

**VILLAGE OF HUNTLEY
SPECIAL VILLAGE BOARD
November 4, 2021
MEETING MINUTES**

CALL TO ORDER:

A special meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 4, 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, Curt Kittel, Harry Leopold, and JR Westberg.

ABSENT: Trustee Kanakaris

IN ATTENDANCE: Village Manager David Johnson, Deputy Village Manager Lisa Armour, Director of Finance Cathy Haley, Director of Public Works & Engineering Tim Farrell, and Village Clerk Rita McMahon.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Discussion – Downtown TIF Improvements for FY22 Budget

Village Manager David Johnson began a presentation explaining staff is seeking direction from the Village Board to finalize the FY22 Downtown TIF Fund budget capital expenditures. He stated the FY20 Budget Downtown TIF Fund included the following projects: Passenger Rail design and engineering for various improvements such as parking lot construction (\$500,000); Catty Building Improvements (\$300,000); S. Church Street Streetscape Improvements design and engineering (\$150,000); and Fire Station Redevelopment/Post Office Parking engineering and design (\$50,000). Due to the Covid-19 pandemic, the majority of these projects did not move forward in 2020. These projects were budgeted again in FY21 for future year expenditures in the 5-Year Capital Improvement Plan. Debt issuance generating \$1.5 million in funds for stormwater management improvements related to the Catty property and completion of the expanded municipal parking lot was completed in FY20. Those funds have not been expended to date. As activity in the downtown has progressed, the scope of these projects has been refined, and several other new projects have been identified. Staff has worked with Christopher Burke Engineering, Ltd. (CBBEL) to prepare conceptual plans and budget estimates for FY22. Mr. Greg Sanders and Nick Morel, representatives from CBBEL are in attendance this evening to assist with discussion.

Staff is presenting the following options for new parking spaces and streetscape improvements in the downtown area:

Woodstock Street Parking Lot (new lot); 38 new parking spaces

These improvements consist of reconstruction of the Fire Station parking lot and construction of a new lot immediately to the east, creating one parking lot that would provide approximately 38 stalls. Ingress would be one-way off of Coral Street, with both ingress and egress from Woodstock Street. This would provide off-street parking for the Post Office and the proposed redevelopment of the Fire Station property.

Staff has had initial discussions with the parish priest regarding the possibility of utilizing the Church Rectory parking lot on Woodstock Street for additional public parking. Approximately 37 spaces would be available in the lot. Staff will continue discussions with the parish regarding this option.

Total cost proposed for FY22 Downtown TIF Budget - \$750,000

Option 1a - Additional On-Street Parking – Woodstock Street and First Street; 18 new parking spaces

Option 1a includes the addition of nine on-street parallel parking spaces on the west side of Woodstock Street, from First Street north to the St. Mary parking lot, and nine spaces on the north side of First Street between Woodstock Street and Church Street. The spaces would be created through “bumpouts” within the curb line in the right-of-way similar to the spaces on Church Street adjacent to the old village hall. Nine spaces would be created on each street for a total of 18 additional parking spaces.

Total cost proposed for Option 1a, FY22 Downtown TIF Budget - \$340,000

Option 1b - Additional On-Street Parking – Woodstock Street, First Street, and Coral Street; 28 new parking spaces

Option 1b includes the addition of nine on-street parallel parking spaces on the west side of Woodstock Street, and restricting traffic on First Street to one-way eastbound traffic to add angled on-street parking creating 13 stalls, and restricting traffic on Coral Street to one-way westbound traffic between Church Street and Woodstock Street to add angled on-street parking. With the change to one-way westbound traffic, the ten spaces on the north side of Coral Street would be eliminated, with 16 new spaces created along the south side, generating a net gain of six stalls.

Total cost proposed for Option 1b, FY22 Downtown TIF Budget - \$520,000

Church Street Parking Lot (Extension of Municipal Lot behind Main Street south to Catty building)

Paving of the remaining gravel area behind the existing municipal lot and the north side of the Catty property includes construction of the parking lot, underground stormwater management structures, relocation of watermain, and burial of overhead utility lines. Most of these improvements were previously included as part of the passenger rail project. That project has now been identified as a separate project for FY23 and included in the 5-Year Capital Improvement Plan.

Total cost proposed for FY22 Downtown TIF Budget - \$2,850,000

S. Church Street Streetscape Improvements

Streetscape improvements on Church Street south of the entrance to the municipal parking lot would include: replacement of curb and gutter, resurfacing of the roadway south to Mill Street, brick pavers within the right-of-way from the entrance to the municipal lot south to the entrance to the Catty property, landscaping within the right-of-way from the municipal lot entrance south to Mill Street, and burial of utility poles on the west side of Church Street.

Total cost proposed for FY22 Downtown TIF Budget - \$840,000

Mill Street Parking Lot

A paved parking lot is located on the south side of Mill Street directly across from the Catty property. The lot previously served as the employee parking lot for the former Dean Foods facility. The property is now owned by Country Delight, which does not utilize the lot for employee parking. A lease agreement with the new owner is proposed for the lot, which includes 32 parking spaces. The lot is in need of resurfacing.

Total cost proposed for FY22 Downtown TIF Budget - \$90,000

Parking Options

Village Manager Johnson began the parking discussion by stating there are currently 319 parking spaces downtown. Up to 192 new spaces are being proposed at this time by creating new spaces with a Woodstock Street lot, old St. Mary lot, Church Street lot, the north Mill Street lot and by creating additional on-street parking on Main, Coral,

Church and Woodstock Streets. The spaces in the lot south of Main Street are 9' wide and the First Street parking spaces are 10' wide.

Trustee Leopold questioned if the Coral Street one-way option would be from Church Street all the way to Route 47. Village Manager Johnson said no, just between Church and Woodstock Streets.

Trustee Westberg stated he agrees with the Woodstock Street parking because it is necessary and very beneficial. He supports Option 1a. He stated changing Church Street to a one way street would help, but he thought that would be very confusing for users. Perhaps the changes could be made in phases, starting with Woodstock Street and proceed from there.

Trustee Goldman favored Option 1a. She did not like Option 1b when she realized that headlights would point into homes off of First Street and directly into the square from the Coral Street spaces. Trustee Holzkopf liked components of both options but also did not like that headlights in Option 1b would go into homes. She did not support the angle parking on Coral Street.

Trustee Kittel stated that he supported Option 1a and added the parking lot and on-street parking on Woodstock Street was a huge positive for the downtown. Trustee Leopold said it was difficult to decide but favors adding parking anywhere downtown and is fine with 9' wide spaces. Mayor Hoeft favored Option 1a and stated it is a good start to add parking downtown.

There was an overall consensus to support Option 1a for the downtown parking.

Streetscape Improvements:

Village Manager Johnson continued the project discussions stating staff is seeking Village Board direction for the streetscape improvements for south Church Street by the Catty property. He added that only preliminary discussions have taken place with True North and CBBEL. Final costs and engineering agreements will be provided at a later date to the Village Board for consideration.

Trustee Holzkopf said she was not in favor of the water feature on the Catty property. She stated that the water feature should be functional in some way and maybe a splash pad or some other water feature could be used to incorporate people. Trustee Leopold said he thought the water feature should not be on the Catty property for only a couple of houses to see. Mayor Hoeft agreed with Trustee Holzkopf in preferring to see a water feature that would be more functional and used by residents.

Trustee Leopold questioned the \$550,000 to relocate the overhead utilities from the east side of the Church Street parking lot to Mill Street. Mr. Sanders from CBBEL stated the \$500,000 relocation cost estimate was provided by ComEd to lower the lines from Mill Street up to the parking lot. Village Manager Johnson added ComEd has been helpful and a stronger partner since earlier years when the Village looked into burying overhead lines and are more willing to work with the Village. Trustee Leopold stated if funds were being spent to bury overhead lines, it should be done in a more visible area. He suggested down Main Street including the intersection of Main and Route 47. He did not support burying the lines along Church Street by Catty. Trustee Westberg said he is also fine with leaving the poles.

Trustee Holzkopf questioned what the ultimate benefit would be burying the utilities versus leaving them and is it possible to leave the poles. Mr. Sanders said that Church Street access allows the Village to get to the underground storage in a more efficient manner. Trustee Holzkopf asked of the accuracy of the \$500,000 burial fee. Mr. Sanders said the costs are preliminary and ComEd has not yet done a formal report or exercise to compute the actual cost. Director of Public Works and Engineering Tim Farrell said it would be easier to trench for the underground utilities if the poles were not there. He continued saying if the Village decided against burying the poles the Village would have to relocate new overhead poles to span the whole area which would still be a high cost; most likely close to the burying costs. Village Manager Johnson added the aesthetic of the area should also be considered.

Mayor Hoeft stated he would like to see the poles buried adjacent to the underground detention area, but leave the poles standing on the west side of Catty. He knows it will be a difficult project but believes the power lines are part of the character and history of the Catty property.

Trustee Kittel said he thought there would be cost savings to doing everything all at once. He added that since the Village is focused on beautifying downtown the high costs are understandable. Village Manager Johnson agreed with Trustee Kittel and said that the Village burying the poles is beneficial to the community. He then reminded the Village Board that direction is being sought as to whether to proceed or not with the Church Street parking lot expansion and improvements. Once direction is provided, staff will direct CBBEL to begin a full engineering review of the project which would eventually be presented to the Village Board for consideration if so directed.

There was an overall consensus to proceed with the parking lot expansion and improvements as presented and to direct staff to work with CBBEL to finalize costs and plans for further consideration by the Village Board.

Seasonal Retail Shops on Main Street/Ice Skating Rink – 1st Congregational Church Property

Village Manager Johnson explained the Village has had initial discussions with the 1st Congregational Church to use the unpaved property fronting Main Street for small seasonal retail shops, similar to the Batavia Boardwalk Shops in downtown Batavia. The shops would provide an opportunity for small businesses and entrepreneurs that may not yet be ready for a brick and mortar location. The Church is also interested in providing space for a temporary ice rink to be located on the east end of the Church property. A lease agreement with the Church would be required to utilize the property for the shops and ice rink.

Mayor Hoeft asked for input from the Board. Trustee Goldman said she loved the incubator shop idea and suggested that MCC or ECC could help build the shops. Trustee Westberg was also in favor of the incubator shops. Trustee Leopold liked the incubator shop idea and referenced it to markets he attended abroad over the years. He would like to see the shops utilized all year. Trustee Kittel also supported the shops. He liked the idea of a Kris Kringle market weeks before and during the holiday season.

Trustee Holzkopf was in favor of the incubator shops saying it was a perfect way for new small businesses to start out. She added that she would like to see a mentorship program created to help the new businesses create a business plan, revenue projections, etc. Trustee Holzkopf said the Village should regulate what is being sold, inspected by the health department if applicable, and make sure sales tax payments and insurance coverage is being maintained. She included that there should be set hours for the shops to be open and each shop must be open during those hours.

Mayor Hoeft also supported the incubator shop program. He believes it is a great opportunity for beginner businesses to hopefully advance to a brick and mortar store. Trustee Leopold questioned who manages the Batavia Shops and if Barb Read would oversee the shops as part of her Farmer Market duties. Village Manager Johnson stated that a Batavia downtown group manages the shops. He added there would be an entire team to oversee the project but yes, Barb Read would most likely be involved, as well as Melissa Stocker.

Mayor Hoeft stated he likes the ice rink, but the liability would have to be addressed. He believes the rink would be a draw for people to visit the downtown restaurants. Trustee Goldman stated she does not favor the ice rink because of the liability and said the funds should be spent elsewhere. She believes the Park District should provide an ice rink and would then be responsible for maintenance. Trustee Westberg stated he did not like the ice rink in the proposed location.

Trustee Kittel said he supports the ice rink and location. He suggested a collapsible rink so if the location does not work, it could be moved. Trustee Kittel added that perhaps the Village could co-sponsor the ice rink with the Park District. The Park District could have an employee monitor the rink and be in charge of skate rentals, etc.

There was an overall consensus with the Village Board in support of the incubator shop program but not the ice

rink. The location and liability were both concerns of the Village Board.

Mayor Hoeft thanked the Village Board for their input and direction.

VILLAGE MANAGER'S REPORT: Village Manager Johnson reminded the Village Board of the remaining meeting dates through the end of 2021 including the first scheduled meeting in 2022 being January 13th. He also pointed out that the 5-Year Capital Improvement Plan binder was distributed this evening and will be discussed at the November 18th Village Board meeting.

VILLAGE PRESIDENT'S REPORT: Mayor Hoeft reported that Deputy Chief Fulton's retirement party is being held Friday November 5th in the Board Room.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:16 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahon
Village Clerk