

**VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING  
November 3, 2016  
MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 3, 2016 at 7:00 p.m. in the Municipal Complex, Village Board Room, and 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 Development Services Charles Nordman, Chief Robert Porter, Director of Finance and Human Resources Jennifer Chernak 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: Approval of October 13, 2016 Village Board and October 20, 2016 Committee of the Whole Meeting Minutes

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

**A MOTION was made to approve the October 13, 2016 Village Board and October 20, 2016 Committee of the Whole Meeting Minutes.**

**MOTION:** Trustee Leopold

**SECOND:** Trustee Westberg

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

**NAYS:** None

**ABSENT:** None

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

- b) Consideration: Approval of the November 3, 2016 Bill List in the amount of \$305,589.81

Mayor Sass reported that \$130,358.22 (43%) of the total bill list is directly attributable to payment of SSA & TIF Property Taxes(\$58,340.22), payment to Apex Landscaping for 50/50 Parkway Tree Replacement Program(\$10,026.00), payment for equipment installation on new Police Squad#25 (\$11,992.00) and refund of the compliance bond for the Covington Lakes Subdivision (\$50,000.00).

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

**A MOTION was made to approve the November 3, 2016 Bill List in the amount of \$305,589.81.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Westberg**

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

**NAYS: None**

**ABSENT: None**

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

- c) Consideration: Conceptual Review of a Proposed Site Plan, Building Elevations and Landscape Plan for a 14,300 square foot addition to the existing Shepherd of the Prairie Church located at 10805 Main Street and Referral into the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Groth Design Group, petitioner, and Shepherd of the Prairie Lutheran Church, owner, are proposing the construction of a 14,300 square foot addition to the existing 12,200 square foot church located at 10805 Main Street at the southeast corner of Main and Manhattan Streets.

The first phase of Shephard of the Prairie Lutheran Church was constructed in 2009 on the subject 7.03- acre lot zoned RE-1 (PUD) Residential Estate District Planned Unit Development. The conceptual development plans for the church site included multiple phases with a build-out totaling approximately 67,700 square feet with each phase requiring a corresponding approval of an amendment to the Final Planned Unit Development. The proposed second phase entails construction of a 14,300 square foot addition including a 351-seat sanctuary, classrooms, offices, and a gathering/reception area increasing the size of the facility to 26,500 square feet. The sanctuary proposed within the second phase addition will replace the existing 250-seat sanctuary slated to be re-configured to a multi-purpose space not dedicated to worship services.

*Site Plan and Parking*

The main entrance to the Shepherd of the Prairie Church is currently oriented at the center of the building facing south. The proposed church addition includes two (2) entrance vestibules near the southeast corner of the building, with the main entrance facing east served by a covered drop-off/pick-up carport.

The proposed, existing and total-provided parking calculations for the church campus are as follows:

	Required	Provided
Parking Spaces Constructed for Addition	146*	155
Existing Church Parking Spaces	112	112
Total Parking	258	267**

\* - Proposed 14,300 Square Foot Addition

Sanctuary Seating - 351 seats (0.3 spaces / person)	106
Sunday School - Three (3) classrooms - 5,500 sf (3.0 spaces/1,000 sf)	17
Office - 1,250 sf (4.0 spaces/1,000 sf)	5
Conference/Gathering/Fellowship - 4,500 sf (4.0 spaces/1,000 sf)	<u>18</u>

\*\* - Including the requisite seven (7) accessible parking spaces/loading areas

*Building Elevations*

The Shepherd of the Prairie Church addition would utilize the same exterior materials as the first phase including the 8"-wide (khaki-colored) and 4"-wide (autumn tan-colored) horizontal fiber cement lap siding, vertical (sail cloth-colored) fiber cement panels and natural stone veneer material accenting several portions of the building including the windowed-atrium feature proposed on the east side of the addition.

*Landscaping*

The landscaping improvements proposed with development of the addition similarly continue the planting pattern begun with the initial phase of the development including foundation plantings, shrubs along the parking area perimeter and ground cover and trees within the parking area's islands.

The proposed parking lot expansion necessitates the removal of nine (9) trees bordering the eastern portion of the church property, however, the proposed planting and replacement of trees within this area of the site meets the requisite number required for perimeter plantings (i.e. 1 tree /75 feet).

*Signage*

No additional signage has been specified in association with the proposed building addition.

*Lighting*

The light fixtures and pole standards proposed for this phase of development matches 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 and house-side shields to eliminate the impact of any light glare on adjacent properties.

Staff Analysis

The proposed addition and associated site improvements to the Shepherd of the Prairie church campus requires review and approval by the Plan Commission and Village Board of the following:

1. Amended Final Planned Unit Development including any necessary relief.

Director Nordman reported that representatives of the petition were in attendance to answer questions.

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

Trustee Leopold suggested that the drive aisle to the front door be wider.

Trustee Kanakaris asked if there was handicapped parking. Peter Schneider, project architect, stated that there was handicapped parking. Trustee Kanakaris asked how wide the parking spaces were; Director Nordman reported that the drive aisles are wider but that the new parking spaces are 9 feet wide to match the existing spaces. Trustee Kanakaris stated that he would prefer the parking spaces to be wider; however, the consensus of the Board was to keep the new parking spaces the same width as the existing spaces.

Trustee Kanakaris asked if additional parking lot lights would be installed; Director Nordman stated that the additional lighting will match the existing.

There were no other comments or questions.

*It was the consensus of the Village Board to refer the request from Groth Design Group, petitioner and Shepherd of the Prairie Church, owner, to the Plan Commission to begin formal development review for the proposed building addition to the existing church located at 10805 Main Street.*

- d) Consideration: Approval of Payout Request No. 2 in the amount of \$10,026.00 to Apex Landscaping, Inc. for the 2016 Fall 50/50 Parkway Tree Replacement Program

Mayor Sass reported that at the March 10, 2016 Village Board Meeting, the Village Board of Trustees awarded Apex Landscaping, Inc. the bid for the 50/50 Residential Parkway Tree Replacement Program.

**Staff Analysis**

Apex Landscaping, Inc. has completed planting 33 residential parkway trees as part of the fall planting and has submitted a payout request in the amount of \$11,140.00 with 10% (or \$1,114.00) retained for one-year as stated in the bid document.

**Financial Impact**

The Village Board approved \$75,000 for the 50/50 Parkway Tree Replacement Program as part of the FY 2016 Budget and is included in the Street Improvement Fund, 04-10-4-7510. The Village’s portion of the fall planting is \$5,060.00.

	Invoice Amount	10% Retained	Amount Due
Payout #1 (Spring-272 trees)	\$101,601.00	(\$10,160.10)	\$91,440.90
Payout #2 (Fall – 33 trees)	\$11,140.00	(\$1,114.00)	\$10,026.00
Totals	\$112,741.00	(\$11,274.10)	\$101,466.900

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

**A MOTION was made to approve Payout Request No. 2 in the amount of \$10,026.00 to Apex Landscaping, Inc. for the fall planting of residential parkway trees.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Hoeft**

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

**NAYS: None**

**ABSENT: None**

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

- e) Discussion: Review of 2016 – 2020 Strategic Plan Priorities, Goals, and Objectives

Village Manager Johnson reported that the Village Board adopted the 2016-2020 Strategic Plan in October, 2015. The plan includes five vision statements, five strategic priorities, and goals and objectives in support of those priorities. Budget goals identified in the FY2017 budget will be based upon the priorities outlined in the Strategic Plan. As part of the budget preparation process, it is important to review and revise, as needed, the goals and objectives of the Strategic Plan.

**Staff Analysis**

A copy of the current plan and updates on items that have been accomplished to date were provided in the Village Board packet; Village Manager Johnson reviewed the list.

It is important to note that while some goals may not have specific FY2017 action items listed; Staff continues to work on these goals. Many of them are related to on-going programs and activities that go beyond an individual budget year. In addition, the Strategic Plan covers a time period of five years, and goals and accomplishments will be spread across this timeframe.

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

Trustee Leopold asked if the Village needs to do more to attract economic development; Village Manager Johnson stated that we can always do better and will review options.

Trustee Leopold asked if the Village keeps records of the vacant office space in the Village; Village Manager Johnson stated that Staff does keep records of availability but noted that when we do get leads we don't necessarily have available space in existing buildings.

Trustee Westberg asked if neighboring towns have the same challenges with new residential construction; Village Manager Johnson reported that many neighboring communities are already built out. Village Manager Johnson reported that the Village does include Hampshire and Pingree Grove as part of the overall trade area for economic development marketing purposes.

Village Manager Johnson asked the Village Board to send any additional comments or suggestions to Staff to be included.

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:**

Village Manager Johnson reported that Staff just received a request from the Sun City Lions Club to place temporary signs at three (3) locations in the Village from November 9<sup>th</sup> through November 16<sup>th</sup> advertising their Flower Sale. Village Manager Johnson asked if the Village was supportive of the request. It was the consensus of the Village Board to allow the temporary installation of the Sun City Lions Club signs.

Trustee Leopold asked if there was an update on Lennar; Village Manager Johnson reported that Lennar is meeting with potential buyers but it may be difficult due to the encumbrances on the remaining lots.

Trustee Leopold asked if there were any updates on the Outlet Mall; Village Manager Johnson reported that there were no updates.

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass reported that the November 10<sup>th</sup> Village Board Meeting was cancelled.

Mayor Sass reported that Village Offices will be closed on Friday, November 11<sup>th</sup> in honor of Veteran's Day.

**UNFINISHED BUSINESS:**

Trustee Kanakaris reported that the Veterans Memorial was going to be repaired over the weekend.

**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 at 7:30 p.m. to Enter into Executive Session for c) Property Acquisition, Purchase, Sale or Lease of Real Estate and e) Collective Bargaining.**

**MOTION: Trustee Hoeft**

**SECOND: Trustee Piwko**

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

**A MOTION was made at 7:47 p.m. to Exit Executive Session**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

**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 7:48 p.m.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Westberg**

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

Respectfully submitted,

Barbara Read  
Recording Secretary