

**VILLAGE OF HUNTLEY
VILLAGE BOARD
September 10, 2020
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, September 10, 2020 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: Interim Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Finance Cathy Haley and Village Attorney John Cowlin.

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

SPECIAL PRESENTATION:

- a) Proclamation: Constitution Week, September 17-23, 2020

Mayor Sass read the following proclamation:

WHEREAS: September 17, 2020, marks the two hundred and thirty-third anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE, I, Charles H. Sass, Mayor of the Village of Huntley, do proclaim the week of September 17 – September 23, 2020 as Constitution Week

AND ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained. Passed and approved this 10th day of September 2020.

Mayor Sass asked if Lindsey Rushakoff and Barb Pagano, representatives from the Daughters of the American Revolution (DAR), wished to make a comment. Ms. Pagano thanked the Village and gave a history of the DAR and what the organization specializes in the community.

PUBLIC COMMENTS:

Interim Village Manager Lisa Armour read a public comment which was sent via e-mail to the Village:

Mary Cordes, a Sun City resident, stated: I don't know how this procedure works in terms of residents making suggestions but here's my thought: It seems that Bunker Hill Drive in Algonquin has GREAT success with their traffic control via speed signs with actual digital speed read-outs below the sign. I've never seen anyone going over the limit. My suggestion is: can we install these devices on Hemmer Road to curb the speeding? Both north and south. Thank you.

Mayor Sass directed Staff to put the speed trailer out on Hemmer Road.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the August 27, 2020 Village Board Meeting Minutes

Mayor Sass reported that Trustee Kanakaris was absent from this meeting. Mayor Sass asked if the Village Board had any comments or changes; there were none.

A MOTION was made to approve the August 27, 2020 Village Board Meeting Minutes.

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

- b) Consideration – Approval of the September 10, 2020 Bill List in the amount of \$852,469.26

Mayor Sass reported that \$702,203.61 (or 82.4%) of the total bill list is attributable to payment to Schroeder Asphalt Payout #3 for the 2020 MFT Street Program (\$609,286.56), Advanced Business Networks Inc. for the balance of the SAN & Server Project (52,167.05), DPS Equipment Services Inc. for the rebuilding of the drive assembly for clarifier #3 at the West Plant (\$19,750.00) and to MG Mechanical Services for New HVAC Units at Public Works Bakley Street Facility (\$21,000.00).

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

A MOTION was made to approve the September 10, 2020 Bill List in the amount of \$852,469.26.

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

- c) Consideration – A Resolution Approving a Temporary Use Permit for the Sale of Pick Your Own Pumpkins by Dave’s Pumpkins on 3.5 acres located on the South Side of Algonquin Road, Approximately 200 Feet West Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that David Reid, owner of Dave’s Pumpkins, has been growing pumpkins on 3.5 acres of farmland located on the south side of Algonquin Road, just west of Route 47. Mr. Reid has applied for a Temporary Use Permit for the sale of U-Pick Pumpkins, including temporary parking on the land directly to the west of the farm field. The proposed event will run from Friday, October 2, 2020 through Saturday, October 31, 2020. The pumpkin sale hours of operation will be daily from 7 AM to 6 PM or dusk, whichever is earlier.

The 3.5 acre farmland parcel is owned by Chris Nikolaou and is zoned “R-2” Single Family Residence. The parcel has been farmed for many years while Mr. Nikolaou awaits commercial development of his properties. The parking site is owned by Mr. Don Garcelon and is zoned “R-2” Single Family Residence. The parking area will provide 20 grass parking spaces with access via an asphalt driveway. Mr. Garcelon has given Mr. Reid permission to park on his property and use a portion of his driveway.

All operations will be self-service for the customer to select their pumpkins, clip off the vine (unless pre-clipped), and load into their car. Pull behind wagons or small wheelbarrows will be available for carrying pumpkins to cars. Payment will be made by either a customer’s cell phone using a QR link to the payment site or by a self-serve drop box for cash and check payments. No interaction with any employees is required.

Customer interactions will be controlled and minimized with signage instructions and with a maximum allowed parking capacity of up to twenty cars at a time in numbered, marked parking spaces. A customer service open-air tent will be set up with all instructions, QR codes for payment, hand sanitizer, hand wash station, refuse container and wagon staging area. Restrooms will not be provided. The entrance sign will be replaced or covered with a “closed” sign during off hours. Phone number for questions or emergency contact will be posted at the customer service tent.

Staff Analysis

The Display and Sale of Farm Commodities are allowed as a Temporary Use in any Commercial District provided that such use is limited to 90 days duration and provides adequate ingress and egress from adjoining roadways. The length of the event and customer access meets the Temporary Use standards. While the Comprehensive Plan delineates the future use of the land for Commercial, the current zoning of the land is “R-2” Single Family Residential therefore requiring relief to allow the Temporary Use in the “R-2” District.

Signage

The petitioner is requesting one (1) 4’ x 12’ “U-Pick Pumpkins” temporary banner sign, and one (1) “Entrance” 2’ x 3’ directional banner sign to be located on the farm property. Mr. Reid is also requesting two (2) 2’ x 8’ “U-Pick Pumpkins” banner signs to be located off-premise on Mr. Nikolaou’s “R-2” residential parcel located at the southwest corner of Algonquin Road and Route 47. If approved, the two off-premise banners would be mounted in a V-shape to allow visibility for north and southbound Route 47 traffic. All off-premise signs must meet the following criteria and require Village Board approval:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	The sign is viewable from Route 47
Prohibited within a residentially zoned property	The property is zoned R-2. The sign will require relief.
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The V-shaped sign totals 32 square feet and meets the requirement.
Maximum height is 15 feet above grade	The banner is 2-feet in height
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic for a distance of 500 feet	The proposed sign location will be required to be placed far enough back from intersection to not obstruct sight lines.

Relief Required

The following relief from the Village Board will be required in order to gain approval of the Temporary Use Permit and proposed signage:

1. Relief is required to issue a Temporary Use Permit for the sale of farm commodities in the "R-2" District.
2. Relief is required to approve an off-premise sign in the "R-2" District.

Staff recommends the following condition should the Village approve temporary use permit:

1. The event shall be held in accordance with the approved site plan. Any proposed changes to the approved plan shall require Village approval.
2. No sign permits are approved as part of this submittal.

Financial Impact

The petitioner is required to pay a \$75 temporary use permit fee prior to the event. The petitioner is also required to pay applicable sign permit fees.

Director Nordman reported that David Reid, from Dave's Pumpkins was in attendance to answer questions.

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

Trustee Leopold asked if the pumpkins are all one price; Mr. Reid stated that the large pumpkins are all \$8 and the pie pumpkins are \$4.

Mr. Reid stated that a couple of changes have been made from the original plans and that they will now have an employee on site during the open hours and they are also bringing in a port-a-let for guests.

Trustee Leopold asked if they have tried to sell at the farmers market. Mr. Reid stated that he would not want to compete with the vendors already selling pumpkins at the market.

Trustee Westberg asked about the cutters that are provided. Mr. Reid stated that they have long handles

for safety and instructions are also provided. Trustee Westberg asked if there will be trash receptacles on site; Mr. Reid stated that there will be two (2) trash receptacles on site.

There were no other comments or questions.

A MOTION was made to approve a Resolution Approving a Temporary Use Permit for the Sale of Pick Your Own Pumpkins by Dave's Pumpkins on 3.5 acres located on the south side of Algonquin Road, approximately 200 feet west of Route 47.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Consideration – An Ordinance for Acceptance of the Remaining Public Improvements for Huntley Springs Subdivision Planned Unit Development

Director of Development Services Charles Nordman reported that the Village Board routinely accepts subdivision public improvements for ownership and maintenance once the improvements have been successfully constructed and inspected. The Village has received a request from Cameron General Contractors for acceptance of the Huntley Springs Subdivision PUD along with the release of the performance guarantee for the public improvements.

Staff Analysis

The remaining public improvements punch lists generated by the Village and consulting engineer Christopher Burke Engineering (CBBEL) have been successfully completed by Cameron General Contractors. Staff recommends acceptance of the public improvements for Huntley Springs Subdivision PUD thereby releasing the 120% performance guarantee currently valued at \$1,348,505.51. The Village shall require a 10% maintenance security in the amount of \$112,375.46 for a term of three years in accordance with the Annexation Agreement for the property.

Financial Impact

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

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

A MOTION was made to approve an Ordinance for Acceptance of remaining public improvements for Huntley Springs Subdivision PUD.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – An Ordinance Approving the Certification Agreement with the Illinois Department of Commerce and Economic Opportunity (DCEO) to Establish the Requirements and Funding Level under the Local Coronavirus Urgent Remediation Emergency (CURE) Support Program, which is the Local Funding from the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act

Director of Finance Cathy Haley reported that the Local CURE Support Program (CURES) is a support program for units of local government as defined by the Illinois Constitution that are not located completely within Cook, Lake, Will, Kane or DuPage counties. It is federally funded from the Coronavirus Relief Fund using dollars allocated to Illinois through the CARES Act.

