

**VILLAGE OF HUNTLEY
VILLAGE BOARD
April 8, 2021
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, April 8, 2021 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, Harry Leopold, John Piwko and JR Westberg.

ABSENT: Trustee Niko Kanakaris

IN ATTENDANCE: Village Manager David Johnson, Deputy Village Manager Lisa Armour, Management Assistant Barbara Read, and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None

SPECIAL RECOGNITION:

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the April 8, 2021 Bill List in the amount of \$300,266.13

Mayor Sass reported that \$123,046.28 (41%) of the Bill List total is allocated to the sum of the purchase of Public Works Equipment, and a refund of a developer's performance guarantee. This includes a \$9,688.28 payment to Ricks Small Engine Repair for the purchase of a Bobcat 61" Zero Turn Mower and \$113,358.00 to Woodstock Hotel for the refund of the Hampton Inn Performance Guarantee.

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

A MOTION was made to approve the April 8, 2021 Bill List in the amount of \$300,266.13.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: Trustee Kanakaris

The motion carried: 5-0-1

- b) Consideration – Approval of a Temporary Use Permit to Close a Portion of Wolf Drive for CarDuNal Dog Training Event on May 29, 2021 from 8:00 a.m. to 4:00 p.m.

Special Events Manager Barbara Read reported that CarDuNal Dog Training Club (the Club) is located at the far southeast corner of the second (western) building in the Wolf Industrial Park. They are looking to conduct a vehicle search with the dogs and handler teams to test the dogs on their ability to search out odor on vehicles. The testing would take place from 8:00 a.m. to 4:00 p.m. on Saturday, May 29, 2021.

Staff Analysis

There are two (2) driveways into the Industrial Park on Wolf Drive. Wolf Drive dead ends at the property line of Union Special at a chain link fence.

The Club is requesting permission to block off the second entrance of the Industrial Park as well as Wolf Drive just south of the first entrance to set up vehicles for training and testing.

The Club believes it would be safer to use the dead end street as opposed to using the parking lot, which other businesses use during this time.

The Police Department has reviewed the request and does not have an issue with the street closure for this event.

CarDuNal Dog Training Club will be required to provide a Certificate of Liability Insurance naming the Village as also insured and sign a Hold Harmless Agreement prior to the event.

Special Events Manager Read reported that representatives from CarDuNal Dog Training Club were in attendance to answer questions.

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

Trustee Westberg asked what the green line on the exhibit represented. Manager Read stated that, if necessary, they could use that little space for the event.

There were no other comments or questions.

A MOTION was made to approve a Temporary Use Permit to Close a Portion of Wolf Drive for CarDuNal Dog Training Event on May 29, 2021 from 8:00 a.m. to 4:00 p.m.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: Trustee Kanakaris

The motion carried: 5-0-1

c) Consideration – A Resolution Approving a Temporary Use Permit for an Outdoor Tent at Automation Specialists Services, 11131 Kiley Drive

Village Manager David Johnson reported that Automation Specialists Services (Automation Specialists), 11131 Kiley Drive, has requested a Temporary Use Permit to erect two 20'x30' outdoor tents to cover a 40'x30' area to the east of the building. The two tents would abut the east side of the building and would be enclosed on the three exterior sides to create a fully enclosed space. The side of the tent abutting the building would be open to the overhead garage door for access.

The tent storage is required to accommodate the additional space needed in order to complete a “change-order” to an existing contract with an international company. Automation Specialists is requesting to have the tents installed for three months (May-July, 2021). The exhibits show the location of the tents and the types of materials that will be stored in the tents. Outdoor 24-hour video surveillance will ensure security at all times.

Staff Analysis

Automation Specialists’ request for the two outdoor tents for storage purposes does not fall under a specific category of Permitted Temporary Uses, Structures and Obstructions in the Zoning Ordinance, therefore, requiring approval by the Village Board.

Staff recommends the following conditions should the Village approve a temporary use permit:

1. The location and size of the outdoor tents shall be in accordance with the approved site plan. Any proposed changes to the approved plan shall require the approval of the Development Services Department.
2. The petitioner is required to comply with any requirements of the Huntley Fire Protection District.
3. The temporary use permit is valid May 3, 2021 through July 31, 2021.

