

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
May 27, 2021  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, May 27, 2021 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Timothy Hoeft; Trustees: Ronda Goldman, Mary Holzkopf, Niko Kanakaris, Curt Kittel, Harry Leopold, and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Deputy Village Manager Lisa Armour, Management Assistant Barbara Read, Village Clerk Rita McMahon, Director of Public Works and Engineering Timothy Farrell, Director of Development Services Charles Nordman, Director of Finance Cathy Haley, and Village Attorney John Cowlin.

**PLEDGE OF ALLEGIANCE:** Mayor Hoeft led the Pledge of Allegiance.

**APPOINTMENT OF CURT KITTEL TO THE VILLAGE BOARD OF TRUSTEES:**

Mayor Hoeft stated that he recommends the appointment of Mr. Curt Kittel to the Village Board of Trustees to serve the remaining two years of the term Mayor Hoeft previously held as Trustee when elected in 2019. The term of office would run through April 2023.

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

**A MOTION was made to appoint Curt Kittel to the Village Board of Trustees.**

**MOTION:** Trustee Leopold

**SECOND:** Trustee Westberg

**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Leopold, and Westberg

**NAYS:** None

**ABSENT:** None

**The motion carried: 5-0-0**

Village Clerk Rita McMahon administered the Oath of Office.

**SPECIAL PRESENTATION:**

- a) Huntley High School Journalism Team – State Champions

Mayor Hoeft read the following Certificate of Recognition:

The Village of Huntley Board of Trustees congratulates and acknowledges the Huntley High School Journalism Team

The Village Board is pleased to recognize and congratulate the members and advisers of the Huntley High School Journalism Team for winning the IHSA State Championship. The team's hard work and perseverance is a testament to each individual and the program. The Village Board congratulates each of you for your hard work and dedication. Job Well Done!

Dated this 27<sup>th</sup> day of May, 2021

Mayor Hoeft then presented each member of the team with a certificate. Journalism Adviser Mr. Dennis Brown thanked the Village Board and gave a brief history of the team won State.

#### **PUBLIC COMMENTS:**

Linda Byrne, 10320 Kreutzer Road, said that she was opposed to changing the name of Kreutzer Road west of Route 47 to Charles H Sass Parkway and said it was disrespectful to her family in light that some of the signs have already been installed before the official vote.

Bill Byrne, 10320 Kreutzer Road, stated that he also opposed the name change of the street and gave a history of his wife's family (the Kreutzer's) in Huntley. Mr. Byrne presented Village Clerk McMahon with a petition of 200 signatures of people who were also against the name change.

Susan Pronove, 1504 W. Fremont Street, Arlington Hts., reiterated her opposition to the street name change in support of her family.

Nancy Cihlar, 13541 Windy Prairie Dr, had questions regarding the Eakin Creek Interceptor Study and expressed concerns regarding the impact of the service road behind her property.

#### **ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Approval of the May 13, 2021 Village Board, and the May 19, 2021 Special Village Board Meeting Minutes

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

A MOTION was made to approve the May 13, 2021 Village Board, and the May 19, 2021 Special Village Board Meeting Minutes.

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakaris**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: Trustee Kittel**

**The motion carried: 5-0-0-1**

b) Consideration – Approval of the May 27, 2021 Bill List in the amount of \$696,810.98

Mayor Hoeft reported that \$350,200.55, or 50.3% is the sum of development impact fees, the yearly lease payment for the John Deere Loader, quarterly dispatch services, and budgeted project expenditures:

- \$169,107.00, payment to other taxing bodies for development impact fees.
- \$38,941.00, payment to Bonnell Industries Inc. for the purchase of a Stepp SPHD 2.0 Asphalt Hot Pack Dump Trailer.
- \$12,240.06, payment to Patrick Engineering Inc. for invoice 13 for Engineering Services for the Kreutzer Road Phase I Project.
- \$94,484.00, payment for quarterly dispatch services to SEECOM.
- \$20,302.49, payment to Deere Credit Inc. for the John Deere 410 Loader Lease Payment.
- \$15,126.00, payment to Flow-Technics for (2) Pumps for the East Plant Waste Lift Station Project.

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

**A MOTION was made to approve the May 27, 2021 Bill List in the amount of \$696,810.98.**

**MOTION: Trustee Goldman**

**SECOND: Trustee Westberg**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

c) Consideration – An Ordinance Approving Changing the Street Name of Kreutzer Road west of Route 47 to Charles H Sass Parkway

Mayor Hoeft reported that in honor of former Mayor Charles H. Sass, it is proposed that Kreutzer Road, west of Route 47 be changed to Charles H. Sass Parkway. There are no addresses assigned to the existing portion of the roadway.

Staff Analysis

In accordance with the Illinois Municipal Code (65 ILCS 5/11-80-19), the corporate authorities of a municipality may change the name of any street, avenue, alley or other public place. No change in name shall become effective until 30 days after the election authorities having jurisdiction and post office branch serving the area have been notified in writing by certified or registered mail by the corporate authority initiating such change. Upon approval by the Village Board, staff will notify the election authorities and post office of the change in street name.

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

Trustee Leopold stated that he was offended by the Public remarks that the Village was disrespectful of their family. Trustee Leopold stated that the Village spent many hours and a lot of money on their behalf regarding the ComEd pole issue years ago.

Trustee Westberg stated that it being the newest road, there will be no impact to the Kreutzer family property or any residents.

Trustee Goldman stated that she has been friends with the family and now is ambivalent and apologized to the family for how the name change was handled.

Trustee Holzkopf stated that she respects the public comments and this is being done with no ill will by the Village Board.

Mayor Hoeft told Mr. Byrne that he appreciated the hour they spent on the phone during the day and said that into the early 2000's Kreutzer Road started at Huntley Blacktop and ended at Route 47. The property west of Route 47 was owned by the Manke family and not owned by the Kreutzer Family and the Manke Family was approached with the thought of the name change and did not have any issues with the decision. Mayor Hoeft stated that there will be no changes to the original Kreutzer Road.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance Changing the Street Name of Kreutzer Road west of Route 47 to Charles H Sass Parkway.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

**AYES: Trustees: Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: Trustee Goldman**

**ABSENT: None**

**The motion carried: 5-1-0**

- d) Consideration – An Ordinance Approving Site Plan Review for MTM Property Group LLC for a 6,000 SF Light Industrial Building and Associated Site Improvements, including any necessary relief, on Lot 7 of Kishwaukee Center Lot 3 Resubdivision

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner, MTM Property Group LLC, is proposing to construct a 6,000 square-foot light industrial building on Lot 7 of Kishwaukee Center Lot 3 Resubdivision, which is located at the northeast corner of Smith Drive and Smith Court. The site will include parking for 14 vehicles and onsite stormwater management. The petitioner also owns the neighboring building to the north. The proposed building is being built on a speculative basis and will be listed for lease following construction.

#### *Site Plan*

The site plan proposes a 6,000 square-foot light industrial building that will be orientated towards Smith Court. Access to the site will be provided by a 38-foot-wide curb cut on Smith Court, which will serve the fourteen- stall parking lot and two overhead doors on the west elevation of the building. The fourteen parking stalls exceed the twelve spaces required by the Zoning Ordinance for an industrial service use (two spaces per 1,000 square feet).

Stormwater management will be provided onsite, directly south of the building. A trash enclosure is not proposed on the site (the petitioner has explained that a trash receptacle will be kept inside the building).

### *Building Elevations*

The proposed building elevations consist of pre-finished metal wall panels and a brick veneer wainscot at the base of the east and west building elevations. The front of the building (west elevation) will face towards Smith Court and will include the entrances to the building and two overhead doors. Material and color samples will be provided at the meeting.

### *Landscaping*

Proposed landscaping consists of four Red Sunset Maple trees to be planted along Smith Drive and Smith Court and five Black Hills Spruce to be planted south of the building, adjacent to the stormwater management area. Other landscaping on the site includes foundation plantings along the south elevation of the building that consist of Karl Forester Reed Grass, Green Sargent Junipers and Dwarf Burning Bushes. An existing 24-inch caliper tree will also be preserved on the site.

### *Lighting*

Parking lot lighting will be provided by three wall-mounted fixtures located on the west elevation of the building. The light levels within the parking lot meet the minimum light levels required by the Zoning Ordinance. Additional wall mounted lighting will be located above doors, as required by the building code.

### *Signage*

There is no signage proposed as part of the project. Any future signage shall comply with the Village's sign ordinance, unless relief is requested and approved by the Village Board.

### *Requested Relief*

The proposed plans for the site shall require the Village Board to consider the following relief as part of the Site Plan Review:

1. The "M" Manufacturing zoning district requires a 10-foot minimum front yard parking setback. Relief is required to allow the parking lot to be setback 1.6 feet from the front lot line.
2. Section 156.089(1) of the Zoning Ordinance requires that a building's front exterior walls facing a street shall be of masonry, manufactured stone, transparent glass or architectural pre-cast concrete panels. It further requires that the side exterior walls may be of architectural metal except that the lower third or lower seven feet, whichever is less, of the wall shall be masonry, manufactured stone, transparent glass or architectural concrete panels.

Relief is required for the south and west building elevations, which face a street, to use pre-finished metal wall panels and a brick veneer wainscot at the base of the building (bottom 40 inches of the building will have a brick veneer wainscot). Relief is also required for the north and east elevations to be constructed entirely of pre-finished metal panels.

### Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on May 10, 2021, and, with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 6 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 is required to meet all development requirements of the Huntley Fire Protection District.
4. All permanent and seasonal plantings must be replaced immediately upon decline.
5. A trash enclosure shall be constructed should a trash receptacle be located outside the building.
6. No building plans or permits are approved as part of the submittal.

Director Nordman reported that the property owner, Travis Schultz, was in attendance to answer questions.

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

Trustee Westberg noted that since this is a Spec Building he would want future signage in brick; Director Nordman stated that ground signs would be required to be in brick per Code.

Trustee Kanakaris asked if there will be outside trash enclosures; Mr. Schultz stated that there would be no trash enclosures are planned, as tenant(s) would keep trash inside.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance for Site Plan Review for MTM Property Group LLC for a 6,000 SF Light Industrial Building and Associated Site Improvements, including any necessary relief, on Lot 7 of Kishwaukee Center Lot 3 Resubdivision.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Westberg**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- e) Consideration – An Ordinance Approving a Special Use Permit for the Expansion of an Indoor Recreation Facility in the “M” Manufacturing District for Royalty Gymnastics, Tumble, and Dance, located at 10757 Wolf Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Royalty Gymnastics, Tumble & Dance (Royalty Gymnastics) began operations in Wolf Business Park in July 2019. At that time, the Village Board approved a Special Use Permit for two indoor recreation spaces totaling 20,000 square feet.

Royalty Gymnastics is requesting approval of a Special Use Permit to allow for a 5,000 square foot expansion of their indoor recreation facility located within the Wolf Business Park. The new space is located at 10757 Wolf Drive and is directly adjacent to their large gym (10761 Wolf) and across the corridor from their small gym (10715 Wolf). The property is zoned “M”-PUD” Manufacturing – Planned Unit Development.

Staff Analysis

All three Royalty Gymnastics units will have various equipment, exercise areas, dance areas, and restrooms. The main office will remain in the larger unit. The business plan provided by the petitioners included the following days and hours of operation:

	Monday through Friday	Saturday & Sunday
Hours	9:00 am to 9:30 pm	8:00 am to 4:00 pm

Birthday parties also offered –Sundays only

*Parking*

The new gym and the existing large gym are located on the west side of the building, in close proximity to the Car-Dun-Al Dog Training facility. Royalty Gymnastics anticipates a need for 40 parking spaces on the west side. The petitioner anticipates the small gym, located on the east side of the building (in the center of the business park) will require 25 spaces. The parking lot on the west side has 119 spaces. The parking area in the center of the business park has 178 parking spaces. The entire Wolf Business Park has 482 parking spaces.

As shown in the table below, the anticipated need for all three gyms will be 65 spaces (40 on the west side and 25 on the east side of the building). The Zoning Code requires 54 spaces for the three gyms.

Gym	Square Footage	Type of Gym	Max Persons Anticipated	Required Parking by Zoning Code .3/max capacity	Actual Max Parking Need Anticipated
Gym 1	15,000 SF	Competition*	90	30 spaces	30
Gym 2	5,000 SF	Recreation**	45	14 spaces	25
Gym 3 (new)	5,000 SF	Competition*	30	10 spaces	10
Total	20,000 SF		124 people	54 Spaces	65 spaces

\* Competition gyms are used by students being dropped off for practice/classes. Parking is mostly for staff and limited number of parents stopping in.

\*\* Recreation gyms are primarily for young tots/preschoolers, with parents in attendance. Parking is for the parents and staff.

Plan Commission Recommendation

The Plan Commission reviewed the petitioner’s request on May 10, 2021, and with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 6 to 0, subject to the following conditions:

1. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.
2. No products shall be sold on the subject premises except such products distributed in the normal course of business of the principal use and no outdoor display is permitted and/or approved as part of this submittal.
3. No signage is approved as part of the Special Use Permit.

Director Nordman reported that Eric Mecher from Royalty Gymnastics was in attendance to answer questions.

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

Trustee Leopold asked if there will be additional insurance requirements; Mr. Mecher stated that there were.

Trustee Goldman complimented Mr. Mecher on the expansion of their business.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance Approving a Special Use Permit for an Indoor Recreation Facility in the “M” Manufacturing Zoning District for Royalty Gymnastics, Tumbling & Dance, 10757 Wolf Drive.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Goldman**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- f) Conceptual Review – Proposed Rezoning of 48 Acres at Regency Square from “BP” Business Park and “C-2” Commercial to “MF-2” Multi-Family Residential

Trustee Kanakaris read the following statement: Before the Board begins this agenda item, I would like to disclose that I have an indirect interest in the application for rezoning and development of Regency Square. The applicant and property owner is BO2 Investments LLC. I am a member and have 25% ownership share in BO2 Investments LLC. Because of this, I am recusing myself from participation in all Village Board discussions regarding this matter, and I will abstain from all votes or other official Village actions relating to the development application.

Trustee Kanakaris left the meeting.

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that BO2 Investments, Inc. has approached the Village to rezone approximately 48 acres at Regency Square as identified in the attached exhibit. Approximately 30 acres is currently zoned “BP” Business Park, and 18 acres is zoned “C-2” Commercial. The owner is seeking to rezone the 48 acres to “MF-2” Multi-Family Residential in order to market the property for attached single family (townhouse) rental or apartment units. The property is located within the Planned Development District that includes all of Regency Square and Sun City. The “MF-2” zoning district allows for a density of not less than 16 nor more than 24 dwellings per net residential acre for single-family detached dwellings, townhomes, duplexes, and multi-family buildings.

#### Staff Analysis

Per the settlement agreement with Standard Bank and Trust Co. approved by the Village Board in 2016, public improvements to be completed at the time of development include the completion of the



extension of Regency Parkway from its current terminus north to Charles H. Sass Parkway (previously Kreutzer Road), as well as the completion of a water main loop along the extension.

It is anticipated that the formal entitlement process will include, at a minimum, the following:

- Amending the Comprehensive Plan to identify the property for residential use; It is currently shown as Business Park and Mixed Use (Commercial/Office)
- Rezoning (Map Amendment) to “MF-2” Multi-Family Residential
- Amending the existing Special Use Permit for the development of the property
- Amending the Regency Square Design Guidelines (no residential component is currently included); The design guidelines address bulk regulations (setbacks, building height, lot coverage, etc.) and design standards for building, landscaping, signage, and required amenities.
- Approving a preliminary/final plat of subdivision for the property

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “diversify residential development options” as a goal, and “identify areas of the Village to accommodate various housing types” as an objective.

#### Courtesy Review

The petitioner has requested the Village Board to conceptually discuss the proposed rezoning of the subject site. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Director Nordman reported that Attorney Terry McKenna was in attendance for the petition.

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

Trustee Leopold stated that he had no objectives to the proposal and stated that if a community has only 15% of rental units then there is no problem but anything at or around 30% would be a problem. Trustee Leopold stated that he would like lots of green space between the rental units and the single family homes in Sun City.

Trustee Goldman stated that she objects to the rezoning of the property as that area is not the right location for apartments as it is too congested and Regency Parkway cannot handle more traffic.

Trustee Westberg stated that he wants to know what the adjacent residents living in Sun City think and suggested sending out a letter to residents.

Trustee Holzkopf stated that she would also like the petitioner to connect with the residents on the western side of the project. She would also want to see what it might look like in the area. Attorney McKenna stated that there is no site plan at this time. Attorney McKenna stated that this site has been zoned the same since the 90s without much consideration and stated that this higher density development would be a buffer to the residents to the west from Route 47.

Trustee Westberg stated that anything built adjacent to Sun City should have no more than two (2) stories. Village Manager Johnson stated that the current design guidelines limit the buildings to one (1) story. Village Manager Johnson also stated that all adjacent home owners will be notified should this go before the Plan Commission.

Trustee Kittel stated that information regarding the rezoning should be communicated to the adjacent residents prior to going before the Plan Commission.

Trustee Goldman stated that her major concern with the development is that there will be too much traffic due to the high density. Regency Parkway has too much traffic now. Trustee Goldman stated that this is the wrong location for this type of development.

Mayor Hoeft stated that he met with the petitioners last week and stated that it is hard to rezone this property without a plan but noted that with the current zoning there has been no interest.

Attorney McKenna stated that he appreciated the Village Board's comments.

***This agenda items was for discussion only of the proposed rezoning and provide any questions, comments, or concerns for the petitioner to consider as they proceed in the formal review process.***

Trustee Kanakaris re-entered the Board Room.

- g) Consideration – Approval of Payout Request No. 4 & Final to Municipal Well & Pump for the Well No. 8 Pump Rehabilitation Project in the amount of \$60,752.04

Director of Public Works and Engineering Timothy Farrell reported that on Thursday, January 30, 2020 the Village received bids from three contractors for the Well No. 8 Rehabilitation project. Well No. 8 is located within the Southwind subdivision at the northeast corner of Bedford Dr. and Marvin Dr. On February 13, 2020, the Village Board approved a resolution awarding a contract to Municipal Well & Pump, the lowest responsible bidder, in the amount of \$127,213.00 to perform rehabilitation work on the Well No. 8 pumping equipment. The project was scheduled to start in March 2020 but was delayed due to the uncertainty of COVID-19.

Municipal Well & Pump has submitted the fourth and final payout request for the Well No. 8 Pump Rehabilitation project. Village staff has reviewed the request and all is in order for approval of the payout request No. 4 & Final.

Staff Analysis

Pay Request		Total Completed Work	Retainage	Previous Payments	Amount Requested
#1		\$13,943.00	\$0.00	\$0.00	\$13,943.00
#2		\$35,453.00	\$0.00	\$13,943.00	\$21,510.00
#3		\$66,083.00	\$0.00	\$35,453.00	\$30,630.00
#4		\$126,835.04	\$0.00	\$66,083.00	60,752.04

Financial Impact

The FY20 Budget includes \$140,000 in the Water Capital Improvement and Equipment Replacement Fund, 515-00-00-8004, for this work.

Legal Analysis

Final waiver of lien and certified payrolls have been provided.

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

**A MOTION was made to approve Payout Request No. 4 (Final) to Municipal Well & Pump in the amount of \$60,752.04 for the work completed under the Well No. 8 Rehabilitation project.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakaris**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- h) Consideration – Approval of Payout Request No. 1 to Safe Step, LLC for the 2021 Sidewalk Cutting Program in the Amount of \$104,592.39

Director of Public Works and Engineering Timothy Farrell reported that on April 26, 2018 The Interlocal Purchasing System (TIPS) received proposals for Contract No. 180205 Trades, Labor and Materials 2 (JOC). TIPS is a National Purchasing Cooperative where public entities join forces to procure a wide range of public services in an effort to tap economies of scale. Safe Step is part of a national franchise called Precision Concrete Cutting (PCC) and through TIPS, won a national saw cutting contract which is available for any municipality that is a member of TIPS. There is no fee for the municipality to join, and many of the Northern Illinois municipalities are already part of the TIPS Cooperative. This will be the Village of Huntley’s second year as a member of the TIPS Cooperative.

On March 11, 2021, the Village Board approved a resolution awarding a contract to Safe Step, LLC for sidewalk cutting. Work was completed in Covington, Sun City NH 17, 14, and various service request locations in Sun City. The summary is as follows:

2021 SPRING SAW CUTTING PROGRAM			
AREA	SUBDIVISION	SAW CUTS	COST
ZONE 1	COVINGTON	367	\$28,717.28
ZONE 2	COVINGTON	397	\$28,967.10
ZONE 3	SUN CITY NH 17	258	\$17,246.34
ZONE 4	SUN CITY NH 14	92	\$5,640.39
SERVICE REQUESTS	SUN CITY LIST	299	\$24,021.28

1413	\$104,592.39
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Safe Step, LLC has submitted the first pay request for the Sidewalk Cutting Program. Village staff has reviewed the request and all is in order for approval of payout request No. 1.

Staff Analysis

Pay Request	Total Completed Work	Retainage	Previous Payments	Amount Requested
#1	\$104,592.39	\$0.00	\$0.00	\$104,592.39

Financial Impact

The FY21 Budget includes \$150,000.00 in the Streets Improvement and Roads & Bridges Fund, line item 420-00-00-8000 for the Sidewalk Maintenance Program.

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

**A MOTION was made to approve Payout Request No. 1 to Safe Step, LLC. in the amount of \$104,592.39 for the work completed under the Sidewalk Cutting Program.**

**MOTION: Trustee Holzkopf**

**SECOND: Trustee Kittel**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- i) Consideration – A Resolution Approving the Bid Award to Precision Pavement Markings Inc. through the Municipal Partnering Initiative (MPI) for the 2021 Paint Pavement Marking Program

Director of Public Works and Engineering Timothy Farrell reported that the Pavement Marking program concentrates on specific areas throughout the Village not targeted for repair through the MFT Program to provide reasonable levels of pavement marking presence and retro-reflectivity. On April 8, 2021 the McHenry County Division of Transportation (MCDOT) received bids from four contractors for the Municipal Partnering Initiative (MPI) Pavement Marking Program (Paint). The MPI is a municipality-based buying initiative where communities join forces to procure a wide range of public services in an effort to tap economies of scale. MCDOT was the lead MPI agency for this project and prepared the necessary contract bid documents. There are four participating agencies for the Paint Pavement Markings contract which includes: Village of Huntley, McHenry County, Village of Algonquin, and the City of McHenry.

The bid results for Paint Pavement Markings (2021) using the quantities from all four participating agencies are summarized as follows:

PAIN

<i>Engineers Estimate – 4 Participating Agencies</i>	<i>\$292,581.46</i>
Precision Pavement Markings	\$230,118.96
Countryman, Inc.	\$243,081.70
Maintenance Coatings Co.	\$265,639.33

Preform Traffic Control Systems	\$343,152.16
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Precision Pavement Markings Inc. was the lowest responsible bidder for Pavement Markings (Paint) in the amount of \$230,118.96 (Bid Tab enclosed). Using only the Village of Huntley planned quantities, Precision Pavement Markings, Inc. remained the lowest responsible bidder for Paint Pavement Markings in the amount of \$39,753.90.

The 2021 Paint Pavement Marking Program targeted areas are as follows:

- Regency Parkway (West of Route 47)
- Main Street (West of Route 47 to Village Limits)
- Ruth Road
- Haligus Road (Algonquin Rd. to Huntley Dundee Rd.)
- Huntley Dundee Rd. (West of Haligus to Main St.)
- Huntley Dundee Rd. (East of Haligus to Village Limits)
- Reed Road (East of Route 47 to Village Limits)
- Reed Road (East of Haligus to Village Limits)
- Hemmer Road

#### Staff Analysis

The bids have been reviewed by Public Works and Engineering Department Staff. All is in order for consideration to approve the bid award to Precision Pavement Markings, Inc. for Paint Pavement Markings Program.

#### Financial Impact

The FY21 Budget includes \$40,000.00 in the Streets Improvement and Roads & Bridges Fund, line item 420-00-00-8001 for the Paint Pavement Marking Program.

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

Trustee Leopold stated that he saw the company marking pavements 10 days earlier; Director Farrell stated that they were marking Route 47 which is not part of the Village's program.

There were no other comments or questions.

**A MOTION was made approving a Resolution Approving a Bid Award to Precision Pavement Markings, Inc. for the 2021 Paint Pavement Marking Program in the amount of \$39,753.90.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Westberg**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- j) Consideration – Resolution Awarding a Contract to A&A Paving through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Program for the 2021 Seal Coating Program

Director of Public Works and Engineering Timothy Farrell reported that the Seal Coating Program is part of the overall Pavement Management Program with the goal of prolonging the useful life of the pavement and delaying the resurfacing of entire parking lots for Village of Huntley owned facilities. When applied to low stress pavements, crack sealing and seal coating is a cost-effective measure to extend pavement life by precluding water from entering the pavement subsurface thereby retarding the propagation of more cracks and preserving the pavement condition. Seal coating consists of repair and patching of potholes, cleaning and sealing large sunken cracks, power cleaning of pavement, one heavy coat of coal tar pavement sealer reinforced with silica sand for improved wear and skid resistance; and finally fortified with Tarmax Liquid Rubber.

The Seal Coating Program areas are as follows:

FACILITIES & GROUNDS MAINTENANCE FUND	
PARKING LOT	TOTAL
PHASE 1 (MORKES & BBQ KING)	\$9,233.02
PHASE 2 (VISITOR CENTER & PARKSIDE)	\$10,356.68
SUB TOTAL	\$19,589.70
BUDGET	\$40,000.00
SUB TOTAL DIFFERENCE	\$20,410.30

WATER & WASTEWATER CAPITAL FUND	
PARKING LOT	TOTAL
WELL 7	\$3,498.44
WELL 8	\$2,747.77
WELL 10	\$2,812.36
WELL 11	\$3,974.60
EAST WASTEWATER PLANT	\$6,570.90
COVINGTON LIFT STATION	\$2,490.71
HERITAGE LIFT STATION	\$2,690.85
TALAMORE LIFT STATION	\$4,709.83
SUB TOTAL	\$29,495.46
BUDGET	\$30,000.00
SUB TOTAL DIFFERENCE	\$504.54

On March 20, 2020 The Interlocal Purchasing System (TIPS) received proposals for contract No. 200201 Trades, Labor and Materials (JOC). TIPS is a national purchasing cooperative where public entities join forces to procure a wide range of public services in an effort to tap economies of scale. Byrne & Jones Construction won a national contract which is available for any municipality that is a member of TIPS. A&A Paving is a sub-contractor to Byrne & Jones Construction and TIPS allows for the assignment of a contract. This will be the Village of Huntley's second year as a member of the TIPS Cooperative.

Staff Analysis

The proposal documents have been reviewed by Public Works and Engineering Department Staff. All is in order for consideration to award the contract to A&A Paving in the amount of \$49,085.16 for the

2021 Seal Coating Program.

Financial Impact

The FY21 budget includes \$40,000.00 in the Facilities & Grounds Maintenance Fund, 410-00-00-8003; and \$15,000.00 in the Water Capital Fund, 515-00-00-8004; and \$15,000.00 in the Wastewater Capital Fund, 525-00-00-8005 for the Seal Coating Program.

Mayor Hoeft asked if additional areas could be added; Director Farrell stated that the West Wastewater Treatment Plant was not listed and that it is hoped to be resurfaced in 2022.

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

Trustee Westberg asked that the downtown portion be completed without disturbing the businesses or events taking place. Director Farrell stated that the project will be phased and that it only takes a day or two to seal coat and stripe right after.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Awarding a Contract to A&A Paving for the 2021 Seal Coating Program.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Holzkopf**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- k) Consideration – Eakin Creek Interceptor Sewer Design Engineering
  - i. A Resolution Approving a Professional Services Agreement with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$91,700 for Eakin Creek Interceptor Sewer Design Engineering
  - ii. An Ordinance Approving an Amendment to the FY21 Budget in the amount of \$91,700 for Eakin Creek Interceptor Sewer Design Engineering

Village Manager David Johnson reported that a proposal was received from Christopher B. Burke Engineering, LTD, (CBBEL) for Design Engineering Services for the Eakin Creek Interceptor Sewer. This is in follow up to an engineering memorandum from February, 2021, which outlined the existing and future sanitary sewer conveyance needs of the development corridor along Freeman Road and the eastern segment of Jim Dhamer Drive.

Staff Analysis

The results of the review completed by CBBEL confirmed existing Freeman Road Lift Station capacity limitations and that the most economical solution to increase the capacity of the wastewater conveyance is to replace the Lift Station with a new gravity flow interceptor sewer. This gravity interceptor sewer would convey wastewater to an existing 18-inch trunk line sewer that continues to the Village's existing Del Webb Boulevard Lift Station. The connection to the existing 18-inch trunk sewer would be made at an existing sanitary manhole located on the west side of Del Webb Sun City Neighborhood 32B.

Furthermore, the memorandum proposed that an alignment that roughly parallels Eakin Creek would be the most cost-effective routing. A 14-inch or 16-inch diameter interceptor sewer is proposed with the use of water main quality pipe necessary to accommodate the sewer line bury depths estimated to be between 20 and 25 feet. The limits of the improvements are through private property, which will require utility easements. Also, any wetland or floodway environmental resource impacts will be addressed through required permitting with the appropriate regulatory agency.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The cost to complete the design engineering work is not to exceed \$91,700. A budget amendment for this amount will be required in the Wastewater Capital Fund expenditure line item 525-00-00-8005. The capital development fee paid by Venture One as part of the annexation of the Stade property will be utilized to pay for this work. The fee (\$706,851.90) will be sitting in an escrow account in the Wastewater Capital Fund and claimed as revenue throughout this project. The budget amendment will reflect this fee as new revenue in FY21 to match the expense of \$91,700.

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

Trustee Westberg confirmed that this is only preliminary engineering discovery to understand what work may need to be completed and that they will not be digging up the neighbor’s yards. Village Manager Johnson stated that was correct.

Trustee Goldman asked which Neighborhood it was adjacent to; Village Manager Johnson stated it was Neighborhood 32.

There were no additional comments or questions.

**A MOTION was made approving a Resolution Approving a Professional Services Agreement with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$91,700 for Eakin Creek Interceptor Sewer Design Engineering**

**MOTION:** Trustee Leopold  
**SECOND:** Trustee Niko Kanakaris  
**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg  
**NAYS:** None  
**ABSENT:** None  
**The motion carried: 6-0-0**

**A MOTION was made to approve an Ordinance Approving an Amendment to the FY21 Budget in the amount of \$91,700 for Eakin Creek Interceptor Sewer Design Engineering**

**MOTION:** Trustee Westberg  
**SECOND:** Trustee Holzkopf  
**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg  
**NAYS:** None  
**ABSENT:** None



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

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

Mayor Hoeft reported that Vehicle 1690, a 2000 International 5-Yard plow truck, was replaced in the FY20 budget. Vehicle 1652, a 2008 Dixie Chopper, was replaced in the FY21 budget. Vehicle 1653 is a Ransom walk behind mower that currently does not run and has not been used for several years and is not scheduled for replacement.

Staff Analysis

Staff is requesting approval to declare the following items as surplus and to sell or dispose of these vehicles and equipment. These items have reached the end of their useful life with the Village.

Vehicle #	Vehicle Year	Item Description	VIN#
1690	2000	International 5-Yard Dump	1HTSDAAR7YH272142
1652	2008	Dixie Chopper riding mower	Unknown
1653	Unknown	Ransom walk behind mower	9331050502

These items 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.

Financial Impact

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

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

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

**MOTION: Trustee Kittel**

**SECOND: Trustee Westberg**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- m) Consideration – A Resolution Authorizing Expenditure of Funds for the Purchase of Information Technology Support Services

Deputy Village Manager Lisa Armour reported that the Village Board approved a Master Contract and 2021 Task Order with Advanced Business Networks (ABN) on December 11, 2020 for the provision of supplementary information technology services. ABN assistance is provided via three ABN employees that are on-site for a total of 24 hours per week (“support hours”) as well as off-site monitoring and management of the Village’s network infrastructure (“project hours”).

Staff Analysis

ABN provides a 20% discount by purchasing blocks of pre-paid project hours over 300 hours. As in

previous years, Staff is seeking authorization to purchase a block of 350 project hours at a cost of \$42,000 for FY21. Project hours do not have an expiration date and if not used during FY21 could be carried over to FY22.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Innovation through Technology* as a priority and “continually monitor network security system to protect against cyber attack” as an objective.

Financial Impact

The total cost for these services was budgeted for in the FY21 Budget.

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

**A MOTION was made to approve a Resolution Authorizing Expenditure of Funds for the Purchase of Information Technology Support Services.**

**MOTION: Trustee Goldman**

**SECOND: Trustee Westberg**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- n) Consideration – A Resolution Awarding a Five-Year Contract for Copier Leasing Services to Gordon Flesch Company, Inc.

Director of Finance Cathy Haley reported that the Village distributed a request for proposal (RFP) for copier leasing services for the upgrade and replacement of four existing copy machines and for continued maintenance service on two machines the Village is intending to keep using. The four new machines will replace one at Public Works, one at the Police Department, one in the Village Manager’s Office and one in the mail room of the Municipal Complex.

Five of the machines have a lease expiration date of 5/31/2021. One of the copiers is owned by the Village. This machine has had several breakdowns over the last several months and is six years old. In an effort to cut down on capital and maintenance costs, and in order to keep up to date with technology, the RFP did not request utilizing the lease to buy option.

Staff Analysis

Seven vendors submitted proposals to the Village on April 13, 2021. All proposals were reviewed and scored by a Village staff review team based on weighted criteria as set forth in the RFP. These criteria include consideration of the reasonableness and appropriateness of costs for the services being provided, reliability of service and technical support, provider experience and qualifications, and ability to meet the expected delivery schedule.

Of these seven proposals received, four of them did not meet all the requirements requested by the Village. Of the remaining three, two had cost effective options with a good quality product and met all of the Village’s requirements.

One had a lower annual lease cost, while the other had a lower annual maintenance cost. While Gordon Flesch appears to be higher at the onset of the lease, it is hard to determine how much the per copy maintenance fee will go up with the other vendor after year three. Gordon Flesch will freeze the per copy maintenance cost over the five year contract. There will also be pass through freight charges for the old equipment after the five years with the other vendor, and there would be no charge from Gordon Flesch.

Based on the proposal review process, staff is presenting the proposal from Gordon Flesch Company, Inc. for Village Board approval. In particular, the proposal review team recommended acceptance of the Gordon Flesch proposal for the following reasons:

1. The per copy maintenance fee is frozen over the full term of the five-year contract. This fee would increase after year three with the other vendor.
2. Gordon Flesch has their own leasing company. Therefore, the Village would only need to work with one vendor instead of working with the copier vendor and the leasing company. Also, at the end of the leasing term Gordon Flesch has a much higher vested interest in the Village's service requirements as the owner of the equipment and the lease.
3. Gordon Flesch is very familiar with the Village. The current machine in the Village Manager's office is serviced by Gordon Flesch.
4. Their service history has been excellent with the Village.
5. The machines used in the proposals are Ricoh models, which the Village has familiarity with and has had much success with this brand. Both of the lower proposals suggested this line of copiers.

#### Financial Impact

Gordon Flesch's proposal is approximately \$3,100 per year higher than the lowest vendor as shown in the chart below. However, the lowest vendor's proposal would allow unspecified increases in the per copy charge after year three of the maintenance agreement, which would reduce this gap in an unknown amount. Also, the proposal from the lowest vendor would require the Village to pay unspecified pass-through freight costs to the leasing company at the end of the five years, which will further increase the overall cost of that vendor's proposal.

	<u>Total Annual Cost</u>
Proven IT	Did not meet all criteria of RFP
Toshiba	Did not meet all criteria of RFP
Elite Document Solutions, Inc.	Did not meet all criteria of RFP
Stan's - LPS Midwest	\$14,522.64
Gordon Flesch	\$17,626.08
IMAGETEC L.P.	\$18,075.62
Marco	\$18,139.08

The total annual contract is also well below the Village's FY21 budget. Current budget for the annual lease cost and annual maintenance costs for these six copiers totals \$31,000. The annual cost for these same six pieces of equipment from Gordon Flesch equals \$17,626.

#### Legal Analysis

The Village Attorney reviewed the contract.

**A MOTION was made to approve a Resolution Awarding a Five-Year Contract for Copier Leasing Services to Gordon Flesch Company, Inc.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Kittel**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

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

- o) Transmittal of First Quarter for FY2021 Financial and Investment Reports for the Village of Huntley

Director of Finance Cathy Haley reviewed the First Quarter Financial Reports: General Fund Revenues are the taxes, fees and other charges that the Village assesses to provide services to its citizens.

General Fund Revenues for the FY21 budget are composed of the following revenue percentages: The three largest sources of revenue for FY21 continue to be **property tax, sales tax, and income tax**, which is part of the State shared revenue. Local fees and fines include local use tax, telecommunications tax, building permits, video gaming and police fines. At the end of the first quarter for FY21, General Fund revenues appear to be trending behind budgeted parameters. However, property tax revenue does not begin to come in to the Village until the second quarter of the fiscal year and accounts for 35% of General Fund revenues. Revenue collections for the first quarter of FY20 were showing a 12% collection rate; FY21 collections are showing at 15%.

**Property Tax Revenue** - Every December, the Village levies property taxes to provide funding for General Village operations, employer portion of IMRF, Social Security and Police Pension obligations. The following graph indicates the amount levied, or budgeted for the General Fund, the amount actually received through FY20, and the budgeted amount for FY21. As a home rule community, the Village levies for dollars and has received between 98% and 100% of dollars levied the last three years as noted by the chart below. The Village will begin to see these dollars during the second quarter of this fiscal year.

**Sales Tax Revenue** - Sales tax at a rate of 8% is collected on all retail sales within the Village. The sales tax is administered and collected by the Illinois Department of Revenue (IDOR). One percent of this sales tax is distributed to the municipality where the sale occurred. This tax is recorded in the Village's General Fund and is used for basic Village operations.

Beginning July 1, 2020 the Village started collecting an additional 1% for the new home rule sales tax. This revenue is dedicated to capital projects and streets. The Village received \$891,272 for July through December sales or an average of \$148,545 per month.

Sales tax has a lag of three months from the time the sale occurs and when the Village receives the money from the state. FY21 actual revenues are showing one month worth of collections for this March 31, 2021 report. This one month of revenue total is \$320,605 vs. \$220,345 for the same period last year. This is a 45% increase from last January. Minus the sales tax rebate, total sales tax dollars are shown below for the last 6 years.

**Income Tax Revenue** - Income tax receipts continue to hold strong through March 31, 2021. Trending ahead of FY20 receipts through March 31, 2021 by 15%. First quarter FY21 actual dollars are over 30% of budgeted dollars, ahead of the expected 25% for this three month mark. The impact of the pandemic along with the possible reduction from the State is yet to be determined on this revenue stream. The chart below displays ending actual dollars through FY20 and three months of actual dollars for FY21.

#### OTHER REVENUE SOURCES

**Local Use Tax** - Local Use Tax is trending ahead of budgeted parameters at 39%. At this first quarter, 25% is the expectation for revenue receipts compared to budgeted dollars. Original projections from the Illinois Municipal League (IML) indicated local use tax continuing to increase. New projections for this revenue source from IML based on the COVID-19 pandemic continue to show this revenue stream increasing over last year. The continued shift from brick-and-mortar to online shopping is supporting the growth of this tax revenue.

**Telecommunications Tax** - Telecommunications tax revenue, like sales tax revenue, has a lag of three months from the time the tax is remitted to the State and the revenue is received by the municipality. FY21 actual revenues are showing one month of collections for this March 31, 2021 report. This one month of revenue equals \$27,713 vs. \$35,255 for the same period last year. This revenue is allocated between the General Fund, the Facilities and Grounds Maintenance Fund and the Downtown TIF Fund.

**Video Gaming Revenue** - Video gaming revenue is trending in slightly ahead of budgeted parameters for this first quarter of FY21 at 27%. March revenue was the highest collections ever at \$27,691. This revenue is split between the General Fund and the Downtown TIF Fund. Displayed below are revenues through March 31, 2021. Due to the COVID19 pandemic, FY20 includes four months of zero receipts.

**Police Fines & Fees** - Police fines are trending in at 18% of budget through March 31, 2021. FY20 showed a slight drop in this revenue stream due to the county being closed down for adjudication processing during a portion of the year because of the pandemic. This has begun to tick back up during FY21, however this overall revenue stream continues to trend behind budgeted parameters.

**Building Permit Revenue** - Building permit dollars through March 31, 2021 are well ahead of budget at \$209,219 or 70%. The chart below shows the dramatic drop in this revenue source compared to its peak years. However, activity rebounded in 2019 and is expected to remain strong in 2021 with new residential and commercial construction.

**Conclusion** - At the end of the first quarter for FY21, General Fund revenues appear to be trending behind budget. However, property tax revenue does not begin to come in to the Village until the second quarter of the fiscal year and accounts for 35% of General Fund revenues. The other three large sources of revenue for the General Fund (Sales Tax, Local Use Tax and Income Tax) are all trending well ahead of budget.

**General Fund Expenditures** - General Fund Expenditures account for the general operations of the Village, including Police, Development Services, and Public Works and Engineering (Streets,

Engineering, Buildings & Grounds and Fleet Services). It also includes the Village Manager's Office (including Human Resources and Information Technology) and Finance.

At the end of the first quarter for FY21, General Fund Expenditures are at 23% of budget. Overall, the General Fund is operating within the parameters of budgeted dollars. The charts below display General Fund expenditures by department and category type.

**Water and Wastewater Revenues** - Water and Wastewater revenues come from charges for service for the water and wastewater treatment facilities. These revenue streams are dependent on customer usage. At the end of the first quarter for FY21 both revenue sources seem to be coming in slightly behind budgeted parameters at 19% in the Water Fund and 24% in the Wastewater Fund. This revenue stream is seasonal and shows an increase in the summer months when usage is higher. The COVID-19 pandemic may have actually increased water usage with the stay at home order and school age children being home more hours in a day than normal. Water gallons billed were 15% higher in FY20 than in FY19.

**Revenue and Expenditure Report** - Overall revenues appear to be trending in within budgeted dollars for the first three months in FY21. Those funds that appear to be behind the 25% collection rate can be primarily attributed to the lack of property tax dollars received in the first quarter for the Village.

Expenditures within the operational funds appear to be trending in line with budgeted dollars or slightly below. Some capital funds may appear to be trending ahead of budget due to equipment purchased or projects completed. The Equipment Replacement Fund will have a budget carry over amendment coming in front of the Board for the police squad equipment that was not received until after January 1, 2021 for the FY20 squad car purchases, and supplies for the new 5-Yard dump truck purchased in FY20.

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

Trustee Westberg asked if the water and sewer accounts were paid up; Director Haley said that the ones which have been billed are up to date.

***It was the consensus of the Village Board to Accept and Place on File the First Quarter for FY2021 Financial and Investment Reports for the Village of Huntley.***

- p) Consideration – A Resolution Approving a Temporary Use Permit for Huntley Festival Foundation d/b/a Huntley Fall Fest to Hold a Festival including a Carnival, Temporary Sign Request, and Waiving of Fees for Huntley Fall Fest, September 23-26, 2021

Village Manager David Johnson reported that the Huntley Fall Fest began in 2006 as a one-day event. Since that time, a carnival was added in 2011 and several partnerships began with groups to raise funds for their benefit: Huntley Parks Foundation (basket raffle), Huntley Library (book sale), Huntley Area Lions Club (pancake breakfast), Kopf Running (5k), Animal Services and Assistance Programs (car show).

The Village is in receipt of a request from the Huntley Festival Foundation (Foundation) to hold the

2021 Fall Fest event at Deicke Park. The 2021 event will include a Thursday evening event including the carnival and main paid area which includes the beer garden. The Fall Fest event will be held on Thursday September 23<sup>rd</sup> 6:00 pm – 10:30 pm; September 24<sup>th</sup> from 5:00 pm-11:00 pm; September 25<sup>th</sup> from 10:00 am-11:00 pm and September 26<sup>th</sup> from 11:00 am – 7:00 pm.

The attached letter outlines the various events that take place during the event and the financial benefit to local organizations that volunteer at and/or participate in the event.

#### Staff Analysis

A meeting will need to take place within the next 30 days between the Village, Police and Park District Staff to discuss such matters as private security for the event, the safety plan, parking and other pertinent logistical information for the safe and orderly operation of the festival.

The Foundation has submitted a letter of request for approval of the following items:

1. To hold a festival on Park District property that includes but is not limited to: entertainment, food and drink, craft fair, car show and fireworks. The complete list is listed in the attached letter.
2. To hold a carnival in the Stingray Bay parking lot. The Village's Zoning Ordinance allows for the issuance of a temporary use permit by the Village Board of Trustees for a carnival subject to the following conditions:
  - a) approval on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties,
  - b) limited to a period not to exceed five days, and
  - c) adequate fire extinguishers, refuse containers and cleanup of the site upon termination of the event.
3. To hire three Police Officers for traffic direction and security during the Fest. Traffic direction is requested at the following locations:
  - Route 47 and Mill St. (2 Officers) Friday 7–10 pm; Saturday 3–10:30 pm; Sunday 1– 6 pm
  - Mill St. and Lincoln St. (1 Officer) Friday 6–10 pm; Saturday 1–10:30 pm; Sunday 1– 6 pm
4. Parking for the festival will be provided mainly on Park District property (approximately 639 spaces), and in the Union Special parking lot (250+). A shuttle bus will transport people from Union Special to the fest; an exhibit showing the bus route is attached. If available, overflow parking is proposed on the top portion of the +/- 17 acres at the northwest corner of Route 47 and Mill Street as authorized and permitted by the property owner. Additionally, the Foundation is requesting assistance from the Village to place stakes/poles in the overflow parking area so that flags can be installed to indicate parking rows. The Foundation will mark the pole locations. As in the past, the following Village streets will be posted no parking: Mill, Lincoln, Sunset and Heinz.
5. To post temporary signage before and after the event as follows:
  - a) To post 15 (3' x 10') banners as indicated on the event signage exhibit included in the packet. The banners would be posted two weeks prior to the event. They are also

requesting the assistance of the Public Works and Engineering Department to hang the banners. The Foundation 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 Foundation 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 location and a Sign Ordinance variation is required to locate the signs on Village rights-of-way.

- b) To post yard signs at the subdivision entrances one (1) week prior to the event.
- c) To post directional signage on the day of the event at the following locations:
  - West Main Street at Lois Lane
  - Deicke Park entrance
  - Route 47 and Mill Street
- d) The use of the two Village-owned electronic message boards to use on Route 47 and Mill Street to assist those entering the fest.

#### Financial Impact

The Foundation is requesting that the temporary use permit fee for the carnival and any fees associated with the Fall Fest be waived.

Village Manager Johnson reported that Bryant Haniszewski was in attendance to answer questions.

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

Trustee Westberg asked if Public Works would be needed to stake the parking lot. Village Manager Johnson reported that Public Works assists the Park District in setting up parking.

Trustee Goldman asked if there were any changes to the fest; Mr. Haniszewski stated that the only change was to add Thursday. Trustee Goldman asked if the Huntley Lions were having the pancake breakfast; Mr. Haniszewski said that he will be finalizing everything after Village Board approval.

Trustee Holzkopf asked if the bands would be on Thursday night; Mr. Haniszewski said that, if approved, there would be two (2) bands on Thursday night and that they have to have two (2) bands for a better draw. Trustee Holzkopf stated that she supports the Fest but not having bands playing on a school night until 10:00 pm. Trustee Goldman stated that 10:00 pm is too late on a weeknight. Trustee Kanakaris suggested they keep the sound levels lower on Thursday. Trustee Leopold asked what age group Trustee Holzkopf was concerned about; Trustee Holzkopf said Kindergarten through 8<sup>th</sup> Grade would be impacted. Conversation continued about how the sound travels away from the fest site and how it would impact families not at the fest because of school the next day.

Trustee Kittel stated that ending on a Thursday at 9:15-9:30 seems reasonable.

Trustee Goldman suggested that they stay with the Fest being three-days and no Fest on Thursday.



Trustee Kanakarlis stated that he has no issues with the Fest starting on Thursday with bands until 10:00 pm.

Trustee Westberg stated he has no issue with the Fest starting on Thursday but thought a 9:00 pm end time would be appropriate.

Trustee Holzkopf stated that adding the Thursday date would not be an issue but would want the bands ending at 9:00 pm.

Trustee Leopold stated that he approved adding Thursday to the Fest and stated he would agree to the 10:00 pm end time.

Trustee Kittel supported the Thursday start and agreed to the 10:00pm end time.

**A MOTION was made to approve a Resolution Granting the Issuance of a Temporary Use Permit to hold a Festival including a Carnival, Temporary Sign Permit, and the Waiving of Fees to the Huntley Festival Foundation d/b/a Huntley Fall Fest for the 2021 event from September 23<sup>rd</sup> 6:00 pm – 10:00 pm; September 24<sup>th</sup> from 5:00 pm-11:00 pm; September 25<sup>th</sup> from 10:00 am-11:00 pm and September 26<sup>th</sup> from 11:00 am – 7:00 pm; subject to the following conditions of approval:**

- 1. Letter of authorization for the event to be held on Huntley Park District property.**
- 2. A Temporary Use Permit must be applied for and obtained from the Development Services Department.**
- 3. All conditions of approval regarding the serving and/or selling of alcohol must be met.**
- 4. Letter of authorization from the property owner of the +/- 17 acres of the northwest corner of Route 47 and Mill Street to utilize the overflow parking area.**
- 5. The Foundation agrees to meet with Village Staff within 30 days upon approval of the Temporary Use Request to discuss and plan for security, parking and any other pertinent logistical information for the safe and orderly operation of the festival.**
- 6. The Foundation agrees to again meet with Village Staff no later 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 festival.**
- 7. The petitioner shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.**
- 8. 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.**
- 9. The signs are to be removed no later than Monday, September 27, 2021.**
- 10. The event shall be held subject to applicable state and local requirements regarding Covid-19.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakarlis**

**AYES: Trustees: Kanakarlis, Kittel, Leopold, and Mayor Hoeft**

**NAYS: Trustees: Goldman, Holzkopf, Westberg**

**ABSENT: None**

**The motion carried: 4-3-0**

**VILLAGE ATTORNEY'S REPORT: None**

**VILLAGE MANAGER’S REPORT:**

Trustee Kanakaris asked why Staff was still wearing face masks. Village Manager Johnson stated that Village Staff is being more cautious following the liability insurance carrier’s recommendations.

**VILLAGE PRESIDENT’S REPORT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:**

**A MOTION was made at 9:05 p.m. to Enter into Executive Session for Property Acquisition, Purchase, Sale or Lease of Real Estate; and, Review of Closed Session Minutes.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Westberg**

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

**A MOTION was made at 9:30 p.m. to Exit Executive Session.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Kanakaris**

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

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 9:31 p.m.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Westberg**

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

Respectfully submitted,

Barbara Read  
Recording Secretary