Staff Analysis

Reimbursement is available for units of local government for costs that:

- are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the unit of local government; and
- were incurred during the period beginning March 1, 2020 and ending December 30, 2020.

Reimbursable Expenditure Test:

If “TRUE” can be answered for all of the below, Local CURE funds may be used

- The expense is connected to the COVID-19 emergency
- The expense is “necessary”
- The expense is not filling a short fall in government revenues
- The expense is not funded through another budget line item, allotment or allocation, as of March 27, 2020
- The expense is not being reimbursed through a different emergency response program
- The expense would not exist without COVID-19 OR would be for a “substantially different” purpose

Financial Impact

Funding level available under the CURES program for the Village of Huntley is \$857,279. Through July 31, 2020 the Village has incurred approximately \$191,770 of potential eligible expenses that appear to qualify for reimbursement under this program. Staff will be submitting these expenses by the end of September. Expenses incurred through December 30, 2020 will continue to be tracked and will be submitted through the CURES portal by January 31, 2021.

Legal Analysis

The draft ordinance is based on a template ordinance prepared by the Illinois Municipal League and is required in order to be eligible for funding under the CURES Program.

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

A MOTION was made to approve an Ordinance Approving the Certification Agreement with the Illinois Department of Commerce and Economic Opportunity (DCEO) to Establish the Requirements and Funding Level under the Local CURE Program, which is the Local Funding from the Federal CARES Act.

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

f) Policy Direction – Fiscal Year 2021 Budget Calendar

Director of Finance Cathy Haley reported to commence the FY21 budget process, Staff will present and review the proposed Budget Calendar.

Staff Analysis

Pursuant to State Statutes, dates are included showing when all applicable notices are to be published to conduct the levy and budget hearing.

The FY21 Budget Calendar is included for review and consideration by the Village Board.

FISCAL YEAR ENDING (FYE) DECEMBER 31, 2021 BUDGET CALENDAR

July, 2020	Budget Kick-off Meeting – Training sessions on New World Budget Entry, Inquiries and Reporting
August 28, 2020	Departmental FY21 Budget Requests and FY20 Actual Expenditure Estimates Completed and entered in to New World
August 28, 2020	Departmental FY21 Existing Capital Expenditures Confirmed in PlanIt; New Capital Request Forms and New Operational Request Forms Completed
September 10, 2020	FY21 Budget Calendar reviewed at Village Board Meeting
October 8, 2020 – Board Meeting	Review of Personnel Staffing, Pension and Insurance Summary; Review of Financial Management and Debt Management Policies (one time transfer history, outstanding debt balances, TIF information and debt per capita)
October 22, 2020 – Board Meeting	Review of Major Capital Revenue Sources and Preliminary Capital Department requests

October 29 – November 5, 2020	Public Hearing - 2020 Tax Levy (Notice must be published no more than 14 days and no less than 7 prior to the Hearing) if subject to Truth in Taxation requirement
October 19 – November 6, 2020	Compilation of final Draft for Village Board including Transmittal Letter and 5-year CIP
November 9 – 11, 2020	Staff review and finalizations of proposed budget
November 12, 2020 – Board Meeting	2020 Tax Levy Discussion and Policy Direction
November 13, 2020	Distribute Proposed Budget to Mayor and Village Board
November 16, 2020	Place budget document on website and have a hard copy on display for citizen review
November 16 – November 20, 2020	Village Board breakdown sessions
November 25, 2020	Publish notice of Public Hearing for FY2021 budget
December 3, 2020	Budget Workshop <i>if necessary</i>
December 10, 2020	Public Hearing - FY21 Proposed Budget Additional Village Board Discussion Village Board Consideration of FY21 Budget Village Board Consideration of 2020 Tax Levy (levy finances FY21 budget)
Week of December 14, 2020	File Property Tax Levy and Budget with both Counties

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

Trustee Leopold asked if an alternate budget would be prepared based on projected Federal funds that might be received. Director Haley stated that a separate account will be set up for CARES Funds until the audit.

Trustee Leopold asked if there will be a Federal Audit because of the CARES Funds; Director Haley stated a Federal Audit will be required if the Village receives over \$750,000.

Trustee Westberg asked if the extension of the McHenry County Property Taxes due date will affect the Village; Director Haley stated that she does not see that affecting revenues.

There were no additional comments or questions.

It was the policy direction of the Village Board to proceed with the FY21 budget calendar as proposed.

VILLAGE ATTORNEY'S REPORT: None

INTERIM VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass stated that the Village Board had received an update on the law suit and that next week there should be an update on AMTRAK including the selection of an engineering firm.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

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

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary