

**VILLAGE OF HUNTLEY
VILLAGE BOARD
December 19, 2019
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, December 19, 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, Director of Development Services Charles Nordman, Human Resources Manager Chrissy Hoover, Director of Finance Cathy Haley, Village Clerk Rita McMahon 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 the October 24, 2019 Village Board 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 24, 2019 Village Board Meeting Minutes

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

- b) Consideration – Approval of the December 19, 2019 Bill List in the amount of 178,467.04

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

A MOTION was made to approve the December 19, 2019 List in the amount of \$178,467.04

MOTION: Trustee Piwko
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

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

- c) Consideration – An Ordinance Approving a (i) Final Plat of Consolidation; and (ii) Site Plan Review, including any necessary relief, for the Construction of a ±19,698 Square Foot Building Addition and Related Site Improvements for the Huntley Area Public Library District, 11000 Ruth Road

Director of Development Services made a presentation regarding the Huntley Area Public Library District is proposing a building expansion that will add ±19,698 square feet to the existing 15,000 square foot building at 11000 Ruth Road. The expanded building will have a total area of 34,698 square feet. The proposed expansion will extend east of the existing building and will eliminate the need for the mobile units that are currently located on the east side of the library.

<i>Existing Library</i>		<i>Expanded Library</i>	
Building	15,000 square feet	Existing Building	15,000 square feet
Mobile Units	<u>2,965 square feet</u>	Mobile Units	Removed
Total	17,965 square feet	<u>Building Addition</u>	<u>19,698 square feet</u>
		Total	34,698 square feet

The building expansion will create a larger children’s library, larger fiction and non-fiction areas, new program room(s), and additional office space. The existing portions of the building will be converted into a community hub that will include tutoring tables, teen area, teen gaming area, music studio and conference/makers space. A dedicated pick-up/drop-off window will also be created at the southwest corner of the existing building.

Staff Analysis

Plat of Consolidation

The Library’s property is currently made up of two parcels (Lot 346 in Georgian Place Phase 1 and part of the southwest quarter of Section 27). The parcels must be consolidated for the Library’s proposed expansion which will extend over the existing parcel lines. The property is zoned “O-1” General Office District which requires a minimum lot width of 80 feet and a minimum lot area of 21,780 square feet (0.5 acres). The plat of consolidation will create one lot with a width of 538 feet and an area of 446,315 square feet (10.246 acres) both of which exceed the minimum requirements for a lot in the “O-1” district.

Site Plan Review

The Huntley Area Public Library District is proposing a building expansion that will add ±19,698 square feet to the existing 15,000 square foot building. The expansion will extend to the east and south of the existing building and will bring the total building area to 34,698 square feet. The expansion will also include a new drive-through book pick-up/drop-off lane at the southwest corner of the building.

The parking lot will be expanded to add 53 parking spaces. The existing parking lot provides 90 parking spaces and will be expanded to provide 143 parking spaces which exceeds the 105 parking spaces required by the Zoning Ordinance (3 spaces are required per 1,000 gross square feet). Stormwater management for the addition will be accommodated in an enlarged basin at the southwest corner of the site and a new basin to the southeast of the expanded parking lot.

A sidewalk will connect the main entrance of the library to the pathway within Parisek Park to the east. The pathway system in Parisek Park provides a pedestrian connection to the Main Street multi-use path and the sidewalk system within the Georgian Place subdivision.

Building Elevations

The proposed building elevations will be a continuation of the white vertical siding and stone base of the existing building. The main entrance to the library will feature a covered entryway and new glass wall.

The trash enclosure, to be located on the north side of the building, is proposed to be constructed of white PVC with a steel gate.

Landscaping

The proposed landscape plan provides foundation plantings along the east, south, and west building elevations that include a variety of shrubs and ground cover. The plan also provides landscaping around the perimeter of the parking lot consisting of (30) trees including Sugar Maple, Richmond American Linden, Eastern Red Bud, Heritage River Birch, and Princeton Sentry Ginkgo.

Lighting

The existing parking lot lighting will be replaced with a new Sternberg Solana style LED fixture that will provide the required average minimum illumination of two (2) footcandles within the parking lot. As noted on the photometric plan, house side shields shall be added on all fixtures facing residential if necessary.

Signage

Per the applicant, no signage is planned for the library at this time.

Required Relief

The proposed site plan requires the following relief:

1. Section 156.106(C)(7) of the Zoning Ordinance requires every parking lot to be bordered by a six (6) inch high concrete curb. The engineering plans provide a 1' ribbon curb around a majority of the parking lot, which requires relief from the Section 156.106(C)(7) of the Zoning Ordinance.

Village Board Conceptual Review

The Village Board conceptually reviewed plans for the proposed expansion on September 12, 2019, and provided the following comments and questions:

- Would there be an outside reading area for children? *The Library Executive Director stated an outside reading area would be discussed for the post construction landscaping.*
- An overhang over the driveway for people being dropped off should be considered at the front entrance. *The Library Director explained that the library does not have a lot of drop off traffic.*
- It was asked if there would be a coffee/juice bar as part of the expansion. *The Library Director explained they do not have the foot traffic to warrant hiring staff and a barista for a coffee/juice bar.*
- The overall plans and building look nice.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on December 9, 2019. One resident who lives

directly north of the library (in Georgian Place) came forward during the Public Hearing. He expressed a concern about headlights shining into his windows from vehicles parking in the westernmost lot and requested additional landscaping be added on the north side of the lot. The Plan Commission unanimously recommended approval of the petition by a vote of 7 to 0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through “retention” and design of multi stage outlet structures.
4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. The petitioner shall obtain final approval of the Lighting Plan from the Development Services Department.
6. All permanent and seasonal plantings must be replaced immediately upon decline.
7. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
8. No building plans or permits are approved as part of this submittal.
9. No sign permits are approved as part of this submittal.

Condition added by the Plan Commission:

10. The petitioner shall add landscaping to screen the north side of the west parking lot from the homes in the Georgian Place subdivision.

Financial Impact

None.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Preserve and Enhance Quality of Life for Village Residents*” as a Strategic Priority, and “*Improve Appearance of Public and Private Properties*” as a goal.

Director Nordman completed the presentation and informed the Village Board the petitioner was in attendance should there be any questions.

Mayor Sass asked if there were any questions or concerns. Trustee Kanakarlis asked if the landscaping on the north side of the library was being included since it was not shown on the landscaping plan. Director Nordman said it was included but new plans were not yet submitted.

Trustee Goldman said she wished to make a public statement stating her opposition to the children’s outside reading area. She is concerned for supervision and believes it could create a hazardous situation.

Mayor Sass asked if there were any further questions or concerns. There were none.

A MOTION was made to approve an Ordinance for a (i) Final Plat of Consolidation; and (ii) Site Plan Review, including any necessary relief, for the construction of a ±19,698 square foot building addition and related site improvements for the Huntley Area Public Library District, 11000 Ruth Road.

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

- d) Consideration – An Ordinance Approving Site Plan Review, Including Any Necessary Relief, for the Construction of Two Multi-Tenant Retail Buildings and Related Site Improvements for BO2 Investments, LLC, Lot 8 of Regency Square Unit 1 (Northwest Corner of Route 47 and Princeton Drive)

Director of Development Services made a presentation regarding the submitted plans for the development of Lot 8 in Regency Square Subdivision Unit 1, which is zoned “C-2” PDD Regional Retail – Planned Development District. The subject ±2.95-acre lot, located immediately north of Princeton Drive and south of Heartland Bank, is proposed to be the site of two (2) multi-tenant retail buildings.

The Regency Square development is regulated by the Regency Square Development Guidelines (“Development Guidelines”). The Guidelines provide regulations for site planning, building design, landscaping and signage for development within Regency Square. The Guidelines were established as a substitute for the general regulations set forth in the Village of Huntley’s Zoning Ordinance. Subject to the Guidelines, each development must receive Site Plan approval from the Plan Commission and Village Board.

Staff Analysis

Site Plan

The proposed site plan for the two multi-tenant buildings on Lot 8 delineate the two structures situated in an “L” shape with 15’ wide promenade walkway between them. The total building area is 21,415 square feet. The tenant spaces of the 7,256 square foot north building face toward Route 47, with an outdoor trellis covered patio space located at the northeast corner of the building. The tenant spaces of the 14,159 square foot south building face east and south toward Princeton Drive and Route 47, with the majority of the shops facing south toward Princeton Drive. The south building also includes a 1,000 square foot second floor. This building includes two trellis covered outdoor patio spaces, one on the south side and one on the west side. The promenade walkway offers access between the east and west parking lots on Lot 8. A drive-through is not proposed with any of the tenant spaces.

The site/building data delineates 129 regular parking spaces and 6 handicap spaces, totaling 135 spaces. The 135 parking spaces provided exceeds the 87 parking spaces (four spaces per 1,000 square feet for retail) required by the Zoning Ordinance. The proposed site plan provides parking stalls that are 10’ in width and 19’ in depth, which meets the new parking lot design standards. One loading space is provided, as required.

Summary of Required Parking

	Bldg. Square Feet	Required Parking	Proposed Parking
BUILDING 1 – LOT 8	7,256 sf	30	Total 129 regular and 6 handicap on Lot 8
BUILDING 2 – LOT 8	14,159 sf	57	
TOTAL Provided	21,415 sf	87	135 parking spaces

The proposed vehicular access to Lot 8 includes a full-access driveway on the existing Princeton Drive at the south side of the lot, and a full-access driveway on the west side of the lot as Princeton Drive changes from an east-west to a north-south direction. Internal traffic circulation includes two-way, 26.5' foot-wide drive aisles throughout, and a one-way eighteen (18') foot-wide one-way connection along the north side of the north building providing counter-clockwise access to the rear parking lot.

Building Elevations

The proposed building elevations range from 21' to 24' in height and the depths of the tenant spaces are also varied. The east and south building facades consist of a combination of face brick, stone veneer with a limestone top cap, composite wood horizontal siding, and prefinished metal and glass. Wall-mounted decorative sconces are proposed throughout. Architectural elevations and renderings were included in the Board packet and a 3D video will be shown at the meeting.

Landscaping

The proposed site plan depicts a variety of foundation landscaping and plantings within the parking lot islands and bump-outs as required by the Village's Commercial Design Guidelines. The major tree species included are Amur Linden, Apple Serviceberry, Big Pink Magnolia, Green Spruce, Northern Red Oak, Red Maple, and Star Magnolia. The requisite plantings are shown around the bases of the monument signs.

Signage

The site plan includes two monument signs, with one on Route 47 and one at Princeton Drive. Prototypical wall signage is also proposed.

The monument sign along Route 47 is two-sided, 10' x 11'10" (118.3 square foot per side), and is 15' tall. The sign will be partially wrapped in face brick with a stone cap to match the building. The sign includes an internally illuminated LED video display board with full color graphics. The Village's Sign Regulations prohibit electronic message boards, and specifically restrict using any type of flashing light, or other light creating the illusion of movement. The Regency Square Guidelines require ground signs to be set back 100 feet from Route 47 right-of-way, and relief will be required to allow the 20-foot setback. Staff notes, other similar projects in this development were granted relief allowing for a 30-foot setback (Starbucks, Rookies, Aldi, 7-Eleven, etc.).

The monument sign along Princeton Drive is single-sided, with a sign face measuring 6'6" x 11'6" (74.75 SF), and an overall height of 9'0". The sign is an internally illuminated backlit lightbox sign, and the architectural style matches the Route 47 monument sign. The sign is to be used for tenant(s) along the south elevation, and is situated closer to the building. There is no electronic message board on this sign.

The building elevations reflect prototypical wall signage above each tenant storefront. As the two buildings will have customer access from the rear, prototypical wall signage is also shown on the rear and side elevations; however, no signage is proposed in the center walkway portions (south and north elevations).

Lighting

The proposed parking lot lighting utilizes the OSQ Series LED area/flood luminaire fixtures. The fixture is a low profile design and the housing is cast aluminum with a weathertight LED driver compartment. The Village's Zoning Code requires parking lot lighting to have an average minimum illumination of two foot-candles and restricts light levels to 0.5 foot-candles at the property lines. The proposed plans meet this standard.

REQUIRED RELIEF

The following relief from the Regency Square Development Guidelines is required as part of the Site Plan Review process:

Site Plan

1. Relief is required to allow two (2) principal buildings on one lot (Regency Square Development Guidelines).
2. Relief is required to reduce the side yard parking setback from 10 feet to 3.5 feet (Regency Square Development Guidelines).
3. Relief is required to reduce the Route 47 buffer from 100 feet to 39.5 feet to allow the parking lot to encroach into the buffer (Regency Square Development Guidelines).
4. The Regency Square Development Guidelines require a 25-foot building setback abutting a landscape zone (this would necessitate the building being setback 125 feet from the Route 47 right-of-way). Relief is required for both buildings to encroach approximately 11 feet into the 25 foot building setback abutting a landscape zone.
5. Regency Square Guidelines require a 35 feet building-to-building setback. A 15-foot separation is proposed between the buildings, requiring relief.
6. Relief is required to reduce the parking to building setback from 10 foot to 4 foot (Regency Square Development Guidelines).

Signage

Route 47 Ground Sign (Type B Sign per the Regency Square Guidelines):

7. The proposed LED ground sign shall require relief to allow a moving/flashing sign (Zoning Ordinance 156.121(A)).
8. The proposed LED ground sign shall require relief to increase the maximum area of a sign face from 21 square feet to ± 118.3 square feet (Regency Square Development Guidelines). *Staff notes, the Zoning Ordinance allows the maximum area of a sign face to be 80 square feet.*
9. The proposed LED ground sign shall require relief to increase the maximum height from 6'-8" to 15 feet (Regency Square Development Guidelines).
10. A ground sign must be setback 100 feet from Route 47 right-of-way (Regency Square Development Guidelines). A setback of 20 feet is proposed.

Princeton Drive Ground Sign (Type C Sign per the Regency Square Guidelines):

11. The proposed ground sign (south elevation) shall require relief to increase the maximum area of a sign face from 8.5 square feet to ± 74.75 square feet (Regency Square Development Guidelines).
12. The proposed ground sign (south elevation) shall require relief to increase the maximum height from 5'-2" to 9'-0" feet Regency Square Development Guidelines).
13. Both ground signs require relief from the architectural design standards. (Regency Square Development Guidelines).

Wall Signs:

14. Only one wall sign per tenant or one per street frontage (Route 47 or Princeton Drive) is allowed per the Regency Square Guidelines. Relief is required to allow prototypical wall signage on the north elevations facing the rear parking lot and north drive aisle.

Village Board Conceptual Review

The Village Board reviewed conceptual plans for the project at the March 28, 2019 meeting and predominantly had questions about a parking lot which was proposed for Lot 9 and why it was needed since there was adequate parking for the buildings on Lot 8. Since then, the petitioner has withdrawn the proposal for a parking lot on Lot 9.

Plan Commission Recommendation

The Plan Commission reviewed the petitioners' request on December 9, 2019. No persons from the public were in attendance to provide testimony and the Plan Commission unanimously recommended approval of the petition by a vote of 7 to 0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
4. All permanent and seasonal plantings must be replaced immediately upon decline.
5. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
6. All roof-top mounted and ground-mounted equipment must be screened to the full height of the equipment.
7. No building plans or permits are approved as part of the submittal.
8. No sign permits are approved as part of the submittal.
9. House side shields shall be installed on the parking lot fixtures if the fixtures produce glare visible from adjacent residential.
10. The electronic message board sign shall promote on-site businesses only. The sign shall contain static messages only and shall not have movement or the appearance or optical illusion of movement, of any part of the sign structure, design, or pictorial segment of the sign, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of light intensity other than that provided through an automatic dimming system to control overall illumination intensity. Each message on the sign shall be displayed for a minimum of 10 seconds. The change of messages must be accomplished immediately.

Financial Impact

None.

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 stated the petitioner was in attendance should the Village Board have any questions.

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

A MOTION was made to approve an Ordinance for Site Plan Review, including any necessary relief, for the construction of two multi-tenant retail buildings totaling ±21,415 square feet and related site improvements for BO2 Investments, LLC, Lot 8 of Regency Square Unit 1.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

ABSTAIN: Trustee Kanakaris

The motion carried: 5-0-0-1

- e) Consideration - An Ordinance Authorizing an Extension of Time for JayDev Brew, Inc. (MORE Brewing) to Complete Renovation and Commence Business Operations at 13980 Automall Drive

Village Manager David Johnson reported that the Village Board approved Ordinance (O)2019-01.03 on January 24, 2019, authorizing approval and execution of a Business Development Agreement between the Village of Huntley and JayDev Brew, Inc., (MORE Brewing) to assist with the renovation of the former auto dealership building at 13980 Automall Drive to accommodate a microbrewery and brew pub restaurant. The agreement includes a date of December 31, 2019, for completion of the renovation and commencement of operations unless otherwise approved by the Village Board in order to qualify for the incentives included in the agreement.

Staff Analysis

MORE Brewing has been working diligently to complete the project in order to be open by the end of the year. However, due to some construction delays and licensing requirements at the state and federal levels, MORE is requesting to extend the timeframe until February 29, 2020. The Business Development Agreement (BDA) provides for a sales tax rebate of \$50,000 and an additional \$75,000 reimbursement for moving and equipment expenses.

Financial Impact

None.

Legal Analysis

An extension of time for completion of the project is allowed per the Business Development Agreement.

Mayor Sass asked if the Village Board had any questions. Trustee Westberg questioned the progress of the delay by Comcast. Village Manager Johnson said staff was informed by MORE owners that another service had been secured.

A MOTION was made to approve an Ordinance Authorizing an Extension of Time for JayDev Brew, Inc., d/b/a MORE Brewing to Complete Renovation and Commence Business Operations at 13980 Automall Drive.

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

- f) Consideration – Resolution Approving a Temporary Use Permit to Hold an Outside Event on Village-Owned Property, Temporary Sign Request and Waiving of Fees for Huntley Vet Fest on June 20, 2020; Huntley American Legion Post 673, 11712 Coral St.

Village Manager David Johnson stated the Village has received a request from the Huntley American Legion Post 673 (Legion) as part of the annual liquor license renewal application to hold Huntley Vet Fest on June 20, 2020. The Vet Fest is a fundraiser to raise money to help veterans in McHenry County.

Staff Analysis

The Village is in receipt of a request for the following:

1. To hold an event on Village-owned property that includes bands, food, and drinks. The hours of the event will be from 3:00 p.m. until 11:00 p.m. with outside alcohol service ending at 10:30 p.m. The Legion would like to hold the event on Coral Street, in the Town Square and the Legion Honor Garden. In addition, it is proposed that the entire Town Square be fenced off for the event. The Legion is requesting permission to allow for the partial closure of Coral Street starting Friday, June 19th, to set up the tent, stage and fencing; leaving the non-tent area of the street open on Friday. All of Coral Street will be closed on Saturday June 20th for Huntley Farmers Market and Vet Fest. Coral Street will open completely after the removal of the tent the morning of Monday, June 22nd.
2. To post 15 (3'x 10') banners as indicated on the event signage exhibit included in the Board's packet. The banners would be posted two weeks prior to the event. A Sign Ordinance variation is required to locate the signs in Village rights-of-way. They are also requesting the assistance of the Public Works and Engineering Department to install the banners. The Zoning Ordinance allows for the issuance of a temporary use permit (TUP) for temporary signs, which are subject to the following conditions: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 8 feet above ground, 3) not to be displayed on a fence or tree, and 4) not to be located in the rights-of-way. The Legion 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 Legion 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.
3. Directional Signage during the event, if necessary – signs in locations around the Square to assist those coming to the event.
4. Listing the event on the Village's Gateway Sign.

Financial Impact

None.

Legal Analysis

Village Board approval is required for the Huntley American Legion Post 673 to hold an outside event on Village-owned property and to place signs in Village rights-of-way.

Village Manager Johnson reported a representative from the Legion is available should there be any questions.

Trustee Hoeft questioned why the tent isn't being taken down on Sunday. Mayor Sass stated he, too, would like to see the tent down on Sunday because Coral Street needs to be reopened sooner than Monday. Mr. Mike Stojak representing the Legion said asking the tent company to come out on a Sunday poses a problem for the company and Monday is easier. Mayor Sass said he is sure the tent company can remove the tent on Sunday and wants to make sure it happens this year. Mr. Stojak said that he will make sure the tent is removed on Sunday. A condition of approval will be added to the resolution to ensure the removal of the tent from Coral Street on Sunday June 21, 2020.

Mayor Sass asked if there were any other questions or concerns. There were none.

A MOTION was made to approve a Resolution Approving an Outside Event to be held on Village-Owned Property and Temporary Sign Request for Huntley American Legion Post 673, Inc. for the Huntley Vet Fest on June 20, 2020 subject to the following conditions of approval:

- 1. A Temporary Use Permit must be applied for and obtained from the Development Services Department.**
- 2. The tent must be removed on Sunday, June 21, 2020 – *Added by Village Board***
- 3. The petitioner must apply and obtain a Sound Amplification Permit from the Police Department.**
- 4. All conditions of approval regarding the serving and/or selling of alcohol must be met.**
- 5. The petitioner agrees to meet with Village Staff no less than 30 days prior to the event to present final security, parking and any other pertinent logistical information for the safe and orderly operation of the event.
No less than one (1) week prior to event:**
- 6. The petitioner shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.**
- 7. The petitioner agrees to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event.**

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

- g) Presentation – A Resolution Approving a Temporary Use Permit to Hold an Outside Event on Village-Owned Property; BBQ King Smokehouse, 11706 Coral St.; BBQ King Smokeout, June 26 - 27, 2020

Village Manager David Johnson reported the Village has received a request from BBQ King Smokehouse (BBQ King) as part of the annual liquor license renewal application to hold an outside event called BBQ King Smokeout on Friday June 26 and Saturday June 27, 2020 on Village-owned property (First Street municipal parking lot).

Staff Analysis

The request is to hold the event in the Village-owned parking lot to the north of the restaurant to provide outside sale of food and alcohol. The hours of the event will be from 5:00 p.m. until 11:00 p.m. on Friday, and on Saturday from 12:00 p.m. until 12:00 a.m. Sunday. A 40' x 100' tent is planned for patrons to sit and enjoy the food and music and a fence will be erected around the parking lot area being

12.19.19 VB Meeting

used for the event. BBQ King will have a beer cooler truck to pour beer from kegs and the BBQ King food truck will offer the food. BBQ King will hire private security to help manage the event and a wristband ID service will be utilized. Bands will be on a stage with speakers in the parking lot. Outside bathrooms and garbage receptacles will be on-site. For pedestrian safety, First Street will be closed to through traffic.

Financial Impact

None.

Legal Analysis

Village Board approval is required for the BBQ King Smokehouse to conduct the BBQ King Smokeout event on Village-owned property (First Street municipal parking lot).

Mayor Sass stated the tent needs to be removed on Sunday as earlier stipulated with the Legion for the vet fest. A condition of approval will be added to the resolution to ensure the removal of the tent from the parking lot on Sunday, June 28, 2020.

Trustee Piwko said he heard last year complaints of the speakers facing more towards the residential area instead of the parking lot and requests that the speakers be turned in 2020 to be away from the neighboring residents. Trustee Leopold questioned access to the parking lot from First Street. Village Manager Johnson said that no parking will take place in the BBQ King portion of the parking lot and that access will remain off First Street to enter the Legion area of the parking lot.

Mayor Sass asked if there were any further questions or concerns. There were none.

A MOTION was made to approve a Resolution approving a Temporary Use Permit for an Outside Event on Village owned property for the BBQ King Smokehouse for the BBQ King Smokeout event on Friday June 26 and Saturday June 27, 2020 subject to the following conditions:

- 1. A Temporary Use Permit must be applied for and obtained from the Development Services Department.**
- 2. The tent must be removed on Sunday, June 28, 2020 – *Added by Village Board***
- 3. The petitioner must apply and obtain a Sound Amplification Permit from the Police Department.**
- 4. All conditions of approval regarding the serving and/or selling of alcohol must be met.**
- 5. The petitioner agrees to meet with Village Staff no less than 30 days prior to the event to present final security, parking and any other pertinent logistical information for the safe and orderly operation of the event.
No less than one (1) week prior to event:**
- 6. The petitioner shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.**
- 7. The petitioner agrees to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event.**

MOTION: Trustee Goldman

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- h) Consider – A Resolution Approving a Temporary Use Permit to Hold an Outside Event on Village-Owned Property; Bricks & Ivy LLC d/b/a Parkside Pub, 11721 E. Main St.; Huntley Thunder Music Fest, July 24 - 25, 2020

Village Manager David Johnson said the Village is in receipt of a request from Parkside Pub as part of the annual liquor license renewal application to hold the Huntley Thunder Music Fest 2020 event from Friday, July 24 to Saturday, July 25, 2020.

Staff Analysis

Bricks and Ivy LLC d/b/a Parkside (Parkside Pub) has included in their annual liquor renewal application a request to hold the Huntley Thunder Music Fest 2020. The event is proposed to take place on the gravel area adjacent to the Catty building and will include a mechanical bull. The public parking behind Parkside will remain open and available for public use. The event will include bands, food, and drinks. The event is proposed to take place on Friday, July 24th from 5:00 p.m. to 11:00 p.m. and Saturday, July 25th from 11:00 a.m. to 11:00 p.m.

Parkside will provide security during the event and be required to provide a Certificate of Liability Insurance adding the Village of Huntley as additionally insured. In addition, the petitioner will be required to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event. In 2014, as a part of the acquisition of the property for the construction of the parking lot, the Village agreed to allow up to two additional outdoor events per year other than TTF. The events are subject to the Village Board's approval.

Financial Impact

None.

Legal Analysis

The petitioner will be required to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims asserted against it arising out of the event.

Mayor Sass asked if there were any questions or concerns regarding the request. There were none.

A MOTION was made to approve a Resolution approving a temporary use permit to hold an outside event taking place on Village property for Bricks and Ivy LLC d/b/a Parkside for the Huntley Thunder Music Fest 2020 event subject to the following conditions of approval:

- 1. A Temporary Use Permit must be applied for and obtained from the Development Services Department.**
- 2. The petitioner must apply and obtain a Sound Amplification Permit from the Police Department.**
- 3. All conditions of approval regarding the serving and/or selling of alcohol must be met.**
- 4. The petitioner agrees to meet with Village Staff no less than 30 days prior to the event to present final security, parking and any other pertinent logistical information for the safe and orderly operation of the event.**
No less than one (1) week prior to event:
- 5. The petitioner shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.**
- 6. The petitioner agrees to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event.**

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoefft, Kanakaris, Leopold, and Piwko
NAYS: None
ABSENT: None
ABSTAIN: Trustee Westberg
The motion carried: 5-0-0-1

- i) Consideration – A Resolution Approving a Temporary Use Permit, Temporary Sign Request and the Waiving of Fees for Trinity Lutheran Church for Oktoberfest, August 28 – August 30, 2020; 11008 N. Church Street

Village Manager Johnson reported that the Village received a request from Trinity Lutheran Church to hold an Oktoberfest on the church property from August 28-30, 2020. The event will highlight the music, beer and cuisine of the German culture and will also offer American cuisine, games and activities for children. A tent will be set up on the north side of the property with a stage and tables and chairs for guests. There will also be additional tents set up for food vendors as well as a beer trailer. Parking will be available on-site as well as street parking.

Staff Analysis

The hours of the event will be: Friday, August 28th from 5:00 pm to 11:00 pm; Saturday, August 29th from 3:00 pm to 11:00 pm; and Sunday, August 30th from 12:00 pm to 3:30 pm.

Trinity Lutheran Church is also requesting the issuance of a temporary sign permit. The Zoning Ordinance allows for the issuance of a temporary use permit (TUP) for temporary signs subject to the following conditions: 1) not to exceed 30 days; 2) maximum size of 50 square feet and no more than 8 feet above ground; 3) not to be displayed on a fence or tree; and 4) not to be located in the rights-of-way.

Trinity Lutheran Church has requested to post fifteen 18”x24” snipe signs as indicated on the event signage exhibit included in the Board’s packet. Trinity Lutheran Church 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 not feasible, the petitioner requests permission for other sites with the approval of the Village Manager. No signs will be posted on private property without prior authorization of the property owner.

A variation from the Sign Regulations is required to locate the signs in the Village’s rights-of-way.

Financial Impact

The church is requesting that any fees associated with the Oktoberfest event be waived, as the church is a non-profit organization. The Village Board has waived the fees in the past.

Legal Analysis

Village Board approval is required for Trinity Lutheran Church to conduct an outside event.

Village Manager Johnson reported the petitioner is in attendance should there be any questions.

Mayor Sass asked if there were any comments or concerns. There were none.

A MOTION was made to approve a Resolution Approving a Temporary Use Permit, Temporary Sign Permit and the Waiving of Fees for Trinity Lutheran Church for an Oktoberfest Event to be held August 28 – 30, 2020 subject to the following conditions of approval:

1. All signs shall be removed no later than Monday, August 31, 2020.
2. A Temporary Use Permit must be applied for and obtained from the Development Services Department.
3. The petitioner must apply and obtain a Sound Amplification Permit from the Police Department.
4. All conditions of approval regarding the serving and/or selling of alcohol must be met
5. Notification to all adjacent property owners.
6. Any music or noise generated during the event will comply with the Village's Noise Ordinance.
7. The site shall be kept free of trash throughout the event.

MOTION: Trustee Kanakaris

SECOND: Trustee Westberg

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

NAYS: Trustee Leopold

ABSENT: None

The motion carried: 5-1-0

- j) Consideration – A Resolution Approving a Temporary Use Permit to Hold an Outside Event on Village-Owned Property; Bricks & Ivy LLC d/b/a Parkside Pub, 11721 E. Main St.; Turkey Testicle Festival (TTF) - November 25, 2020

Village Manager Johnson stated the Village received a request from Parkside Pub as part of the annual liquor license renewal application to hold the 2020 Turkey Testicle Festival (TTF) on Wednesday, November 25, 2020.

Staff Analysis

Bricks and Ivy LLC d/b/a Parkside Pub (Parkside) has included in their annual liquor renewal application a request to hold the TTF on November 25, 2020. The proposed event will take place in the same location as previous years. The event will include bands, food, and drinks. The hours of the event will be from 11:00 a.m. - 12:00 a.m. (Thursday November 26th)

Parkside will provide security during the event and be required to provide a Certificate of Liability Insurance adding the Village of Huntley as additionally insured. In addition, the petitioner will be required to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event.

Financial Impact

None.

