

VILLAGE BOARD MEETING MINUTES

February 23, 2023

VILLAGE OF HUNTLEY



CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, February 23, 2023 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 Niko Kanakaris

IN ATTENDANCE: Village Manager David Johnson, Deputy Village Manager Lisa Armour, Director of Development Services Charles Nordman, Management Assistant Barbara Read, and Economic Development, Marketing & Recruitment Specialist Melissa Stocker.

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

SPECIAL PRESENTATION: Mayor's Monarch Pledge Day Proclamation; February 23, 2023
Mayor Hoeft read the following Mayor's Monarch Pledge Day 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. Hoeft, 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.

PUBLIC COMMENTS: None

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 February 9, 2023 Village Board Meeting Minutes

- b) Consideration – Approval of the February 23, 2023 Bill List in the Amount of \$766,537.67
- c) Consideration – Approval of Payout Request No. 4 to Martam Construction, Inc. for Water Main Replacement along IL Route 47 in the amount of \$45,786.09
- d) Consideration – Approval of Payout Request No. 5 to Manusos General Contracting for the East WWTP UV Disinfection System Replacement in the amount of \$173,628
- e) Consideration – Resolution Authorizing the Purchase of a 2023 Polaris Ranger Utility Terrain Vehicle (UTV) from Woodstock Powersports in the Amount of \$33,689.00
- f) Consideration - Resolution Declaring Surplus Property and Granting Approval of the Sale and/or Disposal of Village-Owned Property (Holiday Decorations)

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 February 23, 2023 Consent Agenda.

- MOTION:** Trustee Mary Holzkopf
- SECOND:** Trustee Harry Leopold
- AYES:** Trustees: Goldman, Holzkopf, Kittel, Leopold, and Westberg
- NAYS:** None
- ABSENT:** Trustee Kanakaris
- The motion carried: 5-0-1**

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Resolution Approving a Small Business Assistance Program Grant Agreement with Firestarters Group LLC d/b/a The Irie Cup, 11805 Main Street in the Amount of \$9,274.32

The Irie Cup tea shop, located at 11805 Main Street, has submitted an application for the Business Start-Up, Location and Expansion Grant through the Small Business Assistance Program. Business owners Joseph and Lashanda Lewis recently opened the storefront location. The Irie Cup has been a regular vendor at the Huntley Farmers Market as well as other local markets, and also operates an online store. Before renting the Main Street storefront, The Irie Cup rented commercial kitchen space to prepare and package their teas and goods and utilized a home office to operate their growing business. Discussions regarding the Small Business Assistance Program began prior to the lease signing, and paperwork has been submitted in accordance with program parameters.

STAFF ANALYSIS

The space at 11805 Main Street had previously been occupied by Street Slice Pizza and required a number of changes to prepare it for The Irie Cup. The business has applied for the Business Start-up, Location and Expansion Grant under the Small Business Assistance Program to help offset the cost of establishing the business’s first physical location. Expenses submitted by The Irie Cup include architect fees, interior buildout expenses (plumbing, drywall, flooring, paint and lighting), signage, furniture, fixtures and equipment, which are all eligible program expenses. Items such as inventory, packaging and office supplies are not considered eligible expenses and are not included in the request.

Per the application:

Estimated total of startup costs: \$25,000

Portion of expenses considered grant eligible: \$18,548.64

Grant Amount request: \$9,274.32

The Business Start-Up, Location and Expansion Grant Program offers reimbursement up to 50% of qualifying expenditures, with a maximum \$20,000.

Quotes and receipts have been provided for the work and purchases submitted as part of the application and have been reviewed and discussed with the business owners to determine the final grant request amount.

All work has been completed with the exception of the exterior signage and lighting. A quote has been submitted for this expense and is included in the total grant amount request. However, those costs will not be reimbursed until the work is completed and paid in full by The Irie Cup within 12 months of application date. At this time, the reimbursement would be in the amount of \$1,150. This work is expected to be completed in the spring.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies *“Strong Local Economy”* as a strategic focus and the following goal: *“Location of Choice for New and Expanding Businesses of all Sizes.”* The assistance programs help smaller businesses seeking to grow and expand by providing reimbursable grant funds for eligible projects.

FINANCIAL IMPACT

Applications will be accepted and reviewed on a first-come, first-serve basis, with grants awarded based on available funds. The grant request from The Irie Cup is \$9,274.32.

