

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
January 19, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, January 19, 2017 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

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

ABSENT: Trustee Harry Leopold

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Assistant to the Director of Public Works and Engineering Jason Irvin and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the January 26, 2017 Bill List in the amount of \$424,756.07

Mayor Sass reported that \$377,713.54 of the bill list expenditures was from the FY16 Budget and the remaining \$47,042.53 is from the FY17 Budget.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Piwko asked if the payment to the American Society of Composers was a license fee to use music; Village Manager Johnson stated that it was a license fee required for music.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the January 26, 2017 Bill List in the amount of \$424,756.07.

- b) Discussion - Consideration of an Ordinance Granting Off-Premise Sign Permits for the Huntley Area Chamber of Commerce for the installation of temporary signs for the Annual Home and Business Expo

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 in the packet for the Home and Business Expo.

Expo. The Expo will take place on Saturday, March 4th from 9 a.m. to 4 p.m. at Huntley Park District Rec Center, 12015 Mill Street.

Staff Analysis

This year, the request is that the event signs would be installed on February 19th and removed on Monday, March 6th and the directional signs would be installed on Thursday, March 2nd and removed on Monday, March 6th.

Additionally, no signs will be posted on private property without prior authorization of the property own and no more than one (1) sign will be placed at any of the specified locations.

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 17th through March 4th.

The Board of Trustees may only approve those signs within the corporate limits and within the Village of Huntley rights-of-way. The other signs noted in the letter are listed for informational purposes only.

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 not to obstruct a driver’s view of approaching, merging or intersecting traffic. |

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 Sunday Graham from the Huntley Chamber was in attendance to answer questions. Mayor Sass asked if the Committee had any comments or questions; there was none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval

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 and Business Expo.

- c) Discussion – Consideration of Tiger Koo’s Martial Arts Academy, petitioner, and RJK Equities LLC, owner, 9734 Route 47 - Request is for a Special Use Permit to operate an Indoor Recreation Facility within the “B-3 (PUD)” Shopping Center Business District – Planned Unit Development-zoned property in accordance with the application submitted to, and is on file with, the Village of Huntley

Director of Development Services Charles Nordman reported that Tiger Koo’s Martial Arts Academy, Petitioner, and RJK Equities LLC, Owner, have applied for a Special Use Permit for Indoor Recreation within the “B-3 (PUD)” Shopping Center Business District – Planned Unit Development-zoned tenant space at 9734 Route 47. The Special Use Permit will allow the Tiger Koo’s Martial Arts (TKMA) Academy to provide self-defense martial arts training within the 1,500 square foot lease space to students ranging between four (4) and seventy-five (75) years of age attending classes generally twice per week. The proposed TKMA days and hours of operation are as follows:

| | |
|-----------------|-------------------------|
| Monday – Friday | 4:30 p.m. to 8:00 p.m. |
| Saturday | 9:00 a.m. to 12:00 p.m. |
| Sunday | Closed |

Tiger Koo’s Martial Arts Academy currently operates two (2) facilities, one in Algonquin and the other in Hoffman Estates, that provide martial arts training in similar retail centers as the proposed Covington Lakes Commercial site.

Staff Analysis

Ordinance No. 2005-2.12, approved February 10, 2005, accommodated the Zoning Text Amendment to include Indoor Amusement/Indoor Recreation as a Special Use within the “M” Manufacturing, “B-2” Highway Service and “B-3” Shopping Center Business Districts.

The shopping center parking area includes a sixty-five (65) parking space area at the front (west) of the shopping center and nineteen (19) parking spaces at the rear (east) portion of the shopping center, for a total of eight-four (84) parking spaces. The following table provides a summary of the required parking for the Covington Lakes shopping center:

| BUSINESS / ROUTE 47 ADDRESS | SQUARE FOOTAGE / RESTAURANT SEATING | MINIMUM PARKING REQUIRED | REQUIRED PARKING SPACES |
|--------------------------------|--|--------------------------------------|-------------------------------|
| Jimmy John’s / 9704 | 1,500 / 25 | 1.0 space per 3 seats | 9 |
| Vacant Space / 9708 | 1,500 | 4.0 spaces per 1,000 s.f. | 6 |
| Armanetti’s / 9714 | 4,500 | 4.0 spaces per 1,000 s.f. | 18 |
| Alchemy Salon / 9728 | 1,500 | 8.0 spaces per 1,000 s.f. | 12 |
| TKMA Academy / 9734 | 1,500 | 0.3 spaces/person design capacity | 6 |
| Felde Chiropractic / 9738 | 1,500 | 4.0 spaces per 1,000 s.f. | 6 |
| Smiles By Farr / 9744 | 1,500 | 4.0 spaces per 1,000 s.f. | 6 |
| 4 Nails / 9748 | 1,500 | 4.0 spaces per 1,000 s.f. | 6 |

| | | | |
|-------------------|------------|-------------------------------|-----------|
| Fast Tacos / 9754 | 1,500 / 20 | 1.0 space per 3 seats | 7 |
| | | TOTAL REQUIRED PARKING | 76 |

The proposed martial arts training facility will operate exclusively on weekday late afternoons and evenings and Saturday mornings. The expected average class size, between 6 and 10 students, will frequently include clients dropped-off and picked-up for martial arts training sessions.

Plan Commission Recommendation

The public hearing to consider the request for a Special Use Permit for the proposed Indoor Recreation use was held before the Plan Commission on Monday, January 9, 2017. Having considered the standards for Special Use Permits and with no one offering testimony in favor of or in opposition to the request the Plan Commission unanimously recommended approval of the request by a vote of 7 to 0, subject to the following conditions:

1. All improvements must occur in full compliance with all applicable Village Municipal Services (Engineering, Public Works, Planning and Building), practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. No Signage is approved as part of the Special Use Permit.

Financial Impact

The petitioner is required to pay any applicable occupancy and sign permit fees.

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

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance for a Special Use Permit to operate an Indoor Recreation Facility for Tiger Koo’s Martial Arts Academy within the “B-3 (PUD)” Shopping Center Business District – Planned Unit Development-zoned lease space at 9734 Route 47.

- d) Discussion – Authorization for the Huntley Park District to Construct a Storage Shed on Village Property and enter into a multi-year Letter of Understanding for the use of Village owned property / Donald Drive Field

Mayor Sass reported that this agenda item was tabled to the February 2, 2017 Committee of the Whole meeting.

- e) Discussion – Consideration of an Ordinance for Acceptance of Public Improvements for Centegra Health System

Village Manager David Johnson reported that the Village Board routinely accepts development public improvements for ownership and maintenance once the improvements have been successfully constructed and inspected. The Village has received a request from Centegra Health System for acceptance of on-site public improvements and off-site roadway improvements along with the release of the performance guarantee for the public improvements.

Staff Analysis

The public improvements punch lists generated by the Village and our consultant, Christopher B. Burke Engineering, LTD (CBBEL), have been successfully completed by Centegra Health System. Staff recommends that the Village accept the public improvements for Centegra Health System thereby releasing the letters of credit. The Village shall require a 10% maintenance security for a term of three (3) years in accordance with the Centegra Annexation Agreement approved on July 12, 2007.

| Centegra Public Improvement | Public Improvement Value | Maintenance Security Required (10%) |
|-------------------------------|--------------------------|-------------------------------------|
| On Site Improvements | \$712,880.40 | \$71,288.04 |
| Off Site Roadway Improvements | \$1,658,770.80 | \$165,877.08 |

The current performance securities may be released upon receipt of the three-year maintenance security.

Financial Impact

All applicable escrow accounts shall be current prior to release of the performance bond.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance for Acceptance of Public Improvements – Centegra On-Site Public Improvements and Off-Site Roadways.

- f) Discussion – Consideration of an Ordinance for Acceptance of Reed Road Extension Improvements for Talamore Subdivision

Village Manager David Johnson reported that the Village Board routinely accepts subdivision public improvements for ownership and maintenance once the improvements have been successfully constructed and inspected. The Village has received a request from Huntley Venture for acceptance of the Reed Road Extension Improvements for the Talamore Subdivision.

Staff Analysis

A public improvements punch list has been generated by the Village and Christopher B. Burke Engineering, LTD (CBBEL).

| Talamore Subdivision | Public Improvement Value | Maintenance Security Required (10%) |
|----------------------|--------------------------|-------------------------------------|
| Reed Road Extension | \$2,569,388.94 | \$256,938.89 |

Financial Impact

All applicable escrow accounts shall be current prior to release of the performance bond.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance for Acceptance of Reed Road Extension Improvements for Talamore Subdivision.

- g) Discussion – Consideration of a Resolution Authorizing Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$19,500 for Design Engineering and \$18,000 for Construction Engineering Services for the 2017 Water Main Replacement Program

Director of Public Works and Engineering Timothy Farrell reported that the FY2017 Budget includes funding for Water Main Replacement. Proposals dated December 14, 2016 were received from Christopher B. Burke Engineering, LTD, for Design and Construction Engineering of Water Main Replacement.

Staff Analysis

In the past several years, there have been numerous water main breaks in the Bernat Industrial Park as a result of deteriorating and aging pipe. These main breaks consume staff resources, result in water loss, are costly to repair and are likely to continue unless the pipe is replaced with new pipe meeting current material and construction standards. This project includes replacement of approximately 1,100 feet of 10” water main pipe. The total estimated construction cost is \$325,000 including engineering.

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 FY17 Budget includes \$325,000 in the Water Equipment Replacement Fund, 21-10-4-7725 for Water Main Replacement.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution authorizing a Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$19,500 for Design Engineering and \$18,000 for Construction Engineering Services for the 2017 Water Main Replacement Program.

- h) Discussion – Consideration of a Resolution Approving a General Services Agreement with Layne Christensen Company for the Maintenance and Repair of Village Wells and Pumps

Director of Public Works and Engineering Timothy Farrell reported that since 2011, the Village Board has entered into a general services agreement with Layne Christensen Company for the maintenance and repair of Village wells and pumps. Layne Christensen Company has been drilling and servicing Village wells and pumps for over 20 years. Because of this long-standing business relationship, Layne Christensen is continuing to offer a loyalty discount of 5% to 10 % based on work performed.

Staff Analysis

Layne Christensen is a sole vendor for all five wells currently installed at all Village facilities. The 01.19.17 COW Minutes

proposed contract is for one-year and can be renewed based on satisfactory performance. The Well No. 11 pump is planned for maintenance as part of the FY2017 Budget. Well No. 11 is the Village's newest potable water well and is located in the northwest corner of the Talamore subdivision.

Financial Impact

Savings will vary depending on the type of work performed. The 2016 services rates on Schedule B in the Service Agreement are still in effect for 2017. The Village reserved \$110,000 within the FY2017 Budget in the Water Equipment Replacement fund (21-10-4-7722) for this work.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution for a General Services Agreement with Layne Christensen Company for the Maintenance and Repair of Village Wells and Pumps.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass asked Trustee Piwko to report on the McCOG meeting. Trustee Piwko reported that it was McCOG's Annual Meeting and that the Legislative Agenda and Transportation Agenda were approved. Trustee Goldman reported that State Representative Mike Tryon was honored.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:12 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary