

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
Thursday, January 19, 2012  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, January 19, 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, Nick Hanson, Harry Leopold and John Piwko.

**ABSENT:** Trustee Kanakaris

**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.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – January 26, 2012 Bill List in the amount of \$1,241,476.63

Mayor Sass reported that 36% (\$450,000.00) of the total bill list is attributable to the draw of MFT Funds from Harris Bank to deposit in the IL Funds MFT Account. \$138,897.75 (or 11%) of the bill list expenditures is due to Impact Fees, TIF & SSA Property Taxes.

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 January 26, 2012 Bill List in the amount of \$1,241,476.63.*

- b) Discussion – Ordinance (O)2012-01.03 – Granting the Issuance of a Temporary Sign Permit and the Waiving of Fees to the Huntley Area Chamber of Commerce for the Installation of Temporary Banners for the Home and Business Expo

Mayor Sass reported that the Village is in receipt of a request from the Huntley Area Chamber of Commerce for the display of seventeen (17) directional signs and one (1) banner for the Home and Business Expo. The Expo will take place on Saturday February 25