LEGAL ANALYSIS

The petitioner has submitted a grant application and supporting documentation for the funds requested. The petitioner will be required to sign a Grant Agreement acknowledging the terms of the agreement in order to be reimbursed for the project.

Mayor Hoeft reported that the applicant was in attendance and asked if the Village Board had any comments or questions. There were none.

A MOTION was made to approve a Resolution Approving a Small Business Assistance Program Grant Agreement with Firestarters Group LLC d/b/a The Irie Cup, 11805 Main Street in the Amount of \$9,274.32.

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

Trustee Leopold welcomed The Irie Cup to Huntley and wished them well.

- b) Consideration – Resolution Authorizing Approval and Execution of a Lease Agreement Between the Village of Huntley and MD Huntley, LLC for Vacant Lots Adjacent to 11810 Main Street and Concept Review for Vacant Lots

Per Village Board direction, Village staff has contacted the owner of the building located at 11810 Main Street regarding the public use of the vacant lots lying to the east and west of the building. The owner has agreed to enter into a lease agreement with the Village for the use of the lots.

STAFF ANALYSIS

The proposed public uses for the lots include outdoor dining facilities and public and community space, including without limitation seating, service and consumption of food and beverages, community activities and recreation, public open space, display of public signage or artwork, ingress and egress from adjacent public ways, and similar or related activities. The lease also provides for the removal of the chain link fence on the north side of the eastern lot. The initial term of the lease is for five years.

Conceptual layouts for proposed improvements to the lots are attached for review. Improvements proposed for the western lot include landscaping, seating, and signage. Improvements for the eastern lot include landscaping, planters, seating area with a fire pit, a paved pathway between Coral Street and Main Street, a paved patio area on the south side adjacent to Lincoln House and Co. (11808 Main Street), and Tivoli lighting between the buildings. Staff inquired with IRMA, the Village’s liability insurance provider, regarding the fire pits and was advised that no additional insurance was required. Exhibits are also provided showing photo display murals for the sides of the 11810 Main Street building and 11808 Main Street.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus and the following goal: “*A Vibrant Downtown Gathering Place.*” The addition of seating creates additional opportunities for the patrons of adjacent businesses to gather, and the enhanced landscaping improves the appearance of the area.

FINANCIAL IMPACT

The annual lease amount is \$5,000. In addition, costs would be associated with landscape and hardscape improvements, including benches, tables, and chairs. Minimal costs would also be associated with maintenance of the lots.

LEGAL ANALYSIS

The Village Attorney has prepared the draft agreement in substantially the form attached subject to final review and approval of the form of the Agreement and its exhibits by the Village Manager in consultation with the Village Attorney.

Mayor Hoeft stated that the property owners were concerned with a possible increase in property taxes due to the upgrade; Mayor Hoeft stated that the Village would cover any difference in taxes. Mayor Hoeft stated that Staff will come back before the Board with concept plans for the spaces.

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

A MOTION was made to approve a Resolution Authorizing Approval and Execution of a Lease Agreement Between the Village of Huntley and MD Huntley, LLC for Vacant Lots Adjacent to 11810 Main Street.

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

The motion carried: 5-0-1

- c) Consideration – Ordinance Approving an Amendment to the Final Planned Unit Development for Pod 10 of the Talamore Subdivision to Allow for Two New Single-Family Floor Plans to be Added to the Approved Home Product

On December 2022, the Village Board approved a Final Planned Unit Development (PUD) and Final Plat of Subdivision to develop 129 single family homes upon the ±63 acre area known as Pod 10. Pod 10 is located near the terminus of Reed Road and northeast of the railroad tracks and is zoned “RE-1 (PUD)” Residential Estate – Planned Unit Development. Lennar is requesting an amendment to the Final PUD adding two new single-family floor plans to the approved home product offered in Pod 10.

STAFF ANALYSIS

The approved PUD allows for a continuation of the same home product as constructed in Pod 8A Phase 1. The approved home product includes seven different floor plans each providing four elevation options (with an additional option provided for the Rainier, Santa Rosa, and Sequoia models). The Village Board also accepted Lennar’s request to provide a 2-car garage as standard on the Rainier, Santa Rosa, and Sequoia models, while providing the homebuyer the option to construct a 3-car garage. The following is a summary of the single-family floor plans approved by the Final PUD:

Model	Type	Square Feet	Garage
Adams	1 Story	2,146	3 Car
Matisse	1 Story	2,365	3 Car
Galveston	2 Story	2,612	3 Car
Rainier	2 Story	2,758	2 Car / 3 Car Optional
Weston	2 Story	2,907	3 Car
Santa Rosa	2 Story	3,084	2 Car / 3 Car Optional
Sequoia	2 Story	3,237	2 Car / 3 Car Optional

Lennar’s request is to amend the Final PUD to allow for two additional single-family home floor plans to be constructed within Pod 10. The new models include the Biscayne and the Brooklyn. The Biscayne model provides five elevation options and the Brooklyn model provides three. Lennar also requests to provide 2-car garage as standard on the two new models, while still providing the homebuyer the option to construct a 3-car garage. The following is a summary of the single-family floor plans requested to be added to Pod 10:

Model	Type	Square Feet	Garage
Biscayne	2 Story	2,258	2 Car / 3 Car Optional
Brooklyn	2 Story	2,448	2 Car / 3 Car Optional

There are no additional proposed changes to the Final PUD and the request requires no additional relief to be approved as part of the amended PUD.

Recommendation

Staff recommends the following conditions be applied should the Village Board motion to approve the amendment to the PUD:

1. The following architectural upgrades are standard for all side and rear elevations for the detached single family homes
 - i. 5/4” window surrounds
 - ii. 5/4” frieze boards

- iii. Window grills are standard (as an option, a homeowner may opt out of window grills on non-corner/non-rear facing road lots)
 - iv. Shutters around windows
 - v. At least one rear gable
 - vi. Different color architectural shingles
 - vii. Trim will carry over from the front elevation
 - viii. All corner lots will have a minimum of two first floor windows along the corner side elevation
2. No building plans, permits, sign permits, or Certificates of Occupancy are approved as part of this submittal.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus and the following goal: “*Location of Choice for Residents.*”

Director Nordman reported that Mr. John McFarland was in attendance to answer questions.

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

A MOTION was made to approve an Ordinance Approving an Amendment to the Final Planned Unit Development for Pod 10 of the Talamore Subdivision to Allow for Two New Single-Family Floor Plans to be Added to the Approved Home Product.

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

- d) Consideration - i) Authorization to Proceed with the Implementation of the 2023 Village Special Events; ii) Resolution Approving Certain 2023 Village Sponsored Events as Designated Outdoor Refreshment Area (DORA) Special Events; and iii) Ordinance Amending Section 110.14 of the Liquor Code Approving the Expansion of the Designated Outdoor Refreshment Area to the Edge of Dwyer Street on Main Street and at Coral Street

Staff is preparing for the 2023 Farmers Market and other special events sponsored or coordinated by the Village. Staff is requesting Village Board approval for the list of special events that were included in the packet and approving certain 2023 Village sponsored special Events as DORA events.

DORA Boundary Expansion

With the addition of Lincoln House & Co. on Main Street and DC Cobbs Restaurant on Coral Street, it is proposed that the DORA Boundaries extend to the edge of Dwyer Street on both Main Street and Coral Street.

Wristbands are required for patrons leaving the businesses with alcoholic beverages. The proposed change in the Code would allow downtown businesses to purchase DORA wristbands through the Village or provide their own wristbands (approved by the Village) to their patrons. Please note that beer distributors often provide free wristbands.

STAFF ANALYSIS

Upon Village Board approval of the proposed special events for 2023, Staff will coordinate a meeting with the downtown businesses and Huntley organizations to share event information and encourage their participation.

2022 Special Events Recap

- New in 2022 was the “Don’t Be Fooled” 5k for Special Olympics held on April 2. This event is returning on April 1.
- Green & Clean Huntley Day: 611 cars entered the event at the Municipal Complex; 30 people attended the tours of the West Water Treatment Plant; 5,462 pounds (2.73 tons) of documents were safely destroyed; hundreds of gently-used books were collected and donated to non-profit organizations; the Huntley Lion’s Club collected eye glasses, the Daughters of the American Revolution (DAR) collected and recycled ink jet cartridges and three (3) dumpsters were filled at Public Works on Donald Drive with unwanted household items.
- Ladies Night Out in the Square: After a two-year absence returned in May and December. The May event included a Mariachi Band playing in the Gazebo. The downtown businesses that participated appreciated the approximate 250 women coming in to their business at each event.
- Kite Fest returned in 2022. The weather was not great but approximately 100 people enjoyed the professional kite flyers and food vendors.
- 1st Friday Nights: July – A 90’s Dance Party was again a huge success with Boy Band Review filling the Square on a Friday night with 1,100+ attendees. August – had a Car Show and Live Band Karaoke. September – a DJ started the night with movie theme music and a hand-jive competition after which the movie *Grease* was shown on Coral Street. October – held a Drive-In Movie (*Ghostbusters: Afterlife*) at Sew Hop’d Brewery/Union Special which had most of the Union Special parking spots filled. Sew Hop’d provided a food truck.
- Independence Day Fireworks Show was rescheduled to September 3rd and was very well attended.
- Concerts in the Square in 2022 were held on Tuesday nights from July 12th through August 23rd (the later ending date was the July 5th concert that was rescheduled due to severe storms). Attendance ranged from 700 to 4,000 (most concerts at approximately 1,700). The Bella Cain concert held in conjunction with National Night Out had an attendance of approximately 4,000.
- The annual Movie in the Park held on July 22nd at Parisek Park (*Willy Wonka & the Chocolate Factory*) had about 150+ people in attendance. This event is co-sponsored with the Huntley Library and included free activities attendees to do prior to the movie start.
- Bike Huntley was held on July 31 as a kick-off to National Night Out with 173 people participating (our largest turn out since the start in 2015). As in previous years, participants received a swag bag with a t-shirt (sponsored by CBBEL), water bottle, and other items. A free hot dog lunch was served at the end of the ride.
- Hootenanny Glow 5k – Held on September 10th welcomed over 3,000 participants to the downtown and raised over \$40,000 for student scholarships and teacher grants. This event is a co-sponsored event with the D158 Education Foundation.
- Very Merry Huntley was held on December 3rd included: Kris Kringle Market; Tree Decorating Contest (\$598.12 collected and donated to the Grafton Food Pantry); Free Hot Chocolate; Free Trackless Train rides; Marine Corps Reserve Toys for Tots Collection; D158 Choirs Caroled outside the Gazebo from 3pm-4:30pm; Santa & Mrs. Claus arrived on a fire-truck at 5pm followed by Tree/Town Square Lighting; and Fireworks Show. The Village and the Legion’s Auxiliary co-sponsored a Community Pasta Dinner with the proceeds (\$1,250) going to the Grafton Food Pantry.

- Wreaths Across America – Held in the Huntley and 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.
- 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.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “Engaged Community” as a strategic focus and the following goals: “Community Events,” “Enhanced Community Partnerships.”

FINANCIAL IMPACT

Expenses for the Farmers Market come from line item 100-10-00-6353; \$25,000 has been budgeted for the 2023 Farmers Market. The weekly market will be held each Saturday from May 27th through October 14th. 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; \$100,000 has been budgeted for this year’s events:

- Green & Clean Huntley Day
- Ladies Night Out on the Square (May and December)
- Mini Zoo Day
- 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 at the Farmers Market
- 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 2022, Huntley businesses donated \$16,300 towards concerts and special events.

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

Trustee Leopold noted that it is a great list of events.

Trustee Kittel asked that with the extended DORA area, would those streets be closed as well. Village Manager Johnson stated that the extended DORA approved area is on the sidewalks.

There were no additional questions.

A MOTION was made to approve i) Authorization to Proceed with the Implementation of the 2023 Village Special Events; ii) Resolution Approving Certain 2023 Village Sponsored Events as Designated Outdoor Refreshment Area (DORA) Special Events; and iii) Ordinance Amending Section 110.14 of the Liquor Code Approving the Expansion of the Designated Outdoor Refreshment Area to the Edge of Dwyer Street on Main Street and at Coral Street.

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

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Westberg asked if Public Works will be picking up branches brought down from the ice storm. Village Manager Johnson stated that branch cleanup will begin on Monday, February 27.

VILLAGE PRESIDENT'S REPORT:

Mayor Hoeft reported that Village Manager Johnson did a great job at the Chamber's State of Huntley presentation.

Mayor Hoeft reported that due to the weather, the February 22nd McCOG meeting was cancelled.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

Mayor Hoeft reported that the Executive Session scheduled for this meeting will take place at the March 9th Village Board Meeting.

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a **MOTION** was made to adjourn the meeting at 7:10 p.m.

MOTION: Trustee Holzkopf

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary