

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
October 18, 2012  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, October 18, 2012 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees: Pam Fender, Ron Hahn, Niko Kanakaris, Harry Leopold and John Piwko.

**ABSENT:** Trustee Nick Hanson

**IN ATTENDANCE:** Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read and Village Attorney Mike Coppedge.

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

**SPECIAL PRESENTATION:** None

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – The September 27, 2012 Liquor Commission Hearing and September 27, 2012 Village Board Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the Minutes; there were none.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the September 27, 2012 Liquor Commission Hearing and September 27, 2012 Village Board Meeting Minutes.*

- b) Discussion – The October 25, 2012 Bill List in the Amount of 1,758,705.93

Mayor Sass reported that \$1,559,474.29 (or 89%) of the total bill list is attributable to payment of TIF Property Tax, SSA Property Taxes, Final Payouts for the rehab of Water Towers 1 & 4, the refund of escrow funds for Knowledge Universe Education, (KinderCare) and the remaining Letter Of Credit (LOC) funds for Rosati.

Mayor Sass asked if the Committee had any comments or questions; there were none.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the October 25, 2012 Bill List in the Amount of 1,758,705.93.*

- c) Discussion – Resolution (R)2012-10.33 – Temporary Use Permit Request – Huntley Artfest
- 10.18.12 COW Minutes

– First Congregational Church, 11628 East Main Street

Mayor Sass reported that the First Congregational Church is requesting a temporary use permit to hold an Artfest on Saturday, August 17, 2013 (10 a.m. to 5 p.m.) and Sunday, August 18, 2013 (10 a.m. to 4 p.m.). The event will be similar to the Artfest events staged on the church-owned open space area east of the Huntley Apartments building at 11624 Main Street in 2011 and earlier this year. Set up for the area accommodating the 100 artists expected to be scheduled for the two-day Artfest will begin on Thursday (8/15/13) and Friday (8/16/13) and close down shortly after 4:00 p.m. on Sunday afternoon. The First Congregational Church will provide overnight supervision of the event grounds. A site plan showing the artist area on the east side of the Huntley Apartments building and entertainment stage is included in the packet. Additionally, similar to the previous Artfest events, the event organizers are considering food concessions and are aware that the McHenry County Health Department may require permitting and inspection to accommodate this activity.

Parking for the rain or shine event is anticipated at four locations: (1) First Congregational Church lots; (2) Trinity Lutheran Church; (3) Village of Huntley public parking lots (adjacent to the railroad tracks and Main Street); (4) Union Special parking lot (a shuttle will transport people to the Artfest). The four sites will provide a total of 700 parking spaces, according to the petitioner.

Off-Premise banners (14 square foot each) promoting the event are proposed at the following six (6) locations within the Village of Huntley and the *two (2) locations* outside the Village:

- Northeast corner of Haligus and Algonquin Road (Centegra property)
- Southwest corner of Route 47 and Reed Road (American Community Bank property) – facing north
- Northeast corner of Route 47 and Huntley Crossing Drive (Harris Bank property) – facing south
- Regency Parkway at Farm Hill Road near the Huntley Fire Protection District Station #3
- Northeast corner of Main Street and Haligus Road
- North side of Main Street – private residence fence at east end of the Downtown Area
- *Hemmer Road and Main Street intersection*
- *Algonquin Road near the Huntley Fire Protection District Station #4*

The temporary banners are to be placed outside of the right-of-way and only those banner signs located within the Village of Huntley are governed by the off-premise sign permit-portion of the Temporary Use Resolution.

The 6'-tall x 2'-4"-wide banners will be similar in design to this year's banner and will be placed at the specified locations no sooner than Saturday, July 27, 2013 and will be removed no later than Monday, August 19, 2013.

#### Staff Analysis

The Temporary Use Permit request is accommodated under the Village's Zoning Ordinance Section 156.084 for property zoned Commercial or Business Park. The subject property is zoned B-3 (PUD) Shopping Center Business - Planned Development District.