Legal Analysis

Village Board approval is required for Bricks & Ivy LLC d/b/a Parkside to conduct an outside event on Village-owned property.

Mayor Sass asked if there were any questions or concerns. There were none.

A MOTION was made to approve a Resolution Approving a Temporary Use Permit to Hold an Outside Event on Village-Owned Property for Bricks and Ivy LLC d/b/a Parkside Pub for the Turkey Testicle Festival on November 25, 2020 subject to the following conditions of approval:

1. A Temporary Use Permit must be applied for and obtained from the Development Services Department.
2. The petitioner must apply and obtain a Sound Amplification Permit from the Police Department.
3. All conditions of approval regarding the serving and/or selling of alcohol must be met.
4. The petitioner agrees to meet with Village Staff no less than 30 days prior to the event to present final security, parking and any other pertinent logistical information for the safe and orderly operation of the event.
No less than one (1) week prior to event:
5. The petitioner shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.
6. The petitioner agrees to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event. Granting Approval of the Sale and/or Disposal of Village-Owned Property.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: None

ABSTAIN: Trustee Westberg

The motion carried: 5-0-0-1

- k) Consideration – An Ordinance Approving the Issuance of 2020 Video Gaming Licenses – Village of Huntley Code of Ordinances Section 110.60

Mayor Sass reported that pursuant to Section 110.60 of the Village Code of Ordinances, Video Gaming is regulated by the Village Board of Trustees and a license must be obtained prior to operating video gaming terminals and is required to be renewed annually. In conjunction with the liquor license renewal packets, gaming renewal applications were also distributed to current gaming license holders in October. As part of the renewal application, the following items are required to be submitted:

- Signed Video Gaming Application
- Payment of \$500 per machine
- Signed Video Terminal Operator Application
- Payment of \$1,000 by video gaming terminal operator per location

Staff Analysis

Currently, a total of 16 businesses with 77 gaming machines are licensed for operation in the Village. The actual number of active terminals is 67 at 14 locations. The establishments listed below seeking renewal for 2020 have submitted the appropriate applications and payment for the gaming machines and terminal operators, bringing the 2020 total to 15 locations and 75 terminals.

Establishment	2019 Licensed Terminals	2019 Active Terminals	2020 Renewal
1. BBQ King Smokehouse	5	5	5
2. Bowl Hi Lanes	5	5	6
3. Casa Rubi-Os*	5	0	0
4. Huntley Legion Home	5	5	5
5. Lucky Bernie's	5	5	6

6. Millie's	5	5	6
7. Offie's Tap	5	5	5
8. Parkside Pub	3	3	3
9. Rub 47	5	5	5
10. Rookies	5	5	5
11. Sal's Pizza	3	3	3
12. Sammy's	5	5	5
13. Goodfella's Beef**	5	0	5
14. Soula's Village Inn	5	5	5
15. Tee 2 Green	5	5	5
16. Tufano's Pizzeria	6	6	6
	77	67	75

*Casa Rubi-Os was approved for five terminals in 2019 but did not install them and has chosen not to renew a gaming license for 2020.

**The Village Board approved the issuance of a gaming license to Goodfella's subject to completion of the renovation of the expanded unit and issuance of a certificate of occupancy. Renovation is not yet complete and therefore terminals have not yet been installed.

As approved per Ordinance (O)2019-10.61, a sixth terminal is allowed in approved establishments. Millie's has already paid for and expects the installation of a sixth machine in 2019. Bowl-Hi and Lucky Bernie's included payment with their renewal application for a sixth machine for 2020. Approved gaming establishments seeking a sixth machine in 2020 will not require additional Village Board approval, but will be required to submit payment upon approval from the State prior to installation.

Financial Impact

As part of the approved FY20 Budget, gaming machine and terminal operator revenue sources are included under the Licenses and Permits line item in the General Fund. The gaming machine fee for 2020 is \$500 per machine and the operator license fee is \$1,000 per location, resulting in fees of \$52,500. FY19 video gaming terminal revenue received by the Village through November was \$162,565.83.

Legal Analysis

Section 110.60 of the Village Code of Ordinances regulates video gaming in the Village. The applications have been reviewed and are in compliance with Section 110.60 Video Gaming.

Mayor Sass asked if there were any questions or concerns. There were none.

A MOTION was made to approve an Ordinance Approving the Issuance of the 2020 Video Gaming Licenses pursuant to the Village of Huntley Code of Ordinances Section 110.60.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

ABSTAIN: Trustee Westberg

The motion carried: 5-0-0-1

- l) Consideration – An Ordinance Approving an Amendment to the Huntley Code of Ordinances – Title XI Business Regulations, Chapter 120 Tobacco, Section 120.09 – Limitation on Tobacco Licenses – Increasing the Number of Class “B” Licenses from 0 to 4

Mayor Sass stated the Village regulates the retail sale of tobacco products in the Village through its Business Regulations Ordinance, Chapter 120, Tobacco, which provides for the issuance of certain classes of tobacco licenses and establishes the number of licenses available in each class. The Code of Ordinances currently allows for 0 Class “B” licenses, therefore requiring Village Board approval to amend the Code to increase the number of licenses from 0 to 4 for issuance to the existing establishments applying for a Class “B” license as outlined below.

Staff Analysis

The Village Board approved Ordinance (O)2019-06.39 on June 27, 2019 establishing regulations and license limitations for tobacco use to go into effect January 1, 2020.

Class “B” licenses are required for a tobacco store that offers tobacco products and/or tobacco paraphernalia for sale at retail and derives **30% or more** of its gross revenue from the sale of tobacco products and tobacco paraphernalia. The fee for a Class “B” license is \$500.

License applications for tobacco stores and accessory use establishments were distributed to potential applicants in October for licensing that becomes effective January 1, 2020. The Village received four applications for Class “B” licenses from the following establishments:

1. Best Price Tobacco & Gifts - 11717 Main St.
2. Route 47 Smoke Shop - 10876 N. IL-47
3. Smoke & Vape - 10996 N. IL-47
4. Wise Guys Vapes - 12392 Princeton Dr.

Tobacco Hut did not submit an application for 2020 and informed staff they will be closing on December 31st. The applications have been reviewed by Staff and are in order for consideration.

Financial Impact

The fee for a yearly Class “B” License is \$500.00 for a total of \$2,000 for the four establishments.

Legal Analysis

Section 120.09 of the Village Code of Ordinances currently limits the number of available Class “B” tobacco licenses to 0. If the Village Board elects to issue licenses to the four establishments listed above, the Village Board must amend the Code to increase the number of Class “B” licenses from 0 to 4.

Mayor Sass asked if there were any questions or concerns. There were none.

A MOTION was made to approve an Amendment to the Huntley Code of Ordinances – Title XI Business Regulations, Chapter 120 Tobacco, Section 120.09 – Limitation on Licenses, Increasing the Number of Class “B” Licenses from 0 to 4.

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

m) Consideration – An Ordinance Approving the Issuance of 2020 Tobacco Licenses – Village of Huntley Code of Ordinances Section 120.03, Tobacco

Introduction

Pursuant to Chapter 120 of the Village Code of Ordinances, tobacco is regulated by the Village Board of Trustees and a license must be obtained prior to selling tobacco and tobacco products. Tobacco license applications were distributed to potential applicants in October for licensing required as of January 1, 2020.

A Class “A” license is defined as an Accessory Use license that offers tobacco products and/or tobacco paraphernalia for sale at retail but derives less than 30% of its gross revenue from the sale of tobacco products and tobacco paraphernalia. The fee for a Class “A” license is \$200. The Code of Ordinances allows for an unlimited number of Class “A” Accessory Use licenses as the sale of tobacco products is not the primary function of the establishment. Village Board approval is required to issue the Class “A” licenses.

