

**VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING  
November 9, 2017  
MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 9, 2017 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, Timothy Hoeft, Niko Kanakaris, John Piwko and JR Westberg.

**ABSENT:** Trustee Harry Leopold

**IN ATTENDANCE:** Village Manager David Johnson, Management Assistant Barbara Read, Director of Finance Cathy Haley, Director of Development Services Charles Nordman and Village Attorney John Cowlin.

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

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration of a Resolution Authorizing Execution of a Contract with Tyler/New World for an Enterprise Resource Planning (ERP) Software Solution

Director of Finance Cathy Haley reported that over the past fifteen months the Village has been working with the Baecore Group, Inc. on the selection of new enterprise resource planning software to replace the existing system and to update the service capabilities, transparency and citizen services available across all departments.

Staff Analysis

The ERP software selection objectives were based on the needs identified during the assessment conducted over 2.5 days in August 2016 and focused on Village financials, human resources, utility billing, payroll, permits, planning and code enforcement.

After full day evaluations and technical conference calls from several vendors, the top two vendors were called back for additional demonstrations and evaluation of their capabilities. Based on feedback from all departments, Tyler/New World's system was determined to be the best fit for the Village.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation Through Technology* as a priority, and "purchase and deploy new financial management software that meets needs of all departments" as an objective.

Financial Impact

Total cost over two years is \$400,000 for New World and \$153,600 for Baecore support services split over FY 2018 and FY 2019. As a Software as a Service (SaaS) application, Tyler/New World hosts the application and it accessed via the internet rather than requiring additional computer servers and hardware to host the system internally. As a result, there is an on-going annual SaaS fee in addition to the initial implementation and integration costs, which is locked in at a rate of \$70,725 for the first seven years of the contract.

Funding Source: Equipment Replacement Fund	48-10-4-7725	\$ 200,000
Water Equipment Replacement Fund	21-10-4-7780	\$ 100,000
Sewer Equipment Replacement Fund	22-10-4-7780	\$ 100,000

The FY17 budget included year one of the ERP software upgrade. Of the budgeted dollars in FY17, \$99,550 will roll back in to fund balance reserve to be available for the FY18 project.

Legal Analysis

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

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

Trustee Westberg asked if residents will be able to access their bills on line; Director Haley reported that bills will be available to be paid on line through a resident portal via their phone, tablet, etc. Trustee Westberg asked if applying for permits would be accessible; Director Haley stated that yes, permits as well. Trustee Westberg asked if the company has had any breaches in the last 10 years; Director Haley reported that they did not.

Trustee Piwko asked about service time turn around; Director Haley stated that they work in real time so if the system went down it would not be long as it is hosted at two (2) different sites. Mary Smith, Baecore Group, reported that if there was downtime, Tyler/New World provides financial payback (restitution). Ms. Smith reported that they have worked with Tyler/New World for 13 years and outages have been limited. Trustee Piwko asked if the contract includes software upgrades; Ms. Smith stated that all upgrades are provided at no additional charge. Trustee Piwko stated he wants the upgrades performed as it fits with the Village’s schedule to avoid disruption.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Authorizing Execution of a Contract with Tyler/New World for an Enterprise Resource Planning (ERP) Software Solution.**

- MOTION: Trustee Westberg**
- SECOND: Trustee Goldman**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Piwko and Westberg**
- NAYES: None**
- ABSENT: Trustee Leopold**
- The motion carried: 5-0-1**

- b) Consideration of a Resolution Authorizing Execution of a Letter of Engagement with Baecore Group, Inc. for Consulting Services to Support Implementation of the Tyler/New

## World ERP

Director of Finance Cathy Haley reported that over the past fifteen months the Village has been working with the Baecore Group, Inc. on the selection of new enterprise resource planning software to replace the existing system and to update the service capabilities, transparency and citizen services available across all departments.

### Staff Analysis

With the selection of Tyler/New World's Enterprise Resource Planning (ERP) software solution, Baecore would continue on this project through the implementation phase of the ERP to ensure the project scope is delivered on time and within budget.

The letter of engagement outlines the proposed services to support this implementation of the Tyler/New World ERP.

### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation Through Technology* as a priority, and "purchase and deploy new financial management software that meets needs of all departments" as an objective.

### Financial Impact

Total cost over two years is \$153,600 for Baecore support services split over FY2018 and FY2019. This cost is included in the overall budgeted numbers for this project as proposed for the FY2018 and FY2019 budgets.

Funding Source:	Equipment Replacement Fund	48-10-4-7725	\$ 76,800
	Water Equipment Replacement Fund	21-10-4-7780	\$ 66,080
	Sewer Equipment Replacement Fund	22-10-4-7780	\$ 10,720

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

**A MOTION was made to approve a Resolution Approving a Letter of Engagement with Baecore Group, Inc. for Consulting Services to Support the Implementation of the Tyler/New World ERP.**

**MOTION:** Trustee Piwko

**SECOND:** Trustee Kanakaris

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

**NAYES:** None

**ABSENT:** Trustee Leopold

**The motion carried: 5-0-1**

- c) Conceptual Review of a Site Plan and Building Elevations for a  $\pm 2,543$  square foot Verizon store on Lot 1, Huntley Crossings – Phase 2 at the northeast corner of Route 47 and Regency Parkway and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Verizon is proposing construction of a  $\pm 2,543$  square foot retail building on the  $\pm 0.804$ -acre, Lot 1 of Huntley Crossings – Phase 2 near the northeast corner of Route 47 and Regency Parkway, 11.09.17 VB Minutes

immediately south of the existing Burger King restaurant.

### Staff Analysis

The site is zoned B-3 (PUD) Shopping Center Business District and is subject to the Riedl Annexation Agreement (and subsequent amendments) and the Preliminary Planned Unit Development approved for the Huntley Crossings – Phase 2 commercial subdivision per Ordinance 2017-06.25

### *Site Plan*

The site plan proposes a ±2,543 square foot building that will be accessible from the existing north-south service road that runs between Regency Parkway and Huntley Grove. The entrance to the building will be located on the east elevation and large storefront windows will face Route 47. The parking area, accessed from a single drive at the northeast corner of the site, includes parking for sixteen (16) vehicles which exceeds the eleven (11) parking spaces (4.0 stalls/1,000 square feet) required by the Annexation Agreement. The parking area also includes 10-foot by 19-foot parking stalls and 25-foot wide drive aisles which both exceed the minimums required by the Zoning Ordinance.

### *Building Elevations*

The proposed building elevations consist of stone, brick, and brick bump-outs featuring the “Verizon” wall signage on the front (east) and west (Route 47-facing) elevations. All elevations will also include gooseneck light fixtures and aluminum canopies over the glass and aluminum storefront windows. The trash enclosure, located near the northeast corner of the proposed building will be constructed of brick to match the building with solid metal gates. Building material samples will be available at the meeting.

### *Lighting*

Parking lot lighting proposed for the site includes a decorative lantern-style fixture providing the requisite 2.0 foot-candle average for the parking area as well as a 0.5 foot-candle maximum along the property lines.

### *Signage*

The proposed Verizon sign plan includes two (2) wall signs and a monument sign. The proposed wall signage includes signs on both the front (east) service road-facing and west Route 47-facing building elevations.

### *Required Relief*

The proposed plans require the following relief:

1. The Sign Ordinance allows one wall sign per tenant or one permit street frontage on corner lots. The subject site is not a corner lot, therefore, only one (1) wall sign is allowed by right. Relief is required to allow an additional wall sign. Such relief is consistent with relief approved for McDonald’s, Burger King, Culver’s and Panda Express.

### *Required Approvals*

The proposed plan will require the following review and approvals from the Plan Commission and Village Board:

1. Final Planned Unit Development, including relief for an additional wall sign.

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 Kanakaris noted that the rendering shows trees and landscaping in the parking lot but the site plan does not show trees; Director Nordman reported that there is no landscaping and reported that landscaping will be on the south elevation. Trustee Kanakaris asked if the building could be moved to allow for a wider sidewalk and foundation plantings added; Director Nordman stated that it possibly could be moved but would encroach in the setback.

Trustee Kanakaris stated that the monument sign would be a waste of money because it is so far back from the road. Mr. Dixon Greenwood, representing the petitioner, stated that monument signage is at the direction of the tenant and they are specific as to their branding of signage.

Trustee Kanakaris asked if there was space to move the building; Director Nordman reported that the building is right on the setback line. Trustee Westberg asked for confirmation of no plantings in the front of the building; Mr. Greenwood stated that the addition of bushes on the rendering was a mistake. Trustee Kanakaris stated that foundation plantings would look nice but if there is no room then it is fine without plantings.

Trustee Westberg asked about the separation between the building and the monument sign and also asked about other ground signs. Mr. Greenwood stated that there was not enough room on the other side of the detention basin to add a ground sign close to Route 47. Director Nordman asked if there was signage proposed for the access road; Mr. Greenwood stated that there was no signage proposed at the access road.

There were no other comments or questions.

*It was the consensus of the Village Board to refer the Verizon facility project to the Plan Commission to begin the formal development review process.*

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass wished Village Manager Johnson a happy birthday on November 10<sup>th</sup>.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**POSSIBLE ACTION ON ANY CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:21 p.m.**

**MOTION:** Trustee Hoeft

**SECOND:** Trustee Westberg

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

Respectfully submitted,

Barbara Read  
Recording Secretary