The Village's Sign Regulations allow off-premise signs provided they receive Village Board approval and adherence to certain standards and criteria. The table below details the criteria and the proposed signs:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	Three (3) of the four (4) banners proposed are adjacent to Route 47
Prohibited within a residentially zoned property	Two of the locations for the banners promoting the event are located on residentially-zoned property - i.e. (1) NEC Main/Haligus and (2) the fence at the residence at the east end of downtown
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The banners are 14 square feet
Maximum height is 15 feet above grade	The height of the banners is six (6) feet
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic for a distance of 500 feet	The placement of the proposed banners will be required to meet this standard

Staff recommends the following conditions should the temporary use permit be approved:

1. The \$75 temporary use permit fee shall apply for the Artfest event.
2. All drive-aisles and sidewalks must be kept clear.
3. Necessary McHenry County Health Department permits and inspections must be secured to accommodate food preparation and sales.
4. Site shall be cleared of all trash immediately following completion of the event.
5. All signage shall be removed immediately following the completion of the event.
6. Property owner permission shall be obtained for all off-premise parking and signage.

Financial Impact

The petitioner will be required to pay the \$75 Temporary Use Permit fee for the event.

Legal Analysis

The request falls under Zoning Ordinance Section 156.084 Temporary Uses, Structures and Obstructions; (6) *Art Shows* provided such temporary uses are limited to four (4) such sales in a 12 month period and no such sale shall be permitted for a period of more than five (5) successive days.

Mayor Sass reported that Ms. Pat Parr from the First Congregational Church is in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Fender asked why they were presenting this request so early; Village Manager Johnson stated that they are just getting it done early.

Trustee Leopold asked if it is just an art show or are crafts allowed. Ms. Parr reported that it is a juried art fair.

Trustee Piwko asked if there were any traffic issues in the downtown due to the event along with the

farmers market; Management Assistant Barbara Read reported that the two events worked well together and there were no traffic complaints.

Mayor Sass asked if there were any other comments or questions from the Committee; there were none.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2012-10.33 - Temporary Use Permit Request for Huntley Artfest – First Congregational Church, 11628 East Main Street, subject to the conditions of approval.***

- d) Discussion – Resolution (R)2012-10.34 – Approval of a Memorandum of Understanding (MOU) between the Huntley Police Department and the Illinois State Police regarding providing office space as needed

Mayor Sass reported that the Illinois State Police (ISP) has had a long standing relationship with the Huntley Police Department (HPD) in regards to sharing the police facility. The State Police presently have a bond safe box in the Huntley Police Department where troopers can drop off tickets with the attached bond. A sergeant from ISP stops by regularly to process those tickets. In addition, The ISP uses the HPD jail and utilizes the police facility for their Special Enforcement Team (SET).

#### Staff Analysis

Identifying opportunities to share services with other units of government to maximize public resources is a goal included in the Village’s Strategic Plan. This MOU will do just that. By formalizing the use of office space within the police department, the ISP will have a greater presence in the Village. Their expertise and resources will be available to Huntley police officers.

The MOU states that the Village will provide office space and all associated utilities (electricity, HVAC services, plumbing, telephone and internet connection and trash services). The ISP will provide all office furniture and equipment and cover cost associated with the space. A seldom used office within the police facility is available for use by ISP.

#### Financial Impact

This MOU will not cause any additional financial burden for the Village.

#### Legal Analysis

The Village Attorney has reviewed and approved the Memorandum of Understanding.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked if Illinois State Police have used the Village’s jail cells in the past; Village Manager Johnson reported that they have temporarily used the jail cells in the past.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2012-10.34 – Approval of a Memorandum of Understanding (MOU) between the Huntley Police Department and the Illinois State Police regarding providing office space as needed.***

- e) Discussion - Snow Plow Agreements for Lion’s Chase, Talamore and Regency Square Subdivisions

- i. Approval of Resolution (R)2012-10.35 – A Snow Plow Agreement with Richmond American Homes for the Lion’s Chase Subdivision
- ii. Approval of Resolution (R)2012-10.36 – A Snow Plow Agreement with Huntley Venture for the Talamore Subdivision
- iii. Approval of Resolution (R)2012-10.37 – A Snow Plow Agreement with Pistakee Partners, L.L.C. for the Regency Square Subdivision

Mayor Sass reported that Talamore, Lion’s Chase, and Regency Square include roadways not yet accepted by the Village. As in previous years, the Village and developers are proposing to enter into agreements that would provide for the Village to snow plow these areas at a specified rate.

Staff Analysis

The agreements provide for certain roadways not yet accepted within the subdivisions to be plowed on the same schedule as Village roads.

Financial Impact

Developers are charged \$150.00 per hour for snowplowing and spot salting. Costs for additional services are outlined in the agreement.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked if the \$150.00 per hour will cover the Village’s cost for snow plowing; Village Manager Johnson reported that the amount will cover the Village’s costs.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on the Village Board for approval:***

- i. Resolution (R)2012-10.35 – A Snow Plow Agreement with Richmond American Homes for the Lion’s Chase Subdivision***
- ii. Resolution (R)2012-10.36 – A Snow Plow Agreement with Huntley Venture for the Talamore Subdivision***
- iii. Resolution (R)2012-10.37 – A Snow Plow Agreement with Pistakee Partners, L.L.C. for the Regency Square Subdivision***

- f) Discussion – Ordinance (O)2012-10.51 – Amendment to the Village of Huntley Code of Ordinances – Title 3

Village Manager Johnson reported that per the direction of the Village Board, an amendment to Title III, Chapter 30 of the Huntley Code of Ordinances has been placed on the Agenda.

Staff Analysis

The most recent update to Title 3 was earlier this year in February. Section 30.07, Village President Bond and Compensation, is proposed to be amended at this time. The proposed amendment is to 10.18.12 COW Minutes

increase the compensation of the Village President.

Financial Impact

If approved, the proposed amendment would become effective in May, 2013.

Legal Analysis

The Village Attorney has reviewed the proposed code. All is in order for Village Board consideration.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold stated that the Board would like the amount changed to \$20,000.

There were no other comments or questions.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2012-10.51 – Amendment to the Village of Huntley Code of Ordinances – Title 3, as amended.*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Village Manager David Johnson reported to the Committee that the FY13 Budget Workshop will take place at the October 25<sup>th</sup> Village Board Meeting.

Trustee Leopold asked how the Tollway was going to correct the pier for the bridge at the Interchange; Village Manager Johnson reported that it will be torn out and replaced. Mayor Sass reported that this will be done at the expense of the Contractor. Trustee Leopold asked when the Interstate Partners businesses will be opened; Village Manager Johnson reported that they are not scheduled to be open until Feb/March 2013. Mayor Sass reported that Interstate will be coming back before the Committee on November 1, 2012 regarding the need for additional parking. Trustee Leopold asked if Golf Carts will still be allowed in the regular parking spaces at this development; Village Manager Johnson said yes that they would be allowed in the regular parking spaces.

Trustee Hahn reported that a “Clean Up Crew” sign has been located on Route 47 near Auto Tech for some time; Village Manager Johnson reported that staff will follow up with IDOT for its removal.

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass reported that the Joint Review Board meeting is scheduled for Tuesday, Oct. 23<sup>rd</sup> at 2 pm in the Village Board Room. Village Manager Johnson reported that the Consultant will be presenting an overview of TIF. Trustee Fender asked if the Board of Trustees was required to attend; Village Manager Johnson said the Trustees were not required to attend this public meeting.

Mayor Sass reported that the Ribbon Cutting Ceremony for Sponsors is scheduled for Friday at 4:30 pm. Mayor Sass asked Trustee Fender to give a report on the McCOG meeting; Trustee Fender reported that they had a 3-person panel discussion regarding the County Executive position on the November ballot and that there was also a discussion on an IML Initiative.

Mayor Sass reported that Jim Dhamer Drive will be closed on Saturday between 6am and noon for storm sewer installation.

**UNFINISHED BUSINESS:**

Trustee Piwko thanked Management Assistant Read for a successful farmers market season.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:15 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Fender**

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

Respectfully submitted,

Barbara Read  
Recording Secretary