A Class “B” license is required for a tobacco store that offers tobacco products and/or tobacco paraphernalia for sale at retail and derives 30% or more of its gross revenue from the sale of tobacco products and tobacco paraphernalia. The fee for a Class B license is \$500.

As part of the application the following items are required to be submitted:

- Signed Application
- Payment of \$200 for a Class “A” license/Payment of \$500 for a Class “B” license
- BASSET or TIPS training information for employees

Staff Analysis

There are currently nine business that require a Class “A” license and five businesses that require a Class “B” license. Tobacco Hut, which requires a Class “B” license, did not submit an application for 2020 and informed staff they will be closing on December 31st.

The following establishments have submitted an application and payment for a tobacco license for 2020:

Class “A” – Accessory Use

1. 7-11/Exxon - 12400 Princeton Dr.
2. Armanetti’s Wine & Spirits - 9714 N. IL 47
3. Huntley Food & Liquor - 10729 Dundee Rd.
4. Jewel-Osco - 13200 Village Green Dr.
5. Drendel’s Corner Mobil Gas - 13280 IL 47
6. Mobil Gas (JM Food Shop) - 11200 S. IL 47
7. Walgreens - 9950 N. IL 47
8. Walgreens - 12000 Princeton Dr.
9. Walmart - 12300 IL 47

Mobil Gas at 11200 S. IL 47 failed a 2019 compliance check by making a tobacco sale to a minor.

Class “B” – Tobacco Store

1. Best Price Tobacco & Gifts - 11717 Main St.
2. Route 47 Smoke Shop - 10876 N. IL 47

3. Smoke & Vape - 10996 N. IL 47
4. Wise Guys Vapes - 12392 Princeton Dr.

Financial Impact

As part of the approved FY20 Budget, tobacco license revenue is included under the Licenses and Permits line item in the General Fund. Payments received as part of the 2020 application process have been deposited in this line item. Total license fees are \$3,800 (\$200 for nine Class "A" licenses = \$1,800; \$500 for four Class "B" licenses = \$2,000)

Legal Analysis

Chapter 120 of the Village Code of Ordinances regulates tobacco sales in the Village. The applications have been reviewed and comply with Chapter 120, Tobacco.

Mayor Sass asked if there were any questions or concerns. There were one.

A MOTION was made to approve an Ordinance Approving the Issuance of the 2020 Tobacco Licenses as listed above pursuant to the Village of Huntley Code of Ordinances Chapter 120, Tobacco.

MOTION: Trustee Kanakaris

SECOND: Trustee Hoeft

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- n) Consideration – An Ordinance Approving the Annual License Renewal for Commercial Wastehaulers and Sun City Residential Only Wastehauler – Village of Huntley Code of Ordinances Section 117.05

Mayor Sass reported that in October, renewal packets were distributed to the current commercial wastehaulers as well as the Sun City/Residential only wastehauler, Waste Management.

The following wastehaulers have submitted the application and payment to provide commercial waste and recycle pickup in the Village of Huntley. Waste Management of Illinois has also submitted their application for Sun City residential pick up.

1. Advanced Disposal – Commercial
2. Groot Industries, Inc. – Commercial
3. MDC Environmental Services – Commercial
4. Ray Schreiber Disposal Co. – Commercial
5. Waste Management of Illinois, Inc. – Commercial
6. Waste Management of Illinois, Inc. – Residential *Sun City Only*

Staff Analysis

All required documentation has been received and is in compliance. All is in order for Village Board consideration at this time.

Financial Impact

As part of the approved FY20 Budget, this specific Refuse Licenses revenue source is included under the Licenses and Permits line item in the General Fund. The individual license fee for 2020, as regulated by the Village's Wastehauler Ordinance, is \$1,898.36.

Legal Analysis

Not required.

Mayor Sass asked if there were any questions or concerns. There were none.

A MOTION was made to approve an Ordinance Approving the Village of Huntley Annual License Renewal for Commercial Waste haulers and Sun City Residential only Waste hauler.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- o) Consideration – An Ordinance Amending Title III, Chapter 35 of the Huntley Code to Adopt a 1% Home Rule Municipal Retailer's Occupation Tax and Service Occupation Tax

Village Manager David Johnson reported that at the October 2, 2019 Budget Workshop, discussion took place regarding new revenue options to fund the Village's 5-year Capital Improvement Plan (CIP). After evaluating multiple options, the consensus of the Village Board was to proceed with a 1% Local Home Rule Sales Tax. Implementation of this new dedicated capital revenue source was presented as part of the FY20 budget public hearing.

Staff Analysis

Capital improvements are important to the Village's long-term sustainability and are defined as any major project improvement requiring the expenditure of public funds (over and above operating expenditures) for the construction, reconstruction, or replacement of physical assets. To address the capital needs of the Village, staff and the Village Board thoroughly reviewed the 5-year CIP during the FY20 budget process.

Over the last decade, the Village has generated a surplus on average of \$1,000,000 annually from the General Fund. This surplus is transferred to fund expenditures for projects in the Village's CIP; however, this is not enough revenue to sustain the 5-year CIP. Telecommunications Tax revenue has been used in years past to assist in funding capital projects as well. This source of revenue continues to decrease and is not enough to sustain the 5-year CIP.

The Illinois Department of Revenue (IDOR) enforces and administers this tax, which may be implemented in .25% incremental. There is no maximum rate limit. Currently the total retail sales tax rate within the Village is 7%, which is broken down as follows:

State	5.00%
Municipal	1.00%
County	.25%
RTA	.75%

Other local area total retail sales tax rates and local home rule tax rates are as follows:

	<u>Local Home Rule Rate</u>	<u>Total Sales Tax Rate</u>
Algonquin	0.75%	7.75%
Crystal Lake	0.75%	7.75%
Lake in the Hills	1.00%	8.00%
McHenry	0.75%	7.75%
Woodstock	1.00%	8.00%

Other revenue comparisons for 2018 across these same communities:

Municipality	Home Rule Sales Tax Revenue	Natural Gas Tax Revenue	Electric Tax Revenue	Video Gaming Revenue	Telecommunications Tax Revenue	Vehicle Sticker Revenue	Total
Crystal Lake*	\$5,159,592	\$0*	\$0*	\$116,386	\$1,076,925	\$227,659	\$6,580,562
Algonquin	\$4,187,426	\$919,160	\$0	\$107,334	\$635,635	\$0	\$5,849,555
Lake in the Hills	\$1,927,663	\$640,052	\$727,631	\$197,177	\$454,644	\$0	\$3,947,167
Woodstock**	\$2,676,112	\$0	\$0	\$215,233	\$487,501	\$0	\$3,378,846
McHenry	\$2,003,318	\$0	\$0	\$463,592	\$123,903	\$151,763	\$2,742,576
Huntley	\$0	\$0	\$0	\$167,073	\$524,614	\$0	\$691,687

* Note that in September 2019 a new natural gas and electric tax went into effect for Crystal Lake. The combined estimated annual revenue is \$2,800,000.

** Note that in December 2019 the City of Woodstock announced the future implementation of a 3-cent per gallon local motor fuel tax as a new revenue source to be directed to street maintenance and improvements. The annual estimated revenue is \$300,000.

Implementation and Collection Timeline/Restrictions

- Village Board approval December 19, 2019
- Certified copy of Ordinance filed with IDOR before April 1, 2020
- New rate applied to eligible purchases beginning July 1, 2020
- The new rate would apply to all retail purchases except the following:
 - food for human consumption that is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks, and food made for immediate consumption)
 - prescription and nonprescription medicines, drugs, medical appliances, products classified as Class III medical devices by the United States Food and Drug Administration that are used for cancer treatment pursuant to a prescription, accessories and components related to those devices
 - modifications to a motor vehicle for the purpose of rendering it usable by a person with a disability
 - insulin, urine testing materials, syringes, and needles used by diabetics, for human use
 - tangible personal property that is titled or registered to an agency of the State’s government (e.g., cars, trucks, boats, motorcycles, trailers, snowmobiles and aircraft)
 - aviation fuel

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote Sound Financial Management and Fiscal Sustainability*” as priority, and “explore additional revenue enhancements” as an objective.

Financial Impact

Projected annual revenue from a 1% rate is \$1,560,000. If filed with the Illinois Department of Revenue before April 1, 2020, the Village would receive six months of revenue in FY20, which is estimated to be \$780,000. This revenue amount has not been incorporated into the adopted FY20 budget.

Legal Analysis

The Village’s legal counsel prepared the draft ordinance.

Village Manager Johnson said he would be happy to answer any questions.

Mayor Sass reiterated that at the Budget Workshop, eight to ten revenue options for funding capital projects were reviewed and that this was the preferred option. Other surrounding communities have already implemented a local sales tax, along with various utility taxes. As it is the Village’s first venture into imposing an additional tax, this seemed to be the fairest option as it would be collected not only from residents who shop here but also from others outside the community who shop in Huntley.

Mayor Sass asked if there were any further comments or questions. There were none.

A MOTION was made to approve an Ordinance Amending Title III, Chapter 35 of the Huntley Code to Adopt a 1% Home Rule Municipal Retailer's Occupation Tax and Service Occupation Tax as a dedicated revenue source for the Village’s 5-Year Capital Improvement Plan and Authorizing Staff to File a Certified Copy of the Ordinance with the Illinois Department of Revenue before April 1, 2020.

MOTION: Trustee Hoeft

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- p) Consideration – An Ordinance Amending the Village of Huntley Personnel Manual, Section 204: Unlawful Harassment and Discrimination; Section 404 Sick Leave; Section 411: Victims Economic Security and Safety Act (VESSA); Section 413: Illinois School Visitation Rights Act; Section 506: Health Insurance Program; Section 508: Life Insurance and Accidental Death and Dismemberment; Section 509: Retirement Plans; Appendix A: Employee Benefits Eligibility Table; Appendix B: Drug and Alcohol Policy

Human Resources Manager Chrissy Hoover reported that recent changes to Illinois law necessitates amendments to the Village of Huntley Personnel Manual to remain in compliance with the law. The amendments also address revisions and eligibility to Health and Retirement Programs. Manager Hoover reviewed a summary of the proposed amendments below:

Staff Analysis

Unlawful Harassment and Discrimination

Effective January 1, 2020 amendments to the Illinois Department of Human Rights Act (IHRA) will go into effect. The amended IHRA increases the state's existing protections against sexual harassment and other types of unlawful harassment and discrimination to include both actual or perceived discrimination based on protected traits. Other notable changes include mandatory annual sexual harassment training for employees; annual reporting of any employment related judgements and administrative rulings to the Illinois Department of Human Rights (IDHR); and the creation of an elected official complaint process that includes an independent third party review.

Victims Economic Security and Safety Act (VESSA)

Effective January 1, 2020 the Victims Economic Security and Safety Act (VESSA) will be broadened, increasing available protections offered to eligible employees to include victims of gender violence as a qualifying reason for taking leave under VESSA.

Illinois School Visitation Rights Act

On August 23, 2019 Public Act 101-0486 became law, expanding the Illinois School Visitation Rights Act to encompass additional meetings, plus express protections against termination.

Drug and Alcohol Policy

In response to the legalization of recreational cannabis, the Drug and Alcohol Policy requires clarification to ensure that the policy language is not limited to "illegal" drug use, but rather all drug use and use of intoxicating substances, legal or not, that conflicts with the performance of job duties and safety interests.

Sick Leave

Current language in the Personnel Manual needs to be updated to document the past practice that sick leave is not payable upon termination.

Health Insurance Program

The FY20 budget includes a policy modification that non-union employees hired after January 1, 2020 contribute 20% of both individual and dependent coverage, creating a Tier 2 contribution rate. The amendment also updates the termination date of elected benefits at separation to be consistent with language in the benefit plan documents.

Life Insurance and Accidental Death and Dismemberment

Current language in the Personnel Manual needs to be revised to reflect the procedural change of taxing life fringe benefit each pay period rather than annually.

Retirement Plans

The Village's 457 deferred compensation plans allow both full-time and regular part-time employees the ability to start a supplemental retirement plan. Previously, this benefit was not made available to part-time staff. Participation is optional, and is offered at no cost to the Village.

Employee Benefits Eligibility Table

The Employee Benefits Eligibility Table requires revision to accurately reflect benefits available to part-time employees. A revision is also required to clarify requirements for continuation rights of health benefits at retirement following the Intergovernmental Personal Benefit Cooperative (IPBC) adoption of a Retiree and Dependent Eligibility Exception Policy.

Financial Impact

None.

Legal Analysis

The amended policies have been reviewed by the Village’s employment attorney, Clark, Baird, Smith, LLP.

Mayor Sass asked if there were any questions or concerns. Discussion took place regarding some of the amendments. There were no further questions or comments.

A MOTION was made to approve an Ordinance Amending the Village of Huntley Personnel Manual, Section 204 Unlawful Harassment and Discrimination; Section 404 Sick Leave; Section 411 Victims Economic Security and Safety Act (VESSA); Section 413 Illinois School Visitation Rights Act; Section 506 Health Insurance Program; Section 508 Life Insurance and Accidental Death and Dismemberment; Section 509 Retirement Plans; Appendix A Employee Benefits Eligibility Table; and Appendix B Drug and Alcohol Policy.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- q) Consideration – A Resolution Approving a Master Contract with Advanced Business Networks, Inc. (ABN) for Information Technology Support Services and Task Order for January 1, 2020 through December 31, 2020

Assistant Village Manager Lisa Armour reported that the Village employs one full-time staff person who serves as the Information Technology Manager. The Village supplements its information technology services through the use of an outside consultant. These services include software, hardware, network infrastructure, network security, telecommunications, and organization-wide information technology needs of the Village. Advanced Business Networks (ABN) of Mundelein has provided assistance to the Village in managing the computer network and associated technology needs for the past several years, including monitoring the system to prevent security breaches. ABN provides similar services to a number of other municipalities in Lake and McHenry Counties.

The Village’s IT inventory consists of the following:

Component	Number
Computers and Laptops	100
Servers	21
Police Cars / Mobile Laptops	15
WIFI Access Points	14
Cisco ASA Firewalls	4
Routers	6
Switches	9
Desk Phones	116

APC UPS Systems	7
Apple iPads	21
Apple iPhones	51
Printers, Copiers and Fax Machines	28

Staff Analysis

The Master Contract formalizes the service arrangement between the Village and ABN. The initial contract will run from January 1, 2020 through December 31, 2020. The contract will automatically renew for additional one year periods and coincide with the fiscal year of the Village upon the same terms and conditions as set forth in the contract, with exception of the billing arrangements identified in the annual Task Order, which is supplemental to the Master Contract and attached to the contract as Exhibit A. The Task Order is to be reviewed and agreed upon no later than one (1) month prior to renewal of the agreement. The Village will have the option and the right, upon 14 days written notice to the other party, to terminate and revoke the contract at any time and for any reason. ABN will have the option and right, upon 45 days written notice to the Village, to terminate and revoke the contract at any time for any reason.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation through Technology* as a priority, and “continue to balance and evaluate the use of full-time, part-time, and contractual arrangements to provide services to Village residents” as an objective.

Financial Impact

ABN provides a 20% discount by purchasing blocks of pre-paid project hours over 300 hours and a 33% discount by purchasing special project hours (“day blocks”) (on-site personnel of two employees dedicated to the Village for one day per week, or 16 man-hours per week). Project and special hours do not have an expiration date.

Legal Analysis

The Village Attorney has reviewed the contract.

