

# VILLAGE BOARD MEETING MINUTES

July 13, 2023

VILLAGE OF HUNTLEY



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## CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, July 13, 2023 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

## ATTENDANCE:

**PRESENT:** Village President Timothy Hoeft; Trustees: Vito Benigno, Ronda Goldman, John Piwko, JR Westberg and Ric Zydorowicz

**ABSENT:** Trustee Mary Holzkopf

## IN ATTENDANCE:

Village Manager David Johnson, Deputy Village Manager Lisa Armour, Director of Public Works & Engineering Timothy Farrell, Emergency Response and Preparedness Manager Patrick Ullrich, Director of Human Resources Chrissy Hoover, Executive Assistant Barbara Read, Communications & Compliance Manager Sarah Palaszewski, and Village Attorney Betsy Gates-Alford.

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

## PUBLIC COMMENTS:

Mike Strnad of 11912 Oakley Ct. stated in regard to Item 7 under new business, he hopes the Village takes ownership in managing select streets of Talamore. As a homeowner association board member, Mr. Strnad wishes to encourage the Village to take ownership of the pathways on Lattimer and Templeton given the increased use by individuals who do not live in the neighborhood and how financially strenuous it is for seniors to maintain.

Michael & Linda Rea of 11416 Russell Dr. wished to thank the Village Board and Village Staff for their high-quality customer service. A tree came through their roof during the July 12, 2023 storm event; Ms. Rea stated that Village Staff checked on them and ensured their safety immediately. Mr. Rea stated that the first responders and Village Staff are top-notch and their quality of customer service is superior.

## SPECIAL PRESENTATION:

Proclamation of Support of Huntley Park District's GO HUNTLEY Program

Village President Hoeft announced the Village Board's proclamation in support of *Go Huntley*, presented by the Huntley Park District, a health and wellness movement designed to improve life through activities, education and collaboration. Village President Hoeft, on behalf of the Village Board, support and encourage all residents to *Go Huntley*.

## 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.

*July 13, 2023 Village Board Meeting*

- a) Consideration - Approval of the June 22, 2023 Joint Meeting of the Liquor Commission and Village Board Minutes
- b) Consideration - Approval of the July 13, 2023 Bill List in the Amount of \$1,338,626.93
- c) Consideration - Resolution Approving a Temporary Use Permit and Temporary Sign Permit for Huntley Area Lions Club to Hold the Brat and Brew Fest, August 5, 2023 at Sew Hop'd Brewery and Taproom, 1 Union Special Plaza
- d) Consideration - Ordinance Amending Title XI, Business Regulations, Chapter 112 - Raffles
- e) Consideration - Ordinance Approving a Plat of Easement for the Venture One - Huntley Commerce Center, 11500 Freeman Road and 11400 Venture Court
- f) Consideration - Approval of Payout Request No. 4 to Schroeder Asphalt Services, Inc. for the Woodstock Street Parking Lot and Additional Downtown On-Street Parking in the amount of \$81,098.23
- g) Consideration - Approval of Payout Request No. 5 to Schroeder Asphalt Services, Inc. for the Church Street Parking Lot and Cornell Development Site Improvements in the Amount of \$397,021.76
- h) Consideration - Approval of Payout Request No. 2 to Schroeder Asphalt Services, Inc. for the South Church and Mill Streets Streetscape Improvements in the Amount of \$230,150.02
- i) Consideration - Approval of Payout Request No. 1 to Municipal Well & Pump for the Construction of Water Well No. 13 in the amount of \$222,730.02
- j) Consideration - Approval of Payout Request No.1 (Final) to GO Painters, Inc. for the 2023 Municipal Partnering Initiative (MPI) Hydrant Painting Program in the amount of \$34,272
- k) Consideration - Approval of Payout Request No. 7 (Final) to Manusos General Contracting for the East WWTP UV Disinfection System Replacement in the amount of \$92,035
- l) Consideration - Approval of Payout Request No. 2 (Final) to Layne Christensen Company for the Well No. 8 Rehabilitation in the amount of \$92,337.70
- m) Consideration - Resolution Declaring Surplus Property and Granting Approval of the Sale and/or Disposal of Village-Owned Property (Vehicles and Equipment)

Village President 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 July 13, 2023 Consent Agenda.**

**MOTION:** Trustee Piwko  
**SECOND:** Trustee Benigno  
**AYES:** Trustees: Benigno, Goldman, Piwko, Westberg, and Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Holzkopf  
**The motion carried: 5-0-1**

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration - Resolution Approving a Temporary Use Permit and Waiver of Fees to hold an Outside Event on Village Property for the Huntley Area Chamber of Commerce Ice Sculpture & Cocoa Crawl on December 16, 2023

The Village is in receipt of a request from the Huntley Area Chamber of Commerce (Chamber) to hold an event on Village property which would include the Town Square and Coral Street including the sidewalks on Coral Street, Woodstock Street, Main Street and Church Street on Saturday, December 16, 2023 from Noon until 5:00pm.

