approval process for the FY2017 budget, a question was raised in regard to economic development plans for 2017 and whether additional
01.12.17 VB Meeting

recruitment efforts were being considered to enhance economic development efforts. In researching various models for retail attraction, staff identified the use of a local commercial broker with knowledge of the local real estate market and contacts with brokers and tenant representatives for regional and national chains as a unique option to utilize for business attraction. A professional services agreement with Tim Billimack of Blue Chip Commercial Real Estate is proposed to provide these services.

Staff Analysis

Mr. Billimack has been a commercial broker for many years and has extensive experience in the region. He has been involved with bringing several projects to Huntley in the past and has a good background and understanding of development issues within the Village. The agreement proposes a monthly compensation of \$3,000. The consultant would also be allowed to receive normal brokerage fees associated with real estate transactions. The initial term of the agreement is for six months, with the option to renew as deemed appropriate. Village Manager Johnson added the consultant would provide an account of his activity to the Village monthly.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote New Business Development, Retention, and Expansion* as a Strategic Priority.

Financial Impact

The FY2017 Budget includes funding for Economic Development in line item 01-10-70-2-7487 in the Development Services Department budget.

Legal Analysis

Not required.

Mayor Sass asked if the Village Board had any comments or questions. Trustee Westberg asked if the monthly report from the consultant would be included in the weekly Manager's Report. Village Manager Johnson said yes, it will be an attachment to the report. There were no other comments or questions.

A MOTION was made to approve A Resolution Approving a Professional Services Agreement with Blue Chip Commercial Real Estate, LLC for Retail Consulting Services.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The Motion Carried: 6-0-0

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT

Trustee Piwko commented on how nice the new sign looked along the tollway but asked if the Village could somehow light the sign at night perhaps using solar lights similar to those used on Kreutzer Road. Village Manager Johnson said Staff will look into lighting the sign.

Trustee Goldman asked what is going on along the north side of Freeman Road. Village Manager
01.12.17 VB Meeting

Johnson stated it was a ComEd project. Trustee Leopold asked if it was a fiber optic project. Director Farrell added it is an update of their existing lines and is not a fiber optic project.

Trustee Leopold requested Staff to research liquor fines and fees of neighboring communities and to explore the possibility of having a higher fine with less of a suspension time frame. Trustee Kanakaris agreed.

VILLAGE PRESIDENT'S REPORT

Mayor Sass reminded the Village Board the monthly McCOG dinner will be next week at the Dole Mansion.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: Yes

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

A MOTION was made at 7:48 p.m. to Enter into Executive Session for c) Property Acquisition, Purchase, Sale or Lease of Real Estate

MOTION: Trustee Leopold

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:55 p.m. to Exit Executive Session

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:56 p.m.

MOTION: Trustee Westberg

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,
01.12.17 VB Meeting

Rita McMahon
Village Clerk