Mayor Sass asked if there is a dollar amount set yet for hours for next year. Assistant Village Manager Armour said the annual hour and block purchase will be included on a January 2020 Village Board agenda.

Mayor Sass asked if there were any other questions. There were none.

A MOTION was made to approve a Resolution Approving a Master Contract with Advanced Business Networks, Inc. (ABN) for Information Technology Support Services and Task Order for January 1, 2020 through December 31, 2020.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

r) Consideration – A Resolution Authorizing a Design Engineering Professional Services Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL) for Passenger Rail Site Improvements

Director of Public Works and Engineering Tim Farrell reported the Rebuild Illinois Capital Plan approved by the State of Illinois in 2019 includes \$275 million for the Chicago to Rockford Intercity Passenger Rail expansion, with a stop and station in Huntley. The State had previously identified Huntley as a stop along this new service line and the Village started the planning process to accommodate a station in the downtown, but the project was put on hold in early 2015. With the project now included in the State’s new capital plan, the Village has budgeted design engineering funds for the station and associated improvements such as parking lot expansion, stormwater management, utilities and streetscape. Proposals for the Catty Site Improvements and Streetscape Improvements will be submitted separately for consideration.

Staff Analysis

The passenger rail site improvements include the extension of the parking lot south of Main Street; the construction of a railway platform to serve either a stand-alone train station, or a station to be incorporated into a potentially redeveloped Catty building; site lighting; overhead utility relocations; landscape improvements such as trees, shrubs, perennials and mulch; and water main and storm sewer improvements. A drainage study will be performed to determine the capacity of the existing downstream storm sewer and to determine the most practical location for detention for the site.

The parking lot improvements consist of the construction of approximately 70 parking stalls along with a drop-off location for the train station. The parking lot will be served by entrances from both Main Street and South Church Street. The Main Street entrance will include a gateway element to highlight the station location.

Staff has solicited a proposal from Christopher B. Burke Engineering, Ltd. (CBBEL) for design engineering services for the passenger rail site improvements. The not to exceed design engineering cost is \$304,000. Staff has reviewed the proposal and all is in order for Village Board consideration.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as priority, and “continue downtown revitalization efforts” as a goal.

Financial Impact

The FY2020 Budget includes \$500,000 for Professional Design Engineering Services for Passenger Rail Site Improvements in the Downtown TIF Fund, Line Item 440-00-00-8007.

Legal Analysis

None required.

Director Farrell reported representatives from CBBEL were present should the Village Board have any questions or concerns.

Mayor Sass asked if there were any questions. There were none.

A MOTION was made to approve a Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD (CBBEL) in an Amount Not to Exceed \$304,000 for Design Engineering of Passenger Rail Site Improvements.

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

- s) Consideration – A Resolution Authorizing a Design Engineering Professional Services Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL) for the Catty Building Redevelopment Site Improvements

Director of Public Works and Engineering Tim Farrell stated that the Village Board approved the Downtown Revitalization Plan in September, 2010 and has worked diligently to implement the plan. A fundamental component of the Downtown Plan is the redevelopment of properties. The date, the Village has purchased three properties and has successfully partnered with other parties to either revitalize the structures or completely redeveloped these parcels.

At the December 5th Village Board Meeting, the Village Board approved a resolution authorizing Staff to begin negotiations with Landmark 11117, LLC for the redevelopment of the Catty property.

The scope of the improvements for this project include utility improvements to the existing building (storm, water, and sanitary), paving improvements with applicable ADA consideration, and plat preparation of the property for future sale. The redevelopment of the existing Deans employee parking lot south of Mill Street is also included in this scope.

Staff Analysis

Staff has solicited a proposal from Christopher B. Burke Engineering, Ltd. (CBBEL) for design engineering services for the Catty Building Redevelopment Site Improvements. The not-to-exceed design engineering cost is \$55,000.

Staff has reviewed the proposal and all is in order for Village Board consideration.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as priority, “continue downtown revitalization efforts” as a goal, and “redevelop Catty property located at 11117 S. Church Street” as an objective.

Financial Impact

The FY2020 Budget includes \$150,000 for Professional Design Engineering Services of the Catty Building Redevelopment Site Improvements in the Downtown TIF Fund, Line Item 440-00-00-8007.

Legal Analysis

None required.

Village Manager Johnson reminded the Village Board that the goal for engineering all of the improvements on the Catty property is to be able to obtain as much funding from the State of Illinois as possible. The Village has pushed the limits for stormwater so the next move would be to find a different way to maximize the improvements of the subject property. The 6 acre site is served by the older infrastructure remaining in the village to be improved.

A MOTION was made to approve a Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD (CBBEL) in an Amount Not to Exceed \$55,000 for Design Engineering of Catty Building Redevelopment Site Improvements.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- t) Consideration – A Resolution Authorizing a Design Engineering Professional Services Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL) for the Extension of the Downtown Streetscape Improvements (South Church Street and Mill Street)

Director of Public Works and Engineering Tim Farrell said the third and final phase of the southern extension and expansion of the downtown will be the South Church Street and Mill Street Streetscape Improvement Project. The project will tie-in the extension of the downtown with the streetscape enhancements that were completed in 2015.

The South Church Street and Mill Street enhancements will include streetscape improvements on streets that border the Catty property. The limits of the roadway and parkway improvements will include South Church Street from the alley south of Main Street to Mill Street (600 ft.), and Mill Street from east of the railroad tracks to Church Street (250 ft.). The eastern parkway along Church Street is proposed to remain a turf parkway in front of the existing residences. Angled parking will be evaluated along Church and Mill Streets where the streets front the Catty building property.

The project will also include watermain replacement and storm sewer improvements as determined by the Village within the street ROW. The sanitary sewers have previously been lined and should only require structure adjustments if necessary. The overhead utilities will also be relocated to underground conduit along these sections of Church and Mill Streets.

Staff Analysis

Staff has solicited a proposal from Christopher B. Burke Engineering, Ltd. (CBBEL) for design engineering services for the South Church Street Streetscape Improvements. The not-to-exceed design engineering cost is \$64,700.

Staff has reviewed the proposal and all is in order for Village Board consideration.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a priority, and “continue downtown revitalization efforts” as a goal.

Financial Impact

The FY2020 Budget includes \$150,000 for Professional Design Engineering Services for the South Church Street Streetscape Improvements in the Downtown TIF Fund, Line Item 440-00-00-8007.

Legal Analysis

None required.

Mayor Sass asked if there were any questions or comments. There were none.

A MOTION was made to approve a Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, LTD (CBBEL) in an Amount Not to Exceed \$64,700 for Design Engineering of South Church Street Streetscape Improvements.

MOTION: Trustee Westberg

SECOND: Trustee Piwko

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- u) Consideration – A Resolution Granting Approval of the Sale and/or Disposal of Village-Owned Property

Mayor Sass reported that Vehicle 23-13, a 2013 Ford Explorer, has been replaced with a 2019 vehicle as was approved in the FY19 budget. Staff will utilize an online auction service to sell the old vehicle no longer in service.

Staff Analysis

Staff is requesting approval to sell or dispose of one vehicle. This vehicle has reached the end of its useful life with the Village.

Vehicle #	Vehicle Year	Item Description	VIN#
23-13	2013	Ford Explorer	1FM5K8ARXDGC40497

The vehicle will be sold in accordance with the Village vehicle replacement policy through an online auction company that specializes in the sale of public surplus items.

Future items will be brought forward to the Village Board to be declared as surplus at the time the replacement request is being brought forward for approval.

Financial Impact

Revenue generated from the sales will go into the Equipment Replacement Fund.

Legal Analysis

None required.

Mayor Sass asked if there were any questions. There were none.

A MOTION was made to approve a Resolution Granting Approval of the Sale and/or Disposal of Village-Owned Property.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT: Mayor Sass wished everyone a Merry Christmas.

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 8:04 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahan
Village Clerk