Financial Impact

The petitioner is required to pay a \$75 temporary use permit fee.

Village Manager Johnson reported that Mark Pfeiffer from Automation Specialist Services was in attendance to answer questions.

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

Trustee Piwko asked if they will have security regarding the storage of the items. Mr. Pfeiffer stated that they have security cameras outside and inside for this purpose.

Trustee Westberg asked if these were pole tents or framed tents. Mr. Pfeiffer stated that they were pole tents secured to the concrete. Trustee Westberg stated that he was concerned with the strength of the tents with the wind.

There were no other comments or questions.

A MOTION was made granting a Temporary Use Permit to erect two 20'x30' outdoor tents for Automation Specialists Services, 11131 Kiley Drive.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

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

NAYS: None

ABSENT: Trustee Kanakaris

The motion carried: 5-0-1

- d) Consideration – An Ordinance Granting Relief for a Fence to Encroach into the Required Front Yard Setback for Huntley Ford, 13900 Automall Drive

Deputy Village Manager Lisa Armour reported that Huntley Ford has submitted a fence permit to install a 4-foot tall black aluminum fence within the front yard setback adjacent to Automall Drive. The proposed fence will include gates at each drive entrance, which will be kept shut when the dealership is not open for business. Huntley Ford has explained that the fence request is to improve the security on the property.

The proposed fence will be setback approximately 25 feet from the front property line along Automall Drive, with exception to the west driveway where the fence will be setback approximately 15 feet to accommodate the gate. The property has a required front yard building setback of 50 feet and a 25-foot municipal utility easement (MUE) across the frontage of the property. Section 156.079(J)(3) of the Zoning Ordinance does not permit fences exceeding 3-feet in height to be installed within the front yard setback; therefore, a variance is required to allow a 4-foot tall fence within the 50-foot front yard building setback. The dealership has worked with the Village to locate the fence outside of the 25-foot MUE, except at the west driveway (Public Works has reviewed the plan and approved the encroachment into the MUE at the west driveway).

The petitioner has submitted a letter from the Automall property owner's association approving the style and location of the fence. It is also noted that General RV was previously granted relief to allow a 5-foot tall ornamental steel fence and 6-foot tall black vinyl chain link fence within the 50-foot front yard setback.

Staff recommends the following conditions be applied should the Village Board approve the relief for the fence to be located within the required front yard setback:

- 1) A fence permit is required from the Development Services Department.
- 2) The Huntley Fire Protection District shall require a knox box to be located at each gate.

Deputy Village Manager Armour reported that Mr. Gene Khayenko from Huntley Ford was in attendance to answer questions.

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

A MOTION was made to approve an Ordinance Granting Relief for a Fence to be Located Within the Required Front Yard Setback for Huntley Ford, 13900 Automall Drive.

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

- e) Consideration – A Resolution Approving Reimbursement for a Façade Improvement Assistance Program Grant for the American Legion of Huntley Post 673, 1712 Coral Street

Village Manager David Johnson reported that the American Legion of Huntley Post 673 was approved for a Façade Improvement Assistance Program grant on September 14, 2017, in the amount of \$10,000 for the year 2017 and \$10,000 for the year 2018 (\$20,000 total). The exterior improvements included a building addition, enclosing the honor garden with a brick wall, and painting the entire building. The American Legion submitted paid invoices, as required by the Façade Improvement Assistance Program Agreement, for the work completed in 2017 and was subsequently reimbursed \$10,000. The remaining work was to be completed by December 31, 2018, and paid invoices were to be submitted to the Village upon completion of the work in order to be reimbursed for the remaining \$10,000.

The final work to the building was not completed until mid-2020 when the exterior of the building was painted. Paid invoices were not submitted to the Village until earlier this year. The final work was completed, and paid invoices were submitted to the Village, outside of the timeframe required by the Agreement; therefore, staff was unable to process the request for reimbursement for the remaining funds. The Village Board's approval is required to reimburse the American Legion the remaining \$10,000 of the Façade Improvement Assistance Program grant.

Financial Impact

If approved, the remaining \$10,000 would be reimbursed from the FY21 budget. The FY21 budget includes \$50,000 for the Façade Improvement Assistance Program in the Downtown Tax Increment Finance District No. 2 Fund.

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

A MOTION was made to approve a Resolution Approving Reimbursement for a Façade Improvement Assistance Program Grant for the American Legion of Huntley Post 673, 1712 Coral Street.

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

- f) Consideration – A Resolution Awarding a Contract to F.H. Paschen in the amount of \$126,536.26 through the National Cooperative Purchasing Alliance (NCPA) to Complete Asbestos Abatement at the Catty Building, 11117 Church Street

Deputy Village Manager Lisa Armour reported that the Village completed an asbestos inspection of the Catty building in 2017. Asbestos removal is required for any future re-use of the building or if the building were to be razed. The Village has identified the National Cooperative Purchasing Alliance (NCPA) as an option for securing a contractor to complete this work. The NCPA is a leading national government purchasing cooperative that works with a lead public agency, who competitively solicits master contracts. Over 90,000 agencies nationwide from both the public and nonprofit sectors are eligible to utilize NCPA's cooperative purchasing contracts, which meet public bid requirements. The Village has utilized this process in the past to complete various projects and to purchase various pieces of equipment and vehicles.

Staff Analysis

The NCPA contractor that would complete the work is F.H. Paschen. The Village has utilized this contractor for several projects in the past through a similar cooperative purchasing program. The contractor has reviewed the asbestos inspection report and has been on site and went through the building to confirm the scope of work required to complete the project last summer. Based on the previous asbestos inspection report, the proposed cost is \$85,830.44. Additional materials containing asbestos were identified in the walkthrough of the building, and the removal costs for those items is \$40,705.82. As asbestos removal is required regardless of future use of the building, the scope of work plus the alternate as described in the attached proposal from F.H. Paschen should be completed for a total of \$126,536.26.

Financial Impact

The FY20 Budget included \$300,000 for Catty building work, including \$50,000 from the State of Illinois through a grant from the Illinois Department of Commerce and Economic Opportunity. A carryover budget amendment will be required. The state grant funds will come in the form of a reimbursement.

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

A MOTION was made to approve a Resolution Awarding a Contract to F.H. Paschen in the amount of \$126,536.26 through the National Cooperative Purchasing Alliance (NCPA) to Complete Asbestos Abatement at the Catty Building, 11117 Church Street.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

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

NAYS: None

ABSENT: Trustee Kanakaris

The motion carried: 5-0-1

g) Consideration – A Resolution Awarding a Proposal to William Ruth Landscape for the Downtown Square Picnic Table Project

Village Manager David Johnson reported that on February 25, 2021 the Village Board discussed the options of adding permanent sites with picnic tables and removable picnic tables in the Downtown Square in various quantities and configurations given the positive feedback received and witnessed during the height of the pandemic in the summer of 2020 where temporary picnic tables were provided in support of Village local businesses. The tables were provided by the Huntley Park District.

There were three primary hybrid options presented and discussed for design and configurations utilizing a total of twelve tables and a combination of permanent sites and removable tables in locations similar to what was used in the summer of 2020.

In follow up to the recent Board discussion regarding picnic tables in the Square, two more options have been identified for consideration.

Option # 1 includes four permanent sites (10'x10') with two round tables adjacent to Woodstock Street and two square tables adjacent to Main Street, with eight additional portable tables.

Option # 2 includes four permanent sites (10'x10') with two round tables adjacent to Woodstock Street and two round tables adjacent to Main Street, with eight additional portable tables.

Both options include one ADA Accessible round table, as ADA guidelines require at least one ADA table for areas with less than twenty tables.

LOCATION TYPE	QUANTITY	UNIT COST	TOTAL COST
PERMANENT SITES (10'x10')	4	\$4,700.00	\$18,800.00
SUB TOTAL (WILLIAM RUTH LANDSCAPE)			\$18,800.00
PORTABLE TABLES (Estimate)	8	\$1,000.00	\$8,000.00
PERMANENT TABLES (Estimate)	4	\$1,000.00	\$4,000.00
SUB TOTAL (PICNIC TABLES)			\$12,000.00
TOTAL PROJECT COST			\$30,800.00

Staff Analysis

The proposal cost of \$18,800.00 has been reviewed by the Public Works and Engineering Department staff. All is in order for consideration to approve the proposal from William Ruth Landscape for the Downtown Square Picnic Table Project. The tables will be purchased separately by the Village.

Financial Impact

The FY21 Budget includes \$36,000.00 in the Facilities and Grounds Maintenance Fund, 410-00-00-8003 for the Downtown Square Picnic Table Project.

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

Trustee Goldman asked which Option took up more space; Village Manager Johnson reported that the footprint would be the same for either option. Trustee Goldman asked for clarification that there would be no permanent tables on the Coral Street side of the Town Square; Village Manager Johnson confirmed that both options put the permanent tables on the Woodstock Street side and Main Street side of the Town Square.

Trustee Piwko stated that he reiterates that there is no need for permanent picnic tables at the Town Square as he would prefer people going back into the restaurants, etc.; he does not want more concrete in the Town Square so to save as much green space; and, people spoke out about not wanting permanent picnic tables. Mayor Sass stated that people are using the picnic tables currently in the Town Square; Trustee Piwko stated that there doesn't have to be permanent sites for the tables.

Trustee Westberg stated that he liked Option #2.

Trustee Hoeft stated that he liked Option #2.

Trustee Leopold stated that he does not want either Option and that \$18,000 can be saved.

Trustee Goldman stated that she still opposes the placement of permanent sites for picnic tables.

There were no other comments or questions.

A MOTION was made to approve a Resolution Accepting a Proposal from William Ruth Landscape for the Downtown Square Picnic Table Project.

MOTION: Trustee Leopold
SECOND: Trustee Westberg
AYES: Trustees: Hoeft and Westberg
NAYS: Trustees: Goldman, Leopold, and Piwko
ABSENT: Trustee Kanakaris
The motion failed: 2-3-1

h) Consideration – An Ordinance Amending Title XI, Chapter 111 of the Huntley Code Regarding Permit Requirements and Regulations for the Operation of Food Trucks

Deputy Village Manager Lisa Armour reported that on March 25th, the Village Board reviewed the current regulations associated with food trucks operating within the Village. In accordance with Chapter 111 of the Village's Municipal Code, food trucks (portable food vending) are currently allowed within the B-2, B-3, and C-2 zoning districts and must be located on private property.

Staff Analysis

The proposed ordinance amendment provides a definition for a food truck and a food truck operator that clarifies the existing code that more broadly addressed food trucks as portable vending. A food truck will now be defined as "a motorized vehicle that is equipped with facilities for cooking and/or preparing food and for selling such food at retail. The term 'food truck' does not include an ice cream truck." This distinguishes a food truck from a catering truck, which is typically smaller in size, and is not selling product at retail from the truck. A catering truck is what would typically be used for private parties where no retail sales are occurring and would not be subject to the proposed regulations.

The proposed amendments to the ordinance address the items reviewed by the Village Board on March 25th, including the following:

- Locations Allowed: All zoning districts on private property only
- Public Property: May only be allowed as part of a Village-sponsored or Village-approved special event
- Permit Length: Annual permit for the period of January 1st through December 31st
- Permit Fee: \$100, which covers multiple events per vendor
- Consecutive Days: May not operate on two or more consecutive days on the same property unless approved in connection with a Village-sponsored or Village-approved special event; an exception is provided by Class J liquor license holders (Sew Hop'd) to allow up to three consecutive days
- Limit on Number of Trucks Per Day: Except for property occupied by a Class J liquor license holder or controlled by a homeowner's association, a property may not host more than one food truck on the same day; No more than two trucks permitted on the same day, excluding trucks that may be operating on homeowner's association property or Class J liquor license holder
- Distance from Existing Restaurant: 500 feet
- Prohibited from selling alcohol
- Health Department Regulations: Subject to the applicable County Health Department

Legal Analysis

The amendment to Chapter 111: Canvassers, Peddlers, Solicitors and Itinerant Merchants has been prepared by the Village's Special Legal Counsel.

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

Trustee Leopold asked if the Police Department would be responsible for compliance.

Deputy Village Manager Armour stated that permits would go through the Development Services Department and the Police Department. The Police Department would address the issue if the truck was parked on a street or public property.

Trustee Leopold asked if residents would have the ability to check to see if a Food Truck has an approved permit.

