

**VILLAGE OF HUNTLEY
VILLAGE BOARD
January 27, 2022
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, January 27, 2022 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Timothy Hoefft; 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, Director of Development Services Charles Nordman, Director of Public Works and Engineering Tim Farrell, Economic Development, Marketing & Recruitment Specialist Melissa Stocker, and Village Attorney Betsy Gates-Alford.

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

PROCLAMATION: Mayor's Monarch Pledge Day

Mayor Hoefft read the following proclamation:

WHEREAS, the monarch butterfly is an iconic American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the attention and imagination of millions of Americans; and

WHEREAS, 20 years ago, more than one billion Eastern monarch butterflies migrated to Mexico, but populations of this species have declined by 90% in the last two decades; and

WHEREAS, cities, towns and counties have a critical role to play to help save the monarch butterfly and the Village of Huntley can play a leadership role by planting native plants and milkweed that support this spectacular migration; and

WHEREAS, every citizen of Huntley can help make a difference for the monarch by planting native milkweed and nectar plants to provide habitat for the monarch and pollinators in locations where people live, work, learn, play and worship.

Now Therefore be it Proclaimed that I, Mayor Timothy J. Hoefft, President of the Village of Huntley and Village Board of Trustees, do hereby proclaim this day as MAYOR'S MONARCH PLEDGE DAY in the Village of Huntley and encourage residents and Village staff to take steps to increase the planting of milkweed and nectar plants to preserve and strengthen the monarch butterfly population. Dated this 27th day of January, 2022.

PUBLIC COMMENTS: Ms. Nancy Glissman thanked the Village Board on behalf of the Environmental Defenders of McHenry County for pledging for the Mayor's Monarch Pledge Day.

CONSENT AGENDA:

All items listed under Consent Agenda are considered to be routine by the Village Board and may be approved and/or accepted by one motion with a Roll Call Vote. If further discussion is needed, any member of the Board may request that an item be moved off of the Consent Agenda to Items for Discussion and Consideration.

- a) Consideration – Approval of the December 2, 2021 Village Board, December 9, 2021 Village Board, December 16, 2021 Village Board and December 16, 2021 Liquor Commission Meeting Minutes
- b) Consideration – Approval of the January 27, 2022 Bill List in the Amount of \$826,627.11
- c) Consideration – Approval of Payout Request No. 1 and Final to Visu-Sewer for the 2021 Sewer Televising and Lining Program in the amount of \$76,860.75
- d) Consideration – Approval of Payout Request No. 2 and Final to Safe Step, LLC. for the 2021 Sidewalk Cutting Program in the amount of \$45,165.36
- e) Consideration – A Resolution Approving a Professional Services Agreement Renewal with Clarke Environmental Mosquito Management, Inc. for the 2022-2024 Mosquito Management Program
- f) Consideration – A Resolution Approving a Bid Award to All Service Contracting Corp for the Well No. 11 Brine Tank Rehabilitation Project

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

A MOTION was made to approve the January 27, 2022 Consent Agenda.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – An Ordinance approving (i) An Amendment to the Preliminary Planned Unit Development for Huntley Crossings Phase I; (ii) Final Planned Unit Development for the construction of a new ±10,400 square foot Child Care Center (iii) A Special Use Permit for a Child Care Center within the “B-3 (PUD)” Shopping Center Business – Planned Unit Development District; and (iv) a Final Plat of Subdivision for Lot 9 of Huntley Crossings Resubdivision (generally located east of Route 47 and south of Powers Road)

Director of Development Services Charles Nordman noted that the plans presented tonight were nearly identical to the plans presented for concept review last July. He then reviewed a power point presentation and said that Huntley Crossings Development, LLC, the former owner of Lot 9 of Huntley Crossings Phase I, originally submitted an application to resubdivide Lot 9 of Huntley Crossings Phase I in September, 2021, to accommodate the location of Lighthouse Academy. Lot 9 was subsequently sold to Huntley Development, LLC, owned by Henry Patel. Mr. Patel is the owner of the property to the south and is the developer of the Hampton Inn. As part of the purchase process, Mr. Patel agreed to continue with the entitlement process for

Lighthouse Academy, which is proposing to occupy the newly formed outlot for the purpose of constructing a new 10,400 square-foot child care center. The subdivision and proposed special use represents a change from the big box/inline retail commercial development originally proposed in the Preliminary Planned Unit Development for Huntley Crossings Phase I, which was approved by the Village in November 2006. Lighthouse Academy offers a variety of child care programs such as pre-kindergarten, full day kindergarten, summer camps, as well as child care for children ages 6 weeks – 12 years. Bus services are provided to transport participants in the before and after school programs for children ages 7 - 12. Hours of operation range from 6:30 a.m. – 6:30 p.m.

Site Plan and Parking

The newly formed lot is proposed to be positioned at the northwest corner of the existing Lot 9. The new 2.04-acre lot would be located directly east of the existing Culvers and Sherwin Williams. The private access road which spans from Powers Road to Huntley Crossings Drive separates the proposed new lot from the Route 47 frontage outlots. The access road is intended to serve as the principle point of entry for the child care center in the same way it provides access to the existing businesses.

The building is oriented with the entry on the west elevation, facing the private drive. A fenced in playground area is proposed to be located in the north corner side yard. The fenced in area is approximately 85'x85'. The proposed fence is 5' high ornamental aluminum and is located 20' from the corner side property line as required by the Zoning Code.

The site plan includes 70 10'x19' parking spaces, including three ADA stalls which exceeds the 42 parking spaces required by the Zoning Code.

Changes to the site plan since concept review include the addition of sidewalks connecting to the southern parking area and north to Powers Road to connect with the existing sidewalk.

Building Elevations

The new child care center will be constructed using face brick. The base of the building is comprised of renaissance stone up to the sill. Materials used in minor accent applications include hardie board siding used overtop the main columned entryway. The proposed roof is shown with asphalt shingles and aluminum soffit, fascia and gutters. The rooftop aluminum equipment screen visible off the rear east elevation will be color matched to the soffit and fascia. The trash enclosure is located off the south side parking area and plans indicate the enclosure matches the face brick of the new building and uses aluminum gates color matched to the window frames.

Landscape Plan

Landscape plans have been submitted which show a mix of landscaping elements along all lot lines and foundation plantings along the front, rear, and south side of the building. The plan proposes 38 shade trees offering seven different species, 16 ornamental trees, 69 dense yew evergreen shrubs, 65 deciduous shrubs of four different species, and 62 perennials/ornamental grasses and generally complies with the Village's landscape ordinance. Plantings have been placed to offer a natural screening of mechanical equipment from the rear, dumpster enclosures from the side, and playground equipment from Powers Road.

Lighting

The lighting plan indicates the use of Sternberg LED prairie series light fixtures, which matches the prairie style fixture used in the surrounding developments. Section 156.088(B)(1) of the Zoning Code requires the average foot candles of the parking lot to be 2.0 minimum. Section 156.088(B)(4)(a) of the Zoning Code requires that the maximum foot candles at the lot line not exceed 0.5. The petitioner will be required to submit a revised photometric plan at the time of building permit to show compliance with the noted requirements.

Signage

The elevations propose one illuminated wall sign affixed to the pediment atop the building's entryway. The 5'x10' (50 square feet) sign is compliant with the Village's Sign Regulations. The site plan indicates one monument sign near the entry apron just off the private drive frontage, however, it has been noted by the applicant that the monument sign will no longer be pursued.

Required Relief

None.

Special Use Permit

A child care center is a special use in the "B-3 (PUD)" Shopping Center Business – Planned Unit Development District. Accordingly, Lighthouse Academy is requesting a special use permit to allow for the construction and operation of the proposed child care center within the "B-3 (PUD)" zoning district.

Plat of Subdivision

A Plat of Subdivision and Cross Easement Agreement for the Huntley Crossings Lot 9 Resubdivision have been submitted for the project. Upon recording, the documents will provide two lots as well as maintain cross access through the shared access apron off the private roadway. The lot created for the child care center (Lot 9b) will be 2.04 acres. The resulting Lot 9a will include the remaining 20.39 acres. Both lots meet the minimum lot area and width requirements in the "B-3 (PUD)" Shopping Center Business – Planned Unit Development District.

Village Board Concept Review

The Village Board reviewed conceptual plans for Lighthouse Academy on July 22, 2021. Discussion focused on the location of the site just off Route 47. The petitioner explained that the site offers parents a convenient drop off and pick up location as a large majority of parents utilize I-90 to and from work. Village Board members also asked if the plan would sufficiently accommodate vehicle stacking and bus circulation especially during peak drop off and pick up times. The petitioner confirmed that as programs are staggered throughout the day, parents may drop off or pick up during various morning or afternoon time slots depending on their work schedule. The petitioner also explained that parents must park and come into the building to sign their child in and out of their classroom.

Plan Commission Recommendation

The Plan Commission conducted a public hearing to consider the petitioners' request on January 10, 2022, and, with no members of the public offering testimony in favor or opposition to the request, unanimously 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. The photometric plans shall be resubmitted and approved by the Development Services Department.
5. No building construction permits, plans, sign permits, or Certificates of Occupancy are approved as part of this submittal.

Strategic Plan Alignment

The 2022-2025 Strategic Plan identifies “*Strong Local Economy*” as a Strategic Focus, “*Location of Choice for New and Expanding Businesses of All Sizes*” as a goal.

Financial Impact

Not applicable.

Director Nordman stated that Ms. Shannon Flores petitioner, was in attendance to answer questions or concerns of the Village Board. Trustee Kanakaris asked if the sign is illuminated. Ms. Flores said yes. Trustee Holzkopf stated she is very happy they will be in Huntley adding that the location, being near the interchange is wonderful. Trustee Westberg and Trustee Goldman welcomed Lighthouse and complimented the petitioner on the beautiful building.

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

A MOTION was made to approve an Ordinance for (i) An Amendment to the Preliminary Planned Unit Development for Huntley Crossings Phase I; (ii) Final Planned Unit Development for the construction of a new ±10,400 square foot Child Care Center (iii) A Special Use Permit for a Child Care Center within the “B-3 (PUD)” Shopping Center Business – Planned Unit Development District; and (iv) a Final Plat of Subdivision for Lot 9 of Huntley Crossings Resubdivision, generally located east of Route 47 and south of Powers Road.

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

- b) Conceptual Review – Proposed Site Plan and Building Elevations for a New Warehouse, Storage and Distribution Development, 13801 George Bush Court

Director of Development Service Charles Nordman reviewed a power point presentation and stated Reiche Partners (Reiche) was last before the Village Board on July 22, 2021 to conceptually discuss the development of Lot 21 located on George Bush Court in the Huntley Corporate Park. Reiche proposed a new 40,800 square-foot maintenance facility for AZE Inc. (AZE), which would be designed to support the special use of “logistics, freight, and trucking operations with outdoor truck parking” within the “BP” Business Park – Planned Development District. This project is scheduled to be reviewed by the Plan Commission on February 14, 2022.

Reiche is now proposing to construct a 175,600 square-foot speculative warehousing, storage and distribution facility on Lot 19 in the Huntley Corporate Park. Reiche has stated that the proposed speculative building would be owned by AZE as an investment property (AZE is not proposing to operate their own trucking business from this property). Lot 19 fronts on Interstate 90 and is located west of the proposed AZE trucking facility and directly south of the Rohrer Corporation.

Staff Summary

The subject site is currently vacant and zoned “BP” Business Park – Planned Development District. The petitioner proposes to seek approval to construct a speculative 175,600 square foot multi-tenant building that

may be divided in up to four tenant spaces. The “BP” zoning district requires a special use permit for warehouse, storage and distribution. No specific businesses have been identified for the building at this time.

The site plan includes parking for 201 vehicles and 50 semi-truck trailers. The proposed building elevations utilize precast panels and will initially include 24 overhead doors on the north elevation, facing the south side of Rohrer. The plans call for four drive-in doors and 20 truck docks and would accommodate space for an additional 20 truck docks dependent on the future tenant’s needs. The front of the building will face south, towards the tollway, and will include the main entrances to each of the four potential tenant spaces with windows and a canopy installed at each entrance.

Signage

No signage has been presented at this time, but will be required should they proceed with a formal development application.

Landscaping

Landscape plans have been submitted, which show a mix of landscaping elements along all lot lines and foundation plantings along the front and sides of the facility. The plan proposes 64 shade trees offering 10 different species, 66 evergreen trees, 274 deciduous shrubs of six different species, and 95 perennials/ornamental grasses.

Required Approvals

The project will require the following review and approvals from the Plan Commission and Village Board:

- i. Site Plan Review, including any necessary relief
- ii. Special Use Permit for Warehousing, storage and distribution. *Staff notes, a user has not been identified at this time. The Petitioner is requesting the special use for warehousing, storage and distribution as a speculative use.*

Strategic Plan Alignment

The 2022-2025 Strategic Plan identifies “*Strong Local Economy*” as a Strategic Focus, “*Location of Choice for New and Expanding Businesses of All Sizes*” as a goal.

Courtesy Review

The petitioner has requested the Village Board to conceptually review the development 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 stated Mr. Adam Reiche petitioner, was in attendance to answer questions or concerns of the Village Board.

Mr. Reiche explained that this is a spec building pointing out there are currently no other buildings in Huntley of this size and that he has brokers contacting him already with an interest in the building. Trustee Leopold asked if any of the interested businesses have a large employee base. Mr. Reiche said since there hasn’t been anything formal yet, the employee base is unknown.

Trustee Kanakaris said he liked the look of the building and asked if Mr. Reiche would rent the building or continue to own. Mr. Reiche said AZE Trucking, the owners of the building being built on the neighboring lot, will own the building and will rent it out. Trustee Holzkopf questioned the parking setbacks. Mr. Reiche said the setback is 15’ but there may be some relief requested during the formal review process.

Trustee Westberg asked Director Nordman if there will be a way for the Village to find out if the interested tenant would store hazardous materials on site. Director Nordman said it would be disclosed when the business would submit for a business registration. Trustee Kittel asked where the dumpsters will be placed. Mr. Reiche said they will go in the northwest corner of the property. Trustee Goldman asked when construction would begin. Mr. Reiche said the engineering plans and drawings have started and he hopes to begin construction this summer.

Mayor Hoeft thanked Mr. Reiche and asked if the Village Board had any further comments or questions; there were none.

No action was taken on this agenda item as it was conceptual review.

- c) Consideration – An Ordinance Establishing a 180-Day Moratorium Relating to Development of Infectious Disease Testing Centers and Referring to the Plan Commission Consideration of Proposed Amendments to the Huntley Zoning Ordinance

Village Manager David Johnson reported there are currently five temporary “pop-up” COVID testing centers located within the Village and the Development Services Department continues to receive significant interest for the establishment of additional testing centers. The primary purpose of these testing centers is not to provide medical treatment, care, or accommodations to patients and, as a result, they are functionally distinct from other medical and healthcare-related land uses currently addressed in the Zoning Ordinance, such as Medical Offices (the primary purpose of which is examination and treatment of patients by State-licensed medical professionals), Urgent Care Facilities (the primary purpose of which is to provide medical treatment to walk-in patients), Hospitals (which are institutional facilities that provide acute medical care and overnight accommodations to patients), and Medical Support Services Offices (the primary purpose of which is to provide support services or supplies to hospitals and licensed medical personnel).

Staff Analysis

The current Zoning Ordinance does not expressly address testing centers as a land use within the Village or specify the zoning districts in which testing centers may be located. The potential impacts of testing centers on neighboring property owners and the public health, safety, and welfare differ from those of Medical Offices, Hospitals, and other healthcare-related uses that are currently addressed in the Zoning Ordinance, such as consideration of unique issues regarding vehicular and pedestrian access, capacity issues and safe accommodations for queueing or waiting customers, off-street parking and loading requirements, drive-through facilities, and hours of operation. Based on emerging trends regarding the establishment and operation of testing centers in the Village and other communities and the Village’s initial experience with such uses, staff recommends reviewing various aspects of the Zoning Ordinance and considering whether they should be amended to more specifically and appropriately address potential impacts of testing centers on the public health, safety, and welfare and to reflect the Village’s land use policies and long-range planning goals.

The imposition of a temporary 180-day moratorium on the consideration of zoning applications or issuance of building permits or certificates of occupancy for testing centers is proposed, subject to the exceptions and limitations identified within the draft ordinance. The proposed moratorium will allow time for the Plan Commission to undertake a review of potential amendments to the Zoning Ordinance regarding testing centers and thereafter make recommendations to the Village Board.

Financial Impact

None.

Legal Analysis

The draft ordinance was prepared by the Village Attorney.

Trustee Leopold questioned why Union Special came before the Village Board for approval of the testing center but the others haven't appeared before the Board. Village Manager Johnson said the testing centers were considered a permitted medical use per the zoning code and complied in some areas not requiring Village Board approval; however, the testing centers are now considered non-medical use and additional review components should be considered to allow the testing centers.

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

A MOTION was made to approve an Ordinance Establishing a 180-day Moratorium Relating to Development of Infectious Disease Testing Centers and Referring to the Plan Commission Consideration of Proposed Amendments to the Huntley Zoning Ordinance.

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

d) Consideration – A Resolution Adopting the 2022 Economic Development Work Plan

Village Manager David Johnson reported that as part of the FY22 Budget, one of the goals of the Village Board was to adopt an Economic Development Work Plan for 2022. A draft work plan has been prepared that provides an overall economic development strategy with specific action items for 2022.

Staff Analysis

The Work Plan 2022 action items are based on specific goals identified in the FY22 Budget.

Financial Impact

The budgeted amount for Economic Development activity in FY22 is \$100,000 per line item 100-70-00-6387.

Strategic Plan Alignment

The 2022-2025 Strategic Plan identifies “*Strong Local Economy*” as a Strategic Focus, “*Location of Choice for New and Expanding Businesses of All Sizes*” as a goal.

Legal Analysis

Not required.

Village Manager Johnson provided a brief overview of the 2021 year in review for the Village of Huntley pointing out highlights of 143 residential building permits being issued, 1,500 jobs being created from the Amazon E-Commerce Centers currently under construction and the 14% population increase over the last 10 years. Village Manager Johnson also said that for the first time ever, Huntley's EAV topped \$1 billion and sales tax revenue exceeded \$4 million. He added that the Village Board should be very proud of these numbers and accomplishments and is excited to see how the Village will continue to grow. Village Manager Johnson then introduced Melissa Stocker, Economic Development, Marketing & Recruitment Specialist, to review the small business incubator Shops on Main program. Ms. Stocker reviewed a power point

presentation showing the layout for the Shops on Main buildings and preliminary landscape and enhancement features for the property.

Deputy Village Manager Lisa Armour continued the presentation by reviewing the 2022 work action plans listed below:

- Small Business Assistance Program
- Downtown Development Agreement for Catty
- Downtown Development Agreement for the vacant former Fire Station
- Continued discussion with an independent restaurant to relocate downtown
- Establishment of a new Tax Increment Financing District for the northeast side of Route 47 and Kreutzer Road extending east to the Kishwaukee Industrial Park
- Facilitate Development Opportunities in the Huntley Corporate Park, Huntley Commercial Center and Huntley Automall
- Work with property owners adjacent to the I-90/Route 47 interchange to facilitate development of parcels for commercial, business park, and office/research/industrial uses
- Develop a plan for the extension of water and sewer infrastructure and completion of annexation and development agreement for areas south of I-90
- Enhance dissemination of development project information via the Village of Huntley and HuntleyFirst websites
- Seek proposals for retail section analysis and recruitment

Trustee Goldman mentioned that she read the City of McHenry is also looking at a business kiosk program in their community and encouraged the Village Board to make Huntley's program first and best.

Trustee Westberg questioned what the Village would be looking for in an analysis consultant and would the consultant provide references and a success rate. Deputy Village Manager said the consultant would have to provide references adding the consultant would have access to shopping trends and demographics specific to the south Route 47 area. Mayor Hoeft added the Village has not done this type of trend analysis before and believes it is time to review the uses and marketing for that area. The consultant should be able to tell the Village where people shop, how they shop, where the shoppers come from and what stores the shoppers frequent most. The Village has been told in the past by businesses what won't work there, but the consultant should be able to tell the Village what businesses would be successful. Mayor Hoeft added that additional funds were included in the FY22 budget and believes this would be a great investment for the community. Village Manager Johnson agreed with Mayor Hoeft's points saying this is an opportune time to look at the current land use versus what may be a better fit for the area now with the current businesses along the corridor. Village Manager Johnson said the consultant should be able to provide a more succinct target analysis with demographics that would be the best fit for the Village.

Trustee Kanakaris said he loves the idea for the Shops on Main and asked the size of the buildings and if more buildings could be added on the site. He also questioned who would govern the approval of the applicants and how long a lease would be for each business. Ms. Stocker said the proposed buildings would be approximately 12' x 12' with a 4' porch and that the leases would be for one year with the applicant able to reapply each year. Ms. Stocker said internal discussions have been to include mostly retail shops maintained inside the building but if the business wants to have outside displays, they would have to follow certain requirements to maintain a cohesive appearance. Trustee Leopold suggested considering a short term lease for spring or fall plantings, Christmas item businesses, etc. Village Manager Johnson said the intent at this time is to bring the applicants before the Village Board for approval.

Trustee Westberg suggested the applications include a statement from the business if they are interested in ultimately moving to a permanent brick and mortar building. Mayor Hoeft agreed and said that is the goal of the program to help these businesses find a permanent location within the Village.

Trustee Kittel thanked staff for their detail in creating the plan and said he especially favors the Small Business Assistance Program. He said it is more robust than the façade program and thinks each application should be reviewed on a case by case basis and if funds need to be added to assist more businesses the Village Board should consider adding the funds.

Trustee Holzkopf said she is a huge advocate for small businesses and loves the Small Business Assistance and Shops on Main programs and suggested staff reach out to the High School for assistance in building the shops. She would like to see more benches and tables on site so visitors can enjoy food purchased at the shops or from the downtown restaurants. Trustee Holzkopf said she would like to see a mentorship program for the small business to be able to connect with other businesses that are already in a permanent location for suggestions and guidance to make their small businesses successful. Village Manager Johnson said no decision has been made yet as to how the shops will be constructed and that it could be based on the timing to have the program up and running. If the decision is made to have the shop program open for fall, there wouldn't be enough time for students to make the shops.

Trustee Goldman questioned what the Village has done to communicate this program with the First Congregational Church and what if the church says no to the program. Mayor Hoeft said preliminary discussions with the church have been very favorable and positive. The Mayor said an agreement would be made similar to the shared parking agreement currently in place for BBQ King and downtown events. Village Manager Johnson added that if the church said no, the program could be moved to Village owned property, perhaps by Catty. A lease would not be needed and the Village would have complete control of the program. He also agreed with Mayor Hoeft in saying the church seems excited for the program and is very hopeful that a fair lease or agreement will be reached.

Village Manager Johnson commended the Village Board in assuming the lead role in managing the Shops on Main program. He noted other communities doing similar programs are being managed by downtown or small business groups or the Chamber of Commerce. Mayor Hoeft asked if the Village Board had any further comments or questions; there were none.

A MOTION was made to approve a Resolution Adopting the 2022 Economic Development Work Plan.

MOTION: Trustee Goldman

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – Authorization to Proceed with the Implementation of the 2022 Special Events and Event Banner Installation Requests

Special Events Manager Barbara Read reported Staff is preparing for the 2022 Farmers Market and other special events sponsored or coordinated by the Village. Staff is requesting Village Board approval for special events and continued approval of yearly banner installation requests.

Staff Analysis

Upon Village Board approval of the proposed special events for 2022, Staff will coordinate a meeting with the downtown businesses and organizations to share event information and encourage their participation in the events taking place in the downtown.

Over the past five (5) years, the First Congregational Church Women's Circle and Huntley Legion Post 673 have reached out and asked for assistance from Public Works to install temporary banners for a few events. Those events are included on the Special Events list as well.

2021 Special Events Recap

It was a successful year for Village special events:

- New in 2021 was a Pi (Pie) 5k held on March 14. Participants received a mini Pi Pie and \$1,500 was donated to Special Olympics.
- Green & Clean Huntley Day: 871 cars entered the event at the Municipal Complex; 125 pounds of unwanted medications were collected; 30 people attended the tours of the West Water Treatment Plant; and three (3) dumpsters were filled at PW Donald Drive with unwanted household items.
- The weekly Farmers Market: the community continued to show great support for the 23-40 family farms and businesses that participated weekly at the market.
- 1st Friday Nights: in July a 90's Dance Party was a huge success with Boy Band Review filling the Square on a Friday night with 1,100+ attendees; August a Corn Hole Competition; September a Giant Game Night; and, the October Drive-In Movie (*Disney's Hocus Pocus*) at Sew Hop'd had most of the Union Special parking spots filled.
- Independence Day Fireworks Show was very well attended.
- Concerts in the Square returned in 2021 with concerts held on Tuesday nights from July 6th through August 17th. Attendance ranged from 650 to 2,200 (most concerts at approximately 1,500).
- The Movie in the Park held on July 30th at Parisek Park (*Disney's High School Musical*) had about 75 people in attendance.
- Bike Huntley was held on August 1st as a kick-off to National Night Out with 133 people participating. As in previous years, participants received a swag bag with a t-shirt (sponsored by CBBEL), water bottle, and other items. A hot dog lunch was served at the end of the ride.
- Very Merry Huntley was held on December 4th included: Kris Kringle Market; Tree Decorating Contest (\$700 collected and donated to the Grafton Food Pantry); Free Hot Chocolate; Free Horse-drawn Trolley Rides; Shop and Dine Ornament Hunt; Marine Corps Reserve Toys for Tots Collection; Kids Tent (kids received a free craft-to-go); Santa & Mrs. Claus; Tree/Town Square Lighting; Fireworks Show; and Morkes Chocolates had a tent outside the store with honey-roasted nuts, hot chocolate, etc. The Village and the Legion sponsored a Community Pasta Dinner with the proceeds (\$700) going to the Grafton Food Pantry. The Village also sponsored a Holiday Home and Business Decorating Contest and published the list of participating sites for residents to enjoy.
- Wreaths Across America – Held in the Huntley & St. Mary cemeteries and sponsored by the Village, Legion Post 673, and the Huntley Rotary. After a short ceremony, wreaths were placed on Veterans graves.

Financial Impact

Expenses for the Farmers Market come from line item 100-10-00-6353; \$9,700 has been budgeted for the 2022 Farmers Market. The weekly market will be held each Saturday from May 28th through October 1st. The indoor market is held the second Saturday of each month November through May.

Expenses for the other Village sponsored special events come from line item 100-10-00-6352; \$68,000 has been budgeted for:

- Pi (Pie) 5k Fundraiser
- Green & Clean Huntley Day
- Ladies Night Out on the Square (May and December)
- Concerts in the Square
- Family Fun Day at the Farmers Market
- Independence Day Fireworks (\$25,000)

- 1st Friday Nights
- Bike Huntley
- Hootenanny Glow 5k
- Fall Harvest Fest
- A Very Merry Huntley
- And other special events

Staff will reach out to Huntley businesses and organizations to help sponsor events to offset costs. In 2021, Huntley businesses donated \$10,600 towards concerts and special events.

Legal Analysis

None required.

Mayor Hoeft asked if the Village Board had any comments or questions. Trustee Westberg asked if the temporary special event signs downtown could be permanent. Director of Public Works and Engineering Tim Farrell said there would be issued with the posts and wind conditions. Mayor Hoeft asked if the Village Board had any further questions. There were none.

A MOTION was made authorizing the implementation of the 2022 Village of Huntley Special Events and approval of the non-Village sponsored events.

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

- f) Consideration – A Resolution Authorizing the Village Attorney to Draft an Amendment to Chapter 110: Alcoholic Beverages, Section 110.23 Classification and Fees of the Code of Ordinances to Allow for the Issuance of a Liquor License to Businesses Engaged in the Sale of Gasoline or Gasoline-Related Products

Deputy Village Manager Lisa Armour reported that based on an inquiry from an existing business, authorization is being sought to draft a liquor license amendment to Chapter 110: Alcoholic Beverages, 110.23 Classification and Fees to allow for the retail sale of packaged beer and wine for off-premise consumption only to any business engaged in the sale of gasoline or gasoline related products.

Staff Analysis

The Village was presented with a liquor license application from an existing gas station to allow the sale of alcohol. The Village Board has not approved previous requests to amend the Village code to allow for alcohol sales at gas stations; however, this business has respectfully requested Village Board consideration to amend the Village's Code of Ordinances to allow such sales.

Village Code currently states: *“No license shall be issued to any business which is engaged in the sale of gasoline or gasoline related products, or doing business which is operated or maintained on any premises in which any other business is engaged in the sale of gasoline or gasoline related products.”* If the code is amended, all existing (currently four) and future gas stations would be eligible to apply for a liquor license.

The resolution presented for Village Board consideration would authorize and direct the Village Attorney to prepare a draft amendment to Chapter 110: Alcoholic Beverages of the Village Code to allow for the

issuance of a liquor license to businesses engaged in the sale of gasoline or gasoline-related products for packaged beer and wine only for off-premise consumption. The final code amendment shall be subject to further approval by the Village Board prior to any amendment of the Village Code going into effect.

Financial Impact

If the code is amended, revenue from the applications approved would be deposited in the General Fund, line item 100-00-00-4320 as liquor license revenue.

Legal Analysis

An amendment to the Code of Ordinances is required to allow liquor sales at a gas station.

Mayor Hoeft asked if the Village Board had any comments or questions. Trustee Westberg asked if this would allow the gas stations to get video gaming. Village Attorney Gates-Alford said no, they would need a pourer's license to have gaming.

Trustee Leopold asked if the license could be for beer only. Trustees Kanakaris and Kittel commented that wine should be included as another option for those not wanting beer. Trustee Kanakaris stated he is fine with amending the code so long as it is not a pourer's license and questioned if the license would be made available to all existing gas stations. Mayor Hoeft said yes.

Trustee Kittel said he supports the amendment as long as no gaming is involved and added that it will be helpful in recruiting new gas stations. Village Manager Johnson added that all gas stations would still need to meet all requirements and approval of the Village Board to obtain a liquor license. Trustee Holzkopf stated she could not morally support the amendment. Trustee Goldman said she had no issues in the amendment.

Mayor Hoeft asked if the Village Board had any further comments or questions. There were none.

A MOTION was made to approve a Resolution Authorizing the Village Attorney to Prepare a Draft Amendment to Chapter 110: Alcoholic Beverages, Section 110.23 Classification and Fees of the Code of Ordinances to Allow for the Issuance of a Liquor License to a Businesses Engaged in the Sale of Gasoline.

MOTION: Trustee Kanakaris

SECOND: Trustee Westberg

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

NAYS: Trustee Holzkopf

ABSENT: None

The motion carried: 6-1-0

- g) Consideration – A Resolution Approving a Sales & Service Agreement with ADT for the Installation, Lease, and Service Plan for Secure Access Control Equipment at Village Facilities

Director of Public Works and Engineering Tim Farrell stated the use of secure access control equipment allows the Village to mitigate risks and reduce losses with the ability to ensure that only authorized users can gain access to an asset or system. All employees carry a Village issued ID badge that utilizes Radio Frequency Identification (RFID) technology for user authentication providing employees with secure 24-7 access to the workplace while maintaining a record of exactly who has entered the building and when.

On January 11, 2018 the Village Board authorized a service agreement with ADT that included ten (10) security cameras and two (2) secure access points at 11000 Bakley Street (Public Works), three (3) security

cameras at 11415 Main Street (Fleet Garage), and three (3) security cameras at 11704 Coral Street (Huntley Chamber of Commerce).

Secure access equipment proposed for 2022 is as follows:

1. Seven (7) additional secure access points at Public Works (11000 Bakley Street)
2. HDMI monitor extension to office (11000 Bakley Street)
3. Desk mount master station located at reception desk with audio/video and door release capabilities (11000 Bakley Street)
4. One (1) secure access point at Fleet Garage (11415 Main Street)

This will eliminate all keyed access points and provide complete secure accessibility at Public Works and the Fleet Garage.

Staff Analysis

A Sales and Service Agreement was received from ADT for the described secure access equipment including installation, lease, and service plan. The cost for installation is \$21,126.89 and lease and service plan are \$5,391.84 for a total 2022 cost of \$26,518.73.

Financial Impact

The FY22 Budget includes \$30,000 in the Facilities & Grounds Maintenance Fund, 410-00-00-8003 for the installation, lease, and service plan for secure access control equipment.

Legal Analysis

None required.

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

A MOTION was made to approve a Resolution Authorizing a Sales and Service Agreement with ADT for the installation, lease, and service plan for secure access control equipment at Village Facilities.

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

- h) Consideration – A Resolution Authorizing an Increase for Professional Services Standard Charges to Christopher B. Burke Engineering, Ltd. (CBBEL)

Director of Public Works and Engineering Tim Farrell reported on February 1, 2007, the Village Board approved a Master Professional Services Agreement (PSA) with Christopher B. Burke Engineering, Ltd. (CBBEL) that included 2006 Standard Charges. CBBEL has maintained their standard charges for professional services in accordance with the original Master PSA with no rate increase to date.