**The proposed event will include the following:**

- Tickets to be sold for \$20 for participants to receive a commemorative mug, unlimited hot chocolate and a s'mores kit; \$17 for participants to receive a commemorative mug and unlimited hot chocolate; and \$5 for a s'mores kit
- Ice Sculptures will be put on display and sponsored by Chamber businesses in the Town Square and on sidewalks. The Ice Sculptures will all be Holiday Songs themed. The goal is to have 25-35 sponsored ice sculptures. The sponsors will be allowed to set up a table next to their ice sculpture
- Several (5-6) businesses on the Square will sponsor/host stations that participants can fill up their mugs with hot chocolate. The Chamber will provide everything for the hot chocolate stations.
- Other Town Square businesses will have treats or activities for participants
- Four (4) fire pits with sticks will be placed on the east side of the Gazebo on the brick path. There will be volunteers at each fire pit facilitating safe s'more making
- Coral Street from Church Street to Woodstock Street to be closed during the event for safety purposes

**The Chamber is requesting the following from the Village:**

- The use of the Village's Gazebo Audio System
- The addition of more Village garbage cans placed around the site
- One Police Officer dedicated to the event
- Village picnic tables to be placed on the grassy area in the Town Square
- To allow alcoholic beverages to be allowed outside the businesses and in the Town Square. Designated Outdoor Refreshment Area (DORA) events are only allowed per Code at Village sponsored events and not events run by other groups; therefore, relief from the Ordinance is requested.
- The addition of an iceless skating rink be placed on Coral Street in front of the Legion.

**STAFF ANALYSIS**

If approved by the Village Board, the Village will set up no parking signs the day before on Coral Street, and will set up on the day of the event, Village Jersey Walls at the end of Coral Street at both Woodstock Street and Church Street.

The Chamber will be responsible for supplying volunteers to ensure the safety of participants around the fire pits, and make sure the Town Square is kept cleaned at all times during the event and at the end of the event. As this is not a Village-sponsored event, the Village will not provide volunteer assistance.

In addition to hiring a Police Officer for the event, Public Works assistance will be necessary for placing Jersey Walls on Coral Street at Woodstock Street and at Church Street.

**FINANCIAL IMPACT**

The Chamber will be responsible for the costs associated with utilizing Village services for the event.

**LEGAL ANALYSIS**

The Huntley Area Chamber of Commerce must provide a Certificate of Insurance naming the Village of Huntley as also insured a minimum of two (2) weeks prior to the event.

**ACTION REQUESTED**

A motion of the Village Board for a Resolution Approving a Temporary Use Permit to Hold an Outside Event on Village Property for the Huntley Area Chamber of Commerce Ice Sculpture & Cocoa Crawl on December 16, 2023 with the following conditions:

1. The Huntley Area Chamber of Commerce will complete a Temporary Use Permit with the Development Services Department (fee waived).
2. The Huntley Area Chamber of Commerce will provide a Certificate of Insurance naming the Village of Huntley as also insured a minimum of two (2) weeks prior to the event.
3. The Town Square and surrounding streets and sidewalks will be kept clean during and at the close of the event.
4. Coral Street will be closed from 9:00 a.m. until 5:00 p.m.
5. The Huntley Area Chamber of Commerce agrees to abide by the Village Board’s final decision regarding consumption of alcohol during the event.
6. The Huntley Area Chamber of Commerce agrees to reimburse the Village for all Police and Public Works services associated with the event.

Trustee Goldman stated that she enjoys seeing the families at the fun event however is opposed to liquor at the event because it takes away from local businesses selling liquor and takes away from the family atmosphere of the event. Nancy Binger of the Huntley Chamber of Commerce stated that the local event will only serve liquor by the nearby establishments and the sale of liquor is not a necessity for the event.

Trustee Zydorowicz is in support of the family event but does not wish for liquor to be served.

Trustees Westberg, Piwko, and Benigno are also in agreement that liquor sales are not necessary at the event.

Village President Hoeft is in support of liquor being removed as an offering at the event. The Village Board is in support of approving this item, as long as liquor is not sold. Village President Hoeft recommended a plan to remove ice sculptures at the conclusion of the event. Ms. Binger stated that she will offer the ice sculptures to sponsors and any other interested parties. Village Manager David Johnson stated it is the Village’s preference for the Chamber, not Public Works, to remove the ice sculptures at the conclusion of the event. Ms. Binger stated that she will make sure the sculptures are removed in a timely manner.

**A MOTION was made to approve a Resolution Approving a Temporary Use Permit and Waiver of Fees to hold an Outside Event on Village Property for the Huntley Area Chamber of Commerce Ice Sculpture & Cocoa Crawl on December 16, 2023.**

**MOTION:** Trustee Westberg  
**SECOND:** Trustee Zydorowicz  
**AYES:** Trustees: Benigno, Goldman, Piwko, Westberg, and Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Holzkopf  
**The motion carried: 5-0-1**

b) Consideration – Ordinance Amending Sections 110.24 and 110.33 of the Huntley Code Regarding Liquor Licenses

The Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which establishes standards and procedures for issuing and administering Village liquor licenses. Village Staff periodically reviews the Liquor Control Ordinance for appropriate updates and clarifications.

**STAFF ANALYSIS**

A draft amendment to Section 110.24, “Limitation on Licenses,” and Section 110.33, “Transfer of Ownership,” of the Liquor Control Ordinance is being presented for Village Board consideration. The amendment is intended to clarify certain aspects of the administration of liquor licenses to better align with current Village policy and practice. In particular, the amendment would clarify the procedure for current liquor license holders to report changes in ownership and management to the Village. The amendment also clarifies the circumstances under which a change in the ownership of a licensed business or property constitutes surrender and termination of the existing liquor license, such that the new owner(s) must apply to the Village for issuance of a new license if they wish to continue selling alcoholic beverages on the premises.

**2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies “Healthy, Safe, and Attractive” as a strategic focus and the following goal: “A Safe Community.” This amendment enhances code compliance, a key performance measure of this strategic focus.

**FINANCIAL IMPACT**

None.

**LEGAL ANALYSIS**

The Village Attorney has prepared the draft ordinance to amend Section 110.24, “Limitation on Licenses,” and Section 110.33, “Transfer of Ownership,” of the Liquor Control Ordinance.

**ACTION REQUESTED**

A motion of the Village Board to approve an Ordinance Amending Sections 110.24 and 110.33 of the Huntley Code Regarding Liquor Licenses

There was no comment from the Village Board.

**A MOTION was made to approve the Ordinance Amending Sections 110.24 and 110.33 of the Huntley Code Regarding Liquor Licenses.**

- MOTION:** Trustee Goldman
  - SECOND:** Trustee Piwko
  - AYES:** Trustees: Benigno, Goldman, Piwko, Westberg, and Zydorowicz
  - NAYS:** None
  - ABSENT:** Trustee Holzkopf
- The motion carried: 5-0-1**

c) Discussion - Private to Public Jurisdictional Transfer of Infrastructure Including Streets, Sidewalks, Paths, Parkway Trees and Streetlights

From time to time staff receives requests from private associations, such as a homeowner association (HOA) or a property owner's association (POA) to transfer infrastructure from private jurisdiction (owned and maintained) to Village jurisdiction. Three locations currently under inquiry include:

- 1) Princeton Drive from Charles Sass Parkway to Regency Drive in Regency Square
- 2) Buck Drive, Harry Drive, Sister's Court and Russell Drive in Tuthill Acres
- 3) Asphalt pathway along Lattimer Street and Templeton Road in Talamore POD 2; This path is located in Public ROW

A request has also been made by the Andare at Talamore (POD 2) Board of Directors to establish Lawson Street, a private roadway, as one-way. It is currently a two-way street.

#### **STAFF ANALYSIS**

The inquiries from the HOA and/or POA are usually centered around the lack of funding necessary to maintain the roadway infrastructure. In the case of the asphalt pathway along Lattimer Street and Templeton Road in Talamore POD 2, staff understanding of the request is more focused on concern of liability of pedestrians that are not necessarily residents of POD 2 using the path. There are no sidewalks in POD 2.

In the case of Princeton Drive, this particular roadway is in poor condition. Staff often receives public inquiries expressing concern about the roadway condition and the status of repair. The Village currently has no control over the limits, methods and schedule of repair. Princeton Drive was platted as an ingress/egress easement across the properties that adjoin it on the east and west sides. Each adjoining property owns the portion of the roadway within the easement on their individual property.

Staff is seeking policy direction from the Village Board if any or all of these or related requests should be considered now or in the future.

#### **2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies "*Engaged Community*" as a strategic focus and the following goal: "*Enhanced Community Partnerships.*" Jurisdictional transfer of certain infrastructure from private to public control could be an example of engaging with private associations to foster a collaborative approach to address community concerns.

#### **FINANCIAL IMPACT**

There would be engineering and legal fees associated with preparing the Plats of Dedication. Costs to maintain infrastructure transferred from private entities to the Village of Huntley would be indefinitely borne by the Village.

#### **LEGAL ANALYSIS**

The Village Attorney would be engaged for legal counsel related to the Plats of Dedication.

#### **ACTION REQUESTED**

Staff is seeking Village Board direction regarding:

- i) Village policy of private to public jurisdictional transfer of infrastructure including streets, sidewalks, paths, parkway trees and streetlights.

- ii) Establishing Lawson Street, a private roadway in the Andare at Talamore (POD 2), as a one-way street.

Village Manager David Johnson explained the reason these streets, excluding Princeton Drive, are private is because historically they did not meet established Village standards during development. Village President Hoeft stated Princeton Drive is a suitable street to be taken over by the Village because it needs to be maintained better during winter storm events. Village President Hoeft stated that if the Village is to take it over, it should be repaved first.

Trustee Benigno inquired what financial commitments will the current owner make in exchange for the Village taking over these streets. Mr. Johnson stated that this has yet to be discussed with the current owners but it is certainly possible. Trustee Benigno stated that he wants to prevent this from happening in the future, therefore the Village should put provisions in future agreements with developers.

Trustee Piwko is in support of taking over these streets, however he receives the most complaints about Princeton Drive and Kingston Drive, therefore the Village should take over the maintenance of all the adjacent streets too.

Trustee Westberg stated that these streets should be included in a special service area so the Village would collect property tax to maintain the streets. Mr. Johnson stated that it is a possibility to pursue a special service area; the Village can explore those options.

Trustee Zydorowicz is in support of the special service area and that the current owners should improve the roads before turning it over to the Village. Trustee Zydorowicz agrees with Trustee Piwko on taking over all the adjacent streets: Princeton Drive and Kingston Drive.

Trustee Goldman inquired in regard to Princeton Drive, is the Village allowed to fine the property owner association for not maintaining the road. Mr. Johnson stated that it is a possibility. Trustee Goldman inquired about what road repair percentage is being taken from the property owner association fees being billed to the businesses. Mr. Johnson stated that the Village does not have the property owner association's financial records. Trustee Goldman stated that this is a property owner association issue and is curious what the Village should do legally. Village Attorney Betsy Gates-Alford stated that Village Code supports code enforcement related to private property maintenance.

Mr. Johnson stated that the purpose of tonight is to get the Board's direction on what the Village should pursue related to this topic, this agenda item is for discussion purposes only. Village President Hoeft stated that the Village has improved its private property agreements with developers and the current Staff and Board would not allow a similar agreement to take place with a developer.

This item is presented for discussion purposes only. No action requested.

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:**

Emergency Response and Preparedness Manager Patrick Ullrich provided an update to the Village Board on the storm event that occurred on Wednesday, July 12, 2023.

### Weather Event Summary

On Wednesday, July 12, 2023, a severe storm event, including a category EF-1 tornado, struck the Village of Huntley. At approximately 6:13 p.m., the National Weather Service issued a tornado warning for southeastern McHenry County until 6:45 p.m. Huntley Police Department immediately issued a community-wide Nixle alert at 6:14 p.m. Shortly after the community wide alert, the tornado sirens were activated. Within minutes of the sirens activating, reports of severe weather related damage in the area of 11700 block of Timer Dr. W., 11400 block of Douglas Ave, and 11000 block of Kiley Dr came in to emergency personnel. Police and Fire personnel were immediately dispatched to the area. There were no reported injuries or fatalities.

Two multi-unit residential buildings and nearby commercial buildings sustained damage to their exteriors, including windows and roofs. Building material debris and downed trees were scattered throughout the impacted areas. The multi-unit residential buildings have been deemed uninhabitable by the Village's Development Services Department.

Public Works staff were also dispatched to the area to assist with clean-up efforts. Village crews, including Police and Public Works personnel, will continue to assist residents impacted by the storm.

The Red Cross was dispatched to the impacted areas; however, no assistance was required as the impacted residents were seeking their own accommodations. Interested residents of the uninhabitable multi-unit buildings were provided with the contact information of the Red Cross.

Immediately following Wednesday evening's severe storm event, approximately 500 Huntley ComEd customers reported power outages. As of 8 a.m. on Thursday July 13<sup>th</sup>, all outages have been restored.

### Restoration Efforts

On Thursday July 13<sup>th</sup>, Public Works crews responded to downed trees and debris throughout the Village, primarily focusing on the impacted areas of Timer Drive West, Douglas Avenue, and Kiley Drive. Public Works estimates that full clean-up will be completed by the end of the day on Friday, July 14<sup>th</sup>.

A special brush collection to assist residents with clean up from Wednesday's storm has been scheduled for Monday, July 17<sup>th</sup>.

### April 2023 Tornado Tabletop Training Exercise

On April 18, 2023, the Village participated in a tornado virtual tabletop exercise conducted by FEMA. The four hour exercise allowed participants to assess current plans, policies and procedures while learning from other connected sites. Twenty three participants attended the Village's exercise, including: the Village President, Village Manager and Deputy Village Manager, all Village department directors and members of their staff, the Fire Chief and members of his staff, and a McHenry County Emergency Management Agency member. Most of the Staff who participated in the training exercise were on the scene of the storm event on Wednesday, July 12<sup>th</sup>. The lessons learned at the training were directly applied to respond swiftly and efficiently for the community.



### National Weather Service

On Thursday, July 13<sup>th</sup> at approximately 4:00 PM, after completing their region surveying and assessments, the National Weather Service stated they will be announcing an EF-1 Tornado struck the Village of Huntley.

### Village Response Timeline:

Within 45 minutes of the National Weather Service issuing the tornado warning, all Village Staff was on the scene responding to the incident.

<b>Village Staff Response</b>	
<b>Time</b>	<b>Description</b>
6:13 PM	National Weather Service issued a tornado warning for southeastern McHenry County until 6:45 p.m.
6:14 PM	Huntley Police Department issued a tornado warning alert message to the community via Nixle
6:17 PM	Tornado Sirens activated in the area
6:20 PM	Cloud rotation reported over Rt. 47
6:23 PM	First report of storm damage in the area of 11700 block of Timer Drive West and the 11400 block of Douglas Ave. was received by the Huntley Police Department
6:23 PM	Less than 10 seconds later, Huntley Police arrive to the impacted area
6:29 PM	ComEd notified by the Police Department of possible loose electric poles and utility damage
6:37 PM	Village Building Official dispatched to the impacted area to determine occupancy of damaged multi-unit residential buildings
6:58 PM	Public Works crews arrive to the impacted areas for damage assessment and clean-up

Village Manager Johnson acknowledged that the route of the storm was quite similar to the April emergency training exercise. Mr. Johnson acknowledged how helpful and engaged Staff has been in this emergency response and is happy that everyone is safe. Trustee Westberg stated that Staff did a great job. Trustee Goldman inquired about a collaborative social service response for those impacted by the storm and will this become a FEMA project. Mr. Ullrich stated that the damage does not qualify for FEMA because it does not meet the financial minimum for reimbursement. The Red Cross is available to assist, as needed. Trustee Piwko was impressed by Village Hall being offered as a temporary shelter for the displaced residents.

### **VILLAGE PRESIDENT'S REPORT:**

Village President Hoeft stated that Staff's storm response was impressive. Village President Hoeft complimented Public Works and their job well done, wished a happy birthday to Trustee Westberg, and reminded everyone that Saturday is Public Works Day at the Farmer's Market.

### **UNFINISHED BUSINESS:**

Trustee Goldman stated that she has recently heard from families on how dangerous the intersection is at the Jewel Osco, located at Route 47 and Reed Rd. Village Manager Johnson stated the Village has communicated with the State of Illinois on this issue, however the State does not have plans to correct it. Director of Public

Works, Tim Farrell, acknowledged it would be a significant cost to the Village to correct this.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:**

There is an Executive Session to discuss collective bargaining for the Village Board. There is no action on closed session items for the Village Board.

**POSSIBLE ACTION ON ANY CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

**There being no further public business to discuss, a motion was made at 8:05 p.m. to enter Executive Session.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Piwko**

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

**Respectfully submitted,**

**Sarah Palaszewski**

Communications & Compliance Manager