

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
January 24, 2019  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 24, 2019 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Director of Development Services Charles Nordman, Deputy Chief Mike Klunk, Deputy Chief Todd Fulton and Village Attorney John Cowlin.

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

**SPECIAL PRESENTATIONS:**

a) Life Saving Awards

Chief Porter outlined the measures that Officers Larkin and Kummer performed to save a person from overdosing which saved his life and presented both officers with a certificate.

Chief Porter outlined the measures that Officer Rowe performed to save a person from overdosing which saved his life and presented him with a certificate.

Chief Porter also mentioned that Officers Rowe and Larkin were part of the team that were sent to Delnor Hospital during the much publicized situation.

b) Introduction of New Officer

Chief Porter introduced Officer Keppler to the Village Board and reported that Officer Keppler has been through the Police training academy and has successfully completed his field training. Officer Keppler thanked the Village Board, his wife and co-workers for their support.

Mayor Sass stated that on behalf of the Village Board, they appreciate all the work of the Police Department.

**PUBLIC COMMENTS:**

Michael Vijuk, 902 W. Main Street, Cary introduced himself to the Village Board as the new McHenry County Board member representing District 1. Mr. Vijuk stated that the County is working on lowering

costs and increasing services and also stated that he would like to meet with the Mayor and Staff. Mayor Sass stated that he should contact Rita McMahon to set up a meeting.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Approval of the January 10, 2019 Village Board Meeting Minutes

Mayor Sass reported that all Trustees were present at that meeting and asked if the Village Board had any comments or changes to the Minutes; there were none.

**A MOTION was made to approve the January 10, 2019 Village Board Meeting Minutes.**

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

- b) Consideration – Approval of the January 24, 2019 Bill List in the amount of \$220,558.56

Mayor Sass reported that \$172,236.83 of the bill list expenditures was from the FY18 Budget and the remaining \$48,321.73 was from the FY19 Budget.

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

**A MOTION was made to approve the January 24, 2019 Bill List in the amount of \$220,558.56.**

**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**

- c) Consideration – An Ordinance Granting Off-Premise Sign Permits for the Huntley Area Chamber of Commerce for the installation of temporary signs for the Annual Home, Biz and Wellness Expo for 2019-2023

Mayor Sass reported that the Village is in receipt of a request from the Huntley Area Chamber of Commerce for the display of event signs at the locations noted on the following chart for the Home, Biz and Wellness Expo. The Expo will take place on Saturday, March 2<sup>nd</sup> from 9 a.m. to 4 p.m. at Huntley Park District Rec Center, 12015 Mill Street.

Staff Analysis

For 2019, the request is that the event signs would be installed on February 15<sup>th</sup> and removed on Monday, March 4<sup>th</sup> and the directional signs would be installed on Wednesday, February 27<sup>th</sup> and removed on Monday, March 4<sup>th</sup>. The signs will be posted as outlined on the attached signage list.

The Chamber acknowledges that some sites may not be under the Village’s jurisdiction and others may

not be feasible in the noted location. If these sites are unacceptable, the Chamber requests permission for other sites with the approval of the Village Manager. Additionally, no signs will be posted on private property without prior authorization of the property owner and no more than one (1) sign will be placed at any of the specified locations and a Sign Ordinance variation is required to locate the signs on Village rights-of-way.

The Village’s Sign Regulations allow off-premise signs provided they receive Village Board approval and adherence to certain standards and criteria. The below table details the criteria and the proposed signs:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 only	Many of the proposed signs will be viewed from Route 47 and the others will be visible from other roads throughout the Village.
Prohibited within a residentially zoned property	Some of the property is zoned residential, but the banners will be placed in the right-of-way.
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The largest sign is 3’ x 6’ (18 square feet). The other signs are small directional signs.
Maximum height is 15 feet above grade	The directional signs will be approximately three (3’) feet high.
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver’s view of approaching, merging or intersecting traffic for a distance of 500 feet	The 3’ x 6’ banners and directional signs shall be installed so as not to obstruct a driver’s view of approaching, merging or intersecting traffic.

As the Village has done in the past, the Gateway Sign at Route 47 and Main Street will be used to announce the event from February 15<sup>th</sup> through March 2<sup>nd</sup>.

The Village Board may approve the request for a multi-year period. The request is for the five-year period 2019-2023. Installation of the signage would be permitted up to three weeks prior to the event beginning in 2020, with removal no later than the Monday following the event for each respective year.

Financial Impact

The Sign Ordinance waives temporary sign permit fees for non-profit organizations.

Legal Analysis

The Village Board’s authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.121 (G) (1) which addresses Off-Premise Signs.

Mayor Sass reported that Executive Director Sunday Graham 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 an Ordinance granting Off-Premise Sign Permits for the Huntley Area Chamber of Commerce for the installation of temporary signs and banners for the**

**Home, Biz and Wellness Expo for 2019-2023.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Goldman**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- d) Consideration – An Ordinance Approving a Text Amendment to Section 156.011 of the Zoning Ordinance to define Microbrewery/Winery and Section 156.061(B)(2) of the Zoning Ordinance to add Microbrewery/Winery as a Special Use in the C-2 Regional Retail zoning district; (ii) a Special Use Permit for a Microbrewery; and (iii) Site Plan Review, including necessary relief, for More Brewing Company, 13980 Automall Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that More Brewing Company is proposing to operate a production brewery with a taproom/brew pub restaurant within the former Chevrolet Dealership at 13980 Automall Drive, currently owned by Rush Trucking Centers of Illinois. More Brewing is proposing to lease the existing 25,302 square feet building and renovate it to include 11,302 square feet dedicated for the production of beer and 14,000 square feet for a taproom/brew pub restaurant. The tap room/brew pub, which will be located in the former dealership showroom, will include a full kitchen, special events area for private dining, and outdoor patio. The production side will be located in the area previously occupied by the service department and will include a brewhouse, fermentation and conditioning vessels and packaging line. There will also be a barrel room where beer will be aged in whiskey barrels prior to packaging.

More Brewing currently operates a brewery/brew pub restaurant in Villa Park, Illinois. The Huntley location will be their second production facility and will allow More to increase production and distribution of beer that cannot currently be handled by the Villa Park location. More is also planning to open a brew pub in Bartlett.

On December 21, 2017, the Village Board approved Ordinance (O) 2107-12.82 approving an amendment to the Village of Huntley Comprehensive Plan for the I-90/IL 47 Gateway Plan. The dealership location is included in the area addressed by the Gateway Plan, which identifies the Automall area as an opportunity site for mixed commercial development that serves as a regional draw. The plan expands the uses appropriate for the Automall and includes restaurants. More's repurposing of the former dealership would be a first step in implementing the new vision for this area as identified in the Gateway Plan.

The petitioner will be required to seek separate approval for a liquor license at a later date. An amendment to the Liquor Code creating a new liquor license class is anticipated to accommodate the unique aspects associated with the production brewery and taproom/brew pub.

Staff Analysis

The subject property is zoned C-2 Regional Retail District. A microbrewery/winery is allowed currently as a special use in the M Manufacturing District, and as a permitted use in the BP Business Park District and the ORI Office/Research/Industrial District. A zoning text amendment is required to allow a microbrewery/winery as a permitted special use in the C-2 District. A definition of a microbrewery/winery will also be added to the Zoning Ordinance in order to accommodate and delimit

the various component land uses that have become customary and traditionally part of a microbrewery/winery.

*Text Amendment – C-2 Regional Retail District*

The purpose of the C-2 Regional Retail District is to provide for larger retail developments. Typically, the Regional Retail District is intended for uses which, because of their size or nature of operation, generate higher volumes of vehicular or truck traffic. In view of the fact that the proposed microbrewery has a substantial retail component and will undoubtedly have a regional service area, a C-2 special use designation is proposed as the most efficient and effective approach to accommodate the use within the C-2 district.

*Text Amendment - Definitions*

The component land uses of a microbrewery/winery are comprised of the following specific uses:

- Retail sale of liquor
- Retail sale of liquor on the premises such as a tasting or tap room
- Retail sale of prepared food and drinks on the premises
- Retail sale of clothing, souvenirs, gifts, etc.
- Manufacturing of malt beverages and wines
- Warehousing, storage, and wholesale distribution of malt beverages and wine
- Outdoor entertainment
- Accessory grain silo structures
- Accessory outdoor restaurant seating

Retail sales and restaurants are allowable uses in the C-2 District. However, manufacturing, warehousing, outdoor entertainment, and accessory silos are not allowable in the C-2 District. The addition of a definition can provide for the customary and traditional components of a microbrewery/winery. Therefore, the following definition is proposed to be added to the Zoning Ordinance:

**MICROBREWERY/WINERY:** A microbrewery/winery is principally a retail establishment with the subordinate manufacture of malt beverages and wines. The microbrewery/winery must include a tasting or tap room, and it must include the manufacture of malt beverages or wines. A microbrewery/winery may include a restaurant for the sale of prepared food and drinks on the premises; miscellaneous retail, such as microbrewery/winery clothing, souvenirs, gifts, etc.; accessory outdoor entertainment; accessory outdoor restaurant seating; and accessory silo structures. Accessory outdoor entertainment shall be subject to the requirements for Temporary Uses, Structures, and Obstructions.

A microbrewery/winery which produces more than 30,000 barrels per year and less than 120,000 barrels per year must include a restaurant for the sale of prepared food and drinks on the premises. A microbrewery/winery which produces more than 30,000 barrels per year and less than 120,000 barrels per year shall be limited in floor area, such that the floor area used for manufacturing and its ancillary uses shall be not greater than the floor area used for retail and its ancillary uses.

A microbrewery/winery which produces less than 30,000 barrels per year shall only be required to include a tasting room or a tap room, and the manufacture of malt beverages or wines. Such a microbrewery/winery shall not be subject to the floor area limitations for

manufacturing and retail.

*Special Use Permit / Site Plan Review*

In accordance with the proposed text amendment to add microbrewery/winery as a special use in the C-2 District, the petitioner is requesting a special use permit to allow a microbrewery at 13980 Automall Drive. The existing site plan will undergo only minor modifications to accommodate More Brewing. These changes include resurfacing the parking lot and the addition of new walkway striping and pavers within the parking lot at the front of the building. The parking lot at the rear of the building would be reconfigured for delivery vehicles. Two additional trash enclosures would be constructed adjacent to the rear of the building to accommodate used materials from the brewing process and the existing trash enclosure at the southeast corner of the property would be removed and reconstructed to accommodate the reconfiguration of the parking lot at the rear of the building. Grain silos/tanks would also be located along the rear (south) elevation of the building. It is anticipated that two tanks would be installed initially and an additional two may be installed in the future.

The petitioner will also replace the parking lot lighting with new LED fixtures and remove landscaping that is dead or in poor condition, which includes the removal of the Green Ash trees on the site. The landscape plan provided by the petitioner proposes to initially prune the overgrown landscaping on the site and remove the geo-grid and gravel within the parking lot islands to the north of the building. These areas would be landscaped with grass. The site is 3.31 acres.

The subject site also includes the 3.32 acre open space to the south of the former dealership. The petitioner proposes to utilize the open space for three to four special events per year and also overflow parking for the events. Details pertaining to the special events would be provided to the Village Board annually with the renewal of the liquor license.

*Parking*

Proposed parking would be accommodated within the existing parking lot. The lot striping will be modified to accommodate customer parking since the lot was previously used for the display of automobiles for the car dealership. The following table provides a summary of the required parking for the brewery:

*Required Parking*

	REQUIRED RATIO	SQUARE FOOTAGE	REQUIRED
PRODUCTION	2.0 / 1,000 SQ. FT.	11,302	23
RESTAURANT (TAPROOM/BREW PUB/PATIO)	1 SPACE / 3 SEATS	335 SEATS	112
		TOTAL REQUIRED	135
		TOTAL PROVIDED	116
		LANDBANKED	19
		TOTAL*	135

*\*Approximately 270 overflow parking spaces are also provided to the south of the building.*

The above requirements assume that all areas of the restaurant are being used at the same time. Staff notes, the “barrel room” and “sour room” are special event spaces and will primarily be used for the aging of beer in whiskey barrels. These two rooms accommodate seating for 108 people, which requires 36 parking spaces.

Additional special event/overflow parking would be provided within the open space to the south of the building. It is estimated that an additional 270 vehicles could be accommodated within the open space. A portion of this open space was previously used by the former dealership for additional parking. A 100' by 280' (28,000 square feet) temporary gravel parking lot was approved by Ordinance (O)2004-10.66 and constructed by the dealership in 2004, however, grass has since grown through the gravel. Additionally, an area in the north parking lot has been designated as landbanked parking. This area could accommodate approximately 19 parking spaces.

### *Building Elevations*

The proposed modifications to the existing building elevations include the installation of decorative wood accent panels across the front of the building and repainting the entire building and metal standing seam screen wall. The proposed color scheme is represented on the rendering that is provided as an exhibit.

Proposed building wall signage will include the More Brewing logo, name, and text stating "taproom" on the front (north) elevation of the building and the brewery name on the west elevation, facing Route 47. Signage stating "More Brewing" will also be printed atop each of the exterior silos located along the north elevation of the building. The Sign Regulations allow one wall sign per street frontage, which would allow More to have four wall signs since all sides of the building have street frontage on Automall Drive. There are a total of six (6) wall signs proposed (4 on the building and 2 on the silos), therefore relief is required for two (2) additional wall signs.

### Village Board Conceptual Review

On December 20, 2018, the Village Board conceptually reviewed the proposed site plan and building elevations for the ±25,302 square foot brewery and taproom/pub restaurant. The Village Board favorably reviewed the proposed plans and provided the following comments:

1. It was suggested that More add signage which is visible from the Tollway and not just to those getting off the Tollway or on Route 47. More explained that the silos would have signage which would face the Tollway.
2. It was suggested that More work with the Tollway to add directional signage for those coming from the Rockford area. More representatives stated they were planning on putting the More Brewing name on the silos which face towards the Tollway; they will also work with the Tollway for directional signage.
3. A question was asked regarding the proposed silos and whether they would be large enough to meet the needs of the brewery. A More Brewing representative stated that the silos will hold 48,000 pounds and they will install two (2) to start and will add more when they expand in the future. There was support from the Village Board for the silos to be taller for better visibility.

### Plan Commission Recommendation

The Plan Commission conducted a public hearing to consider the petitioners' request on January 14, 2019, and, with no members of the public offering testimony in favor or opposition to the request, unanimously recommended approval of the petition by a vote of 5 to 0, subject to the following conditions:

1. Any future development on Lot 2 of the Final Plat of Resubdivision for Huntley Automall Resubdivision No. 1 by JayDev Brew, Inc. shall require a plat of consolidation to consolidate Lots 1 and 2 of said subdivision.

2. Any development on Lot 2 of the Final Plat of Resubdivision for Huntley Automall Resubdivision No. 1 shall require the installation of public sidewalks.
3. The Board of Trustees shall have the right, in its sole discretion, to require the installation of the landbanked parking spaces located in the north parking area.
4. Trash enclosure(s) shall be constructed of block to match the principal building and shall have metal gates.
5. The parking lot shall be resurfaced and striped in accordance with the approved site plan prior to the issuance of a certificate of occupancy.
6. The fence enclosing the outdoor patio shall be a decorative style.
7. The open space (Lot 2) to the south of the building shall be well maintained, including regular mowing and weed control.
8. The installation of additional tanks/grain silos shall not require an amendment to the special use permit; however, the number of exterior tanks/grain silos shall not exceed four (4).
9. No building permits are approved as part of this submittal.
10. No sign permits are approved as part of this submittal.

Financial Impact

A Business Development Agreement is being presented as a separate agenda item.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, “Attract and Retain Businesses to Enhance Tax Base and Create New Jobs” as a goal, and “work with commercial property owners to attract additional restaurants and shopping opportunities” as an objective.

Director Nordman reported that representatives from More Brewing were 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 an Ordinance Approving a Text Amendment to Section 156.011 of the Zoning Ordinance to define Microbrewery/Winery and Section 156.061(B)(2) of the Zoning Ordinance to add Microbrewery/Winery as a Special Use in the C-2 Regional Retail zoning district; (ii) a Special Use Permit for a Microbrewery; and (iii) Site Plan Review, including necessary relief, for More Brewing Company, 13980 Automall 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**

- e) Consideration – An Ordinance Authorizing the Approval and Execution of a Business Development Agreement between the Village of Huntley and JayDev Brew, Inc., d/b/a More Brewing Company, 13980 Automall Drive

Village Manager David Johnson reported that JayDev Brew, Inc., which operates More Brewing Company (More Brewing), is seeking to expand its craft beer production operations with the location of a production brewery with taproom/brew pub restaurant in the currently vacant former auto dealership building at 13980 Automall Drive. More currently operates a brew pub in Villa Park and has announced



plans for another brew pub facility in Bartlett. The Huntley location would serve as the largest of the three facilities and would serve as the primary brewing location, allowing More Brewing to increase production and distribution.

Staff Analysis

More Brewing will be leasing the 25,302 square foot building from the current owner, Rush Trucking Centers of Illinois, Inc., with an option to purchase. The building is located on 3.31 acres. More Brewing is also leasing the adjacent vacant parcel of 3.32 acres. More Brewing is proposing to renovate the building, which has been vacant for ten years, to include 11,302 square feet dedicated for the production of beer and 14,000 square feet for a taproom/brew pub restaurant with a full kitchen, special events area for private dining, and outdoor patio. More Brewing estimates an investment of \$1.6 million in building and site improvements and \$1.5 million in equipment, for a total investment of \$3.1 million. In addition, More Brewing anticipates creating approximately 75 new jobs at this location.

The Business Development Agreement (BDA) provides for a waiver of building permit fees, reimbursement of \$75,000 for moving expenses and equipment, and a sales tax rebate of 50% of the Village’s share of sales tax generated for a period of no more than five years up to a maximum of \$50,000.

Financial Impact

The two parcels generated a total of \$100,264 in property tax revenue for taxes payable in 2018 (the Village received approximately \$6,385). It is anticipated that the building improvements will increase the assessed valuation of the property. Sales tax generated for the Village over the first five years of operation is estimated at approximately \$200,000, with \$50,000 rebated to More Brewing.

Legal Analysis

The draft agreement is under review by the Village’s Special Counsel.

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 Approval and Execution of a Business Development Agreement between the Village of Huntley and JayDev Brew, Inc., d/b/a More Brewing Company, 13980 Automall Drive.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- f) Conceptual Review of a Proposed Site Plan and Building Elevations for Huntley Fire Protection District Station #1, 11118 E. Main Street

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the Huntley Fire Protection District (“District”) has submitted conceptual plans for a proposed  
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building addition and site renovations to their property at 11118 Main Street. This site currently serves as administrative offices and maintenance facility for the District. The proposed addition and site renovations will allow the building to serve as the District's headquarters as well as a fire station and maintenance facility. The District's existing Station #1/Headquarters at 11808 Coral Street would be vacated and sold upon completion of the Main Street property.

### Staff Analysis

#### *Site Plan*

The proposed site plan includes a 27,800 square foot two-story addition to the south elevation of the building. The addition will include administrative offices on the first floor, firefighter living quarters on the second floor, and training facilities in the basement. The addition will increase the footprint of the existing building by approximately 8,700 square feet. The existing metal-sided building to the north of the addition will remain as existing.

The proposed site plan also includes additional parking to be added to the rear of the property, which will result in a net increase of 60 parking spaces on the site. A patio space will also be added to the front of the building that will include a location for a new monument sign and flagpoles.

#### *Building Elevations*

The proposed building materials for the addition include the use of three different colors of brick and a mocha cream colored limestone. The station will also include large overhead glass doors. The existing metal siding on the rear of the building will remain as existing.

#### *Signage*

The proposed signage includes three wall signs which consist of the Department's logo and text stating "Fire Station No. 1" and "Huntley Fire Protection District." A new ground sign is also proposed at the front of the building that will measure 7'-4" in height and would include a 4' by 8' (32 square feet) digital message board. The ground sign would be constructed of brick to match the building.

#### *Required Approvals*

The proposed plans require Site Plan Review by the Plan Commission and Village Board. The plans, as presented, shall also require the following relief from Zoning Ordinance requirements:

1. Relief to encroach 3.8 feet into the 30-foot required front yard setback.
2. Relief to encroach 4.1 feet into the 15-foot required side yard setback along the east lot line.
3. Relief to allow the ground sign to be set back less than 10 feet from the front lot line.
4. Relief to allow a digital message board on the proposed ground sign.
5. Relief to allow two (2) additional wall signs. One (1) wall sign is permitted by right since the property has frontage on only one street.

### Strategic Plan

The 2016-2020 Strategic Plan identifies "*Promote New Business Development, Retention, and Expansion*" as a Strategic Priority, "*Continue Downtown Revitalization Efforts*" as a goal, and "*Promote development and redevelopment opportunities within the Downtown Tax Increment Finance District*" as an objective.

The relocation of the Fire Protection District from the Coral Street location will provide a redevelopment opportunity within the core downtown.

### Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not

be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Director Nordman reported that representatives from the Fire District were in attendance to answer questions.

Mayor Sass stated that the plans look great and asked if the Village Board had any comments or questions; there were none.

***This agenda item was a Concept Review and no action by the Village Board was required.***

- g) Conceptual Review of a Proposed Site Plan and Building Elevations for Huntley Fire Protection District Station #5, Southeast Corner of Jim Dhamer Drive and Hennig Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the Huntley Fire Protection District (“District”) has submitted conceptual plans for a new fire station to be constructed on 2.23 acres at the southeast corner of Jim Dhamer Drive and Hennig Road. The District proposes to construct a 10,239 square foot building on the site which is adjacent to the southwest corner of Sun City. The subject site is zoned “BP” Business Park.

#### Staff Analysis

##### *Site Plan*

The proposed 10,239 square foot station will have frontage on both Hennig Road and Jim Dhamer Drive. Access to the main parking lot and a separate driveway for emergency vehicles leaving the station will be provided on Hennig Road. A driveway will also be provided on Jim Dhamer Drive for emergency vehicles returning to the station and access to the employee parking lot. The main parking lot accessible from Hennig Road includes 18 parking spaces and the employee parking lot accessible from Jim Dhamer Drive includes 12 parking spaces.

##### *Building Elevations*

The proposed building will use precast concrete as the primary building material, which is typical for buildings within the adjacent business park. The precast will be painted shades of beige with a blue accent. A glass aluminum storefront entrance will be located on the north elevation facing Jim Dhamer Drive and will serve as the main entrance to the building. Glass bi-fold doors will be used to enclose the apparatus bay where emergency vehicles will be parked.

##### *Signage*

The proposed signage includes two wall signs, which consist of text stating “Fire Station No. 5 Huntley Fire Protection District” and “Huntley Fire Protection District.” A new ground sign is also proposed along Jim Dhamer Drive that will measure 5’-7” in height and would include a 4’ by 8’ (32 square feet) digital message board. The ground sign would be constructed of precast concrete to match the building.

##### *Required Approvals*

The proposed plans require approval of a Plat of Subdivision and Site Plan Review by the Plan Commission and Village Board. The plans, as presented, shall also require the following relief from the Sign Ordinance:

1. Relief to allow a digital message board on the proposed ground sign.

#### Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Director Nordman reported that representatives from the Fire Protection District were in attendance to answer question.

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

Trustee Leopold stated that the building looked somewhat stark as compared to the neighboring residential area and requested the building elevation be dressed up. He also asked if the mechanicals would be on the roof of the building and, if so, how would they be screened. Architect Tim Weber reported that the mechanicals will be located inside the building except for several condensing units which will be located on the roof and explained that the units are small and will be located where they will not be seen. Mr. Weber stated that the details will be added to the final plan.

Trustee Westberg asked if there will be enough traffic at that location to warrant a monument sign and for them to consider not including the sign at this time. Trustee Hoeft stated that they should put the sign in right away as the prices for this will only increase in the future.

Trustee Piwko stated that the plans look good.

There were no other comments or questions.

***This agenda item was a Concept Review and no action by the Village Board was required.***

- h) Consideration – A Resolution Approving the Purchase of Water Meters and Radio Transmitters from Core & Main in an Amount Not to Exceed \$75,000 and Waiving Competitive Bidding

Director of Public Works and Engineering Timothy Farrell reported that Village Board approval is requested for the purchase of up to \$75,000 in water meters and radio transmitters from Core & Main. The Village Board's approval of the request will allow for the on-going replacement and maintenance of aging water meters and non-functioning radio devices. This will help ensure the accurate and efficient gathering of water meter readings and proper billing of water use consumption.

#### Staff Analysis

Accurate reading and billing of water use is vital to ensure adequate funding to support operational and capital needs within the Water and Wastewater Divisions.

The Village uses a drive-by meter radio system to gather meter reads for the Village's bi-monthly billing of utilities. Replacement of the water meter and radio device typically occurs every 15 to 20 years, at which time the accuracy of the water meter begins to decrease and the battery life of the radio transmitter has been exhausted. Once the battery stops functioning, the radio ceases to transmit and the drive-by reading equipment can no longer read the water meter. Accounts that have radio transmitting devices that no longer function require the water bill to be estimated until such time that the radio device can be replaced and an actual meter reading can be taken off the face of the water meter.

The meter radio transmitters and mobile drive-by reading equipment are specific to each meter company meaning that the reading equipment from one manufacturer cannot read the meter radios from another manufacturer. For this reason, staff is requesting the Village Board waive competitive bidding and proceed with the purchase of the water meters and radio devices through Core & Main.

#### Financial Impact

The FY2019 Budget includes \$50,000 in the Water Operating Fund, line item 510-60-65-7110 and \$25,000 in the Water Capital Improvement and Equipment Fund, line item 515-00-00-8123 for the Meter and MXU Replacement Program.

Because the warranty period for water meters and radio transmitters begins upon purchase and not installation, it is preferred not to keep an extraordinary amount of stock on hand. For that reason, staff is requesting authorization to expend up to the budgeted amount of \$75,000 for the purchase of water meters and radio transmitters with an understanding that these items would not be purchased as part of a single order, but would be purchased on an as-needed basis throughout the fiscal year. If this item is approved, staff would not return to the Board for approval of the subsequent purchases (within the budgeted amount) in this fiscal year.

#### Legal Analysis

Given the proprietary, single-source nature of meter radio devices, waiver of competitive bidding is requested.

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

**A MOTION was made to approve the purchase of Water Meters and Radio Transmitters from Core & Main in an Amount Not to Exceed \$75,000 and Waiving Competitive Bidding.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Goldman**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- i) Consideration – A Resolution Approving the Purchase of a Portable Generator in the Amount of \$22,500 for Downtown Events and Public Works Initiatives

Director of Public Works and Engineering Timothy Farrell reported that the FY19 Budget includes funding for a portable generator that can be shared for downtown events such as Concerts on the Square and for Public Works initiatives such as conveying salt to the dome and emergency standby power for lift stations as needed.

### Staff Analysis

Currently, a portable generator is rented as needed to provide power for downtown events and for Public Works initiatives. Most recently, the straight-line windstorm event that occurred on September 25, 2018 required a generator rental for the Oakcrest and Main Street Lift Stations at a cost of approximately \$5,000. Annual generator rental costs for conveying salt have been over \$3,000 (2017) and generator rental for Concerts in the Square and special events (2018) has been over \$1,700.

Staff received proposals for a used and new portable diesel generator. The costs are summarized in the attached Portable Generator Cost Evaluation Table. The generator from Rush Power Systems at a cost of \$22,500, while lightly used, appears to be the most cost-effective option when compared to the cost of a new generator. The generator is currently owned by a generator company so it is expected that regular maintenance has been a priority. Also, at 14,500 hours on a diesel generator, there are many hours of life remaining, especially considering the intermittent uses by the Village that will likely total a maximum of 100 hours per year. The generator will come with a 90-day warranty.

The generator will be equipped with a multi-voltage selector switch and a sound attenuated enclosure for 68 decibels at 23 ft. For comparison, typical decibel rating of normal conversation is 60 decibels.

### 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 FY19 Budget includes \$10,000 in the Water Capital Improvement and Equipment Fund, 515-00-00-8123, \$10,000 in the Wastewater Capital Improvement and Equipment Fund, 525-00-00-8124, and \$10,000 in the Facilities & Grounds Maintenance Fund, 410-00-00-8003 for the purchase of the portable generator.

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

### **A MOTION was made to approve a Resolution Approving the Purchase of a Portable Generator for Downtown Events and Public Works Initiatives.**

**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**

- j) Consideration – A Resolution Authorizing a Support Services Agreement with Concentric Integration for SCADA System Management Services

Director of Public Works and Engineering Timothy Farrell reported that the East and West Wastewater Treatment Plants, fourteen sanitary lift stations, five water treatment plants and five water towers are connected via radio and/or internet connection to a central computer network located at the West Wastewater Treatment Plant. Functions of the system include: alarm condition call outs, reporting system data entry, creation of monthly IEPA reports, remote visual access and control of plant process

equipment. Available technology assists operations by limiting staff time to transient occupancy at remote water treatment facilities thereby allowing reduced staffing levels with flexibility to perform other required duties. Uninterrupted monitoring allows staff the ability to maintain a consistent level of service for the residents, as well.

Staff Analysis

Concentric Integration has been performing the Village’s SCADA (Supervisory Control and Data Acquisition) integration since 2006, and is considered a sole vendor due to the specialized and unique nature of the system.

The Utilities Division computer servers monitor plant operations, create monthly IEPA required reports, generate alarms, and allow operators remote access. The safety of the system relies on firewalls and related equipment to be working properly. The network needs periodic proactive monitoring, updating and adjustments to operate securely and efficiently. Concentric has submitted the attached Support Services Agreement that defines the proposed work for this task.

Financial Impact

The FY2019 Budget includes funding for SCADA System Maintenance (\$20,000 in line item 515-00-00-6610 and \$20,000 in line item 525-00-00-6610). The Support Services Agreement is in the amount of \$30,000.

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 Support Services Agreement with Concentric Integration for SCADA System Management Services.**

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

- k) Consideration – A Resolution Authorizing Professional Service Agreements with Ruekert-Mielke for GIS Services and Asset Management Program Implementation

Director of Public Works and Engineering Timothy Farrell reported that proposals dated January 3, 2019 were received from Ruekert-Mielke, the Village GIS consultant, for the annual GIS services and Asset Management Program Implementation.

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 has provided the Village with additional data including field verified utility locations that was uploaded to the web application for these areas. A summary of the GIS implementation items to date with detailed 2018 maintenance services is attached. The cost for continued web-based GIS services is \$27,830 in 2019.

A new addition to the program in 2018 was an asset management solution called VUEWorks, with six (6) modules consisting of Service Requests, Work Orders, Resource Manager, Condition, Request Portal, and MobileVue specific to Public Works initiatives. The Service Request Module tracks calls, complaints and requests from citizens. The cost to implement the Asset Management solution tailored

to the existing GIS Program was \$50,000 in FY2018 and is \$36,450 in 2019. After 2019, the Asset Management implementation will be complete and costs will be reduced to an annual subscription charge currently at \$20,000.

Financial Impact

The FY2019 Budget includes funding shared across six funds for the GIS services and Asset Management Program Implementation.

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

**A MOTION was made to approve a Resolution Authorizing Professional Service Agreements with Ruckert-Mielke for GIS Services and Asset Management Program Implementation.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Hoeft**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- l) Consideration – A Resolution Authorizing the Purchase of a 2019 Ford AWD Utility Police Interceptor from Morrow Brothers Ford through the Illinois Department of Central Management Services (CMS) Procurement Program in the amount of \$29,695.00

Chief Robert Porter reported that based on current vehicle use and projected mileage, the FY2019 vehicle replacement plan provides for the purchase of one Police patrol vehicle. Purchase of a 2019 Ford AWD Utility Police Interceptor Vehicle is proposed and will be used in the Patrol division as a fully marked squad car.

Staff Analysis

The FY2019 replacement plan will address the replacement of Squad #23, a 2013 Ford Interceptor SUV, with 119,145 miles. Authorization to dispose of this vehicle will be requested at a later date.

Financial Impact

The Village will purchase the 2019 Ford AWD Utility Police Interceptor from Morrow Brothers Ford through the Illinois Department of Central Management Services (CMS) Procurement Program for \$29,695.00. This is within the budget of \$36,977. Additional funds will be utilized to equip the police vehicle with emergency equipment once the vehicle is delivered. Funds for this project will come from the Village’s Equipment Replacement Fund: 480-50-00-8132.

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

**A MOTION was made to approve a Resolution Authorizing the Purchase of a 2019 Ford AWD Utility Police Interceptor from Morrow Brothers Ford through the Illinois Department of Central Management Services (CMS) Procurement Program in the amount \$29,695.00.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Kanakaris**

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

**NAYS: None**



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

- m) Consideration – A Resolution Authorizing the Purchase of a 2019 Ford Fusion-S from Roesch Ford through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative Contract No. 164 in the amount of \$18,643.00

Chief Robert Porter reported that the FY2019 Budget provides for the replacement of one Police support services vehicle. Purchase of a Ford Fusion is proposed to replace a vehicle with nearly 80,000 miles that has been taken out of service due to a transmission failure.

Staff Analysis

The FY2019 replacement plan will address the replacement of Squad #14, a 2006 Ford Crown Victoria. The vehicle will be used in the Support Services division as an unmarked squad car. Authorization to dispose of the 2006 vehicle will be requested at a later date.

Financial Impact

The Village will purchase the Ford Fusion from Roesch Ford through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative Contract No. 164. The Ford Fusion is not available through the Illinois Department of Central Management Services (CMS) Procurement Program. Total cost for the vehicle is \$18,643.00. The FY2019 budget includes \$25,000 for the purchase and equipping of a Ford Fusion. Additional funds will be utilized to equip the vehicle with emergency equipment once the vehicle is delivered. Funds for this project will come from the Village's Equipment Replacement Fund: 480-50-00-8132.

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

**A MOTION was made to approve a Resolution to Authorize the Purchase of a 2019 Ford Fusion through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative Contract No. 164 in the amount of \$18,643.00.**

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

- n) Consideration – An Ordinance Amending Title XV of the Village Code Regarding Regulations and Permitting of Small Wireless Facilities

Assistant Village Manager Lisa Armour reported that in July 2018, the Village adopted an ordinance regulating small cell wireless facilities in response to Illinois Public Act 100-585. The Federal Communications Commission has since adopted a “Declaratory Ruling and Third Report and Order” and issued new federal regulations pertaining to small wireless facility regulations, effective as of January 14, 2019. The State Act significantly restricts the power of both home rule and non-home rule municipalities to regulate “small wireless facilities” that are collocated on a wireless support structure or utility pole (a pole used by a communication service provider or for electric distribution, lighting or traffic control) located: (i) in any right-of-way or (ii) on private property that is “zoned exclusively for commercial or industrial use” (collectively, “**Covered Facilities**”). The FCC Order further restricts local

authority to regulate these facilities. To ensure compliance with federal law, the recently adopted ordinance should be amended.

Staff Analysis

The FCC Order reflects four main actions by the FCC: (1) clarification of permissible local fees and charges relating to small wireless facilities and establishment of presumptively reasonable fees; (2) establishment of timeframes (referred to as “shot clocks”) for processing small wireless facility applications; (3) clarification of local authority to regulate the aesthetics of small wireless facilities; and (4) adoption of a “materially inhibits” standard for determining whether any state or local regulation “may prohibit or have the effect of prohibiting” telecommunications providers from providing telecommunications service using small wireless facilities. The FCC Order confirms that local authorities may regulate the aesthetics of small wireless facilities (including design standards, spacing, undergrounding, and similar requirements) for the purpose of preventing unsightly or out-of-character facilities, provided that such regulations are reasonable and technically feasible, non-discriminatory, objective, and published in advance.

With respect to application fees and processing timeframes (shot clocks), the FCC Order places greater limitations on local authority than does the State Act. Additionally, the fee limitations and shot clocks established by the FCC will apply to all federally-defined small wireless facility deployments, whereas the State Act only applies to small wireless facilities when they are located within rights-of-way or on commercial or industrial property.

The amending ordinance was prepared by Special Village Counsel, the Filippini Law Firm. To ensure compliance with federal law, the ordinance is being amended to incorporate the presumptively reasonable application fees and shot clocks established by the FCC Order for federally-defined facilities.

Financial Impact

The Ordinance sets an application fee of \$650 for an application to collocate a single Covered Facility on an existing utility pole or wireless support structure and \$350 for each small wireless facility addressed in a consolidated application. Also an application fee of \$1,000 is required for each Covered Facility that includes the installation of a new utility pole or wireless support structure. For federally-defined facilities, an application fee of \$500 for an application to collocate up to five facilities on an existing utility pole or wireless support structure, plus \$100 for each additional facility addressed in a consolidated application to collocate more than five facilities on existing utility poles or wireless support structures is provided for in the ordinance. For an application that includes the installation of a new utility pole or wireless support structure intended to support one or more federally-defined facilities, applicant shall pay an application fee of \$1,000 for each such proposed new pole or structure.

Legal Analysis

The Village’s Special Counsel, the Filippini Law Firm prepared the ordinance amendment.

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

**A MOTION was made to approve an Ordinance Amending Title XV of the Village Code Regarding Regulation and Permitting of Small Wireless Facilities.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Hoeft**

**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: None**

**VILLAGE PRESIDENT'S REPORT: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS: None**

**EXECUTIVE SESSION:**

- 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 to Enter into Executive Session at 7:59 pm for a) Probable or Imminent Litigation and Pending Litigation; c) Property Acquisition, Purchase, Sale or Lease of Real Estate; and d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

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

**A MOTION was made at 8:34 p.m. to Exit Executive Session.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakaris**

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

**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 8:35 p.m.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Piwko**

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

Barbara Read  
Recording Secretary