Between 2006 and 2009, CBBEL increased rates to other clients annually on average between 3% to 5%. In recognition of the economic challenges facing clients, CBBEL did not increase rates from January 2009 to December 2013. From January of 2014 until 2020 CBBEL has annually increased rates to other clients between 2% and 6%. Most recently, in recognition of the global pandemic, CBBEL held 2020 rates for

clients into 2021. In summary, CBBEL has increased standard charges for other clients by approximately 45% since 2006 while maintaining Huntley at 2006 rates.

Staff Analysis

Staff has received a proposal from CBBEL to increase the Professional Services Standard Charges.

For CIP projects, CBBEL proposes to incrementally increase Professional Services Standard Charges over the next four years in accordance with the table below. Once the rates are within three years of the current year, starting in 2025, CBBEL proposes to maintain the three-year gap to give Huntley an approximate 15% discount on future rates. The overall CBBEL rates for the years indicated below have been provided to the Village Board for reference.

	Current 2021	Beginning 1/1/2022	Beginning 1/1/2023	Beginning 1/1/2024	Beginning 1/1/2025
Rate Year to be Applied	2006 Rates	2014 Rates	2017 Rates	2020 Rates	2022 Rates
# of Years Rates Behind Current	15	8	6	4	3

For development projects, including review services, tasks that are pass-through costs, and developer construction inspection services, CBBEL is proposing to use Professional Services Standard Charges that are current at the time the services are rendered.

Financial Impact

The FY22 Budget includes funding for CBBEL Professional Engineering Services. CBBEL will honor the Not to Exceed engineering fees identified in the FY22 budget for CIP projects.

Legal Analysis

None required.

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

A MOTION was made to approve a Resolution Authorizing an Increase for Professional Services Standard Charges to Christopher B. Burke Engineering, LTD (CBBEL).

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

- a) Consideration – Resolution Ratifying and Approving Participation in Nationwide Opioid Settlements and Execution of Settlement Participation Forms

Village Attorney Betsy Gates-Alford reported that at the December 16, 2021 Village Board meeting, she reported that Illinois is participating in a national settlement of litigation claims with several companies that manufactured and distributed opioid painkillers. Attorney Gates-Alford subsequently informed staff that her office learned that the Illinois Attorney General (IAG) distributed an Opioid Allocation Agreement and

related documents shortly before Christmas regarding the nationwide opioid settlement. Per the documents, Illinois' share of the settlement fund are to be distributed among the State, six counties (including Kane and McHenry Counties), participating municipalities with a population of 30,000 or more based on the 2019 census estimate, and a statewide Illinois Remediation Fund. Because Huntley's 2019 population was less than 30,000, the agreements do not provide for any direct allocation to Huntley.

Staff Analysis

Attorney Gates-Alford contacted the Attorney General's office to follow up, and they advised that municipalities with a 2019 population below 30,000 are not being asked to execute this agreement, or any other Illinois-specific documents, at this time. However, it is possible that there will be additional or supplemental agreements in the future for municipalities under 30,000 population. While not currently anticipated, they will provide further notice of any agreements affecting smaller municipalities. The Village might be able to receive funding indirectly through Kane and/or McHenry Counties and may benefit from statewide or countywide programs. The IAG's office gave the following explanation: "It is our expectation that smaller municipalities will benefit from the funds that will be allocated to their counties. In addition, the largest portion of the money that will come into the state is not to be paid directly to the state or any subdivision, but instead will go into a remediation fund to be used for abatement purposes throughout the state, benefitting all."

Financial Impact

None.

Legal Analysis

The Village Attorney is advising that a Resolution Ratifying and Approving Participation in Nationwide Opioid Settlements and Execution of Settlement Participation Forms be completed to reserve the option to receive funds should changes to eligibility requirements be made in the future.

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

A MOTION was made to approve a Resolution Ratifying and Approving Participation in Nationwide Opioid Settlements and Execution of Settlement Participation Forms.

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

VILLAGE ATTORNEY'S REPORT: Trustee Goldman asked for clarification regarding having the right to ask for the home address of people making a public comment before the Village Board. Village Attorney Gates-Alford said that the Village is not allowed to require the commenters to provide their address, but it is customary to ask their name and address so the Board would be aware if they are a resident, what subdivision they reside in or what development they may be near when stating their comment or question. If the commenter prefers not to provide their address, the Village cannot make them and should allow the commenter to address the Board.

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: Trustee Leopold mentioned he would like to see new Christmas light decorations on Route 47 this year. The current lights are starting to look bad.

EXECUTIVE SESSION:

A MOTION was made at 8:25 p.m. to Enter into Executive Session for Property Acquisition, Purchase, Sale or Lease of Real Estate.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

Trustee Kanakaris left the meeting at this time.

A MOTION was made at 8:40 p.m. to Exit Executive Session.

MOTION: Trustee Westberg

SECOND: Trustee Leopold

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

NAYS: None

ABSENT: Trustee Kanakaris

The motion carried: 6-0-0

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 8:41 p.m.

MOTION: Trustee Holzkopf

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahan
Village Clerk