Trustee Goldman asked per the Ordinance if a food truck would need to have restroom facilities next to the truck. Deputy Village Manager Armour gave examples of when a restroom would be required: If a Food Truck is hired for a party on private property (where the homeowner is paying for the food), the truck would not require a permit; if a HOA is having a food truck to sell to the public it would need to be near a restroom; and, if a Food Truck is located on commercial property such as Sew Hop'd they would only need access to the business restrooms.

Trustee Goldman asked about how to keep track of no more than two (2) food trucks in the Village in a day when there might be parties, etc. Deputy Village Manager Armour stated that food trucks at private parties would not factor in to the number. Village Manager Johnson reported that locations such as Sew Hop'd, Sun City and private parties would not be included in the number of trucks per day.

Trustee Westberg stated that it basically prevents pop up food trucks on Village streets or in places such as in front of the former Wisted store. Village Manager Johnson agreed and reported on the call the Village received regarding a pop up BBQ Truck wanting to set up downtown noting that BBQ King has made a \$2 million investment in Huntley.

There were no other comments or questions.

A MOTION was made to approve an Ordinance Amending Title XI, Chapter 111 of the Huntley Code Regarding Permit Requirements and Regulations for the Operation of Food Trucks.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

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

NAYS: None

ABSENT: Trustee Kanakaris

The motion carried: 5-0-1

i) Consideration – A Resolution Amending the Village of Huntley Purchasing Manual

Village Manager David Johnson reported that the Village adopted a purchasing manual on June 14, 2018. The manual provides guidelines and directions for the procurement of goods and services. It is a stand-alone manual and is not included with other financial policies.

Staff Analysis

The Purchasing Manual is designed to be a fluid document and will be amended from time to time to conform to changes in legislation, technology and actual practice. The objective of this manual is to guide Village staff in the purchasing of goods and services while abiding by both state laws and local ordinances that govern the Village of Huntley. The goal is to obtain quality goods and services at the lowest possible price.

Current state statute requires a formal bid process for all contracts over \$25,000. The current purchasing manual sets the limit at \$20,000, the previous amount per state statute. New wording for Section IV of the manual is proposed as follows:

Section IV- The Bidding Process
Bidding Procedures

Formal bids, in accordance with State Statute 65 ILCS 5/8-9-1, as may from time to time be amended, will be required for all contracts ~~in excess of \$20,000~~ unless competitive bidding is waived by a two-thirds vote of the Village Board. Having recognized the need for formal bid letting, the Village of Huntley's Policy for Bid Submittals should be followed. (Appendix A)

Financial Impact

This Purchasing Manual assists in the process of continuing to maintain a financially stable, sustainable and professional Village government.

Legal Analysis

The Village Attorney reviewed this manual in June 2018. Continuing to follow the guidelines set forth

in the Purchasing Manual will have a positive impact on the Village's ability to maintain financial responsibility while complying with applicable laws and regulations.

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

A MOTION was made to approve a Resolution Amending the Purchasing Manual for the Village of Huntley.

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

- j) Consideration – An Ordinance Approving the 2021 Village of Huntley Zoning Map Update

Mayor Sass reported that annually, in accordance with the Huntley Zoning Ordinance the Village is required to formally adopt an updated zoning map. The required notice, informing the public of the revised map, appeared in the Northwest Herald during the week of March 29, 2021.

The Zoning Map has been updated to reflect the annexation and “ORI-1” zoning of the Stade property (Project Pumpkin), which was approved by the Village Board on March 11, 2021. There were no other modifications to the zoning map within the past year.

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

A MOTION was made to approve an Ordinance adopting the 2021 Village of Huntley Zoning Map.

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

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Westberg asked about Woodstock Street with the recent rain; Village Manager Johnson reported that it is being addressed.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that a group would like to offer a picture opportunity for Huntley High School Seniors on April 24th in the Town Square. They would like to decorate the gazebo in the morning with

balloons so that the seniors with their family and friends could come take pictures from Noon to 4:00 p.m. Downtown businesses are also providing some discount offers to the seniors and their families for utilizing their businesses. Mayor Sass asked if the Village Board had any issues with allowing this to take place; the Village Board had no issues with this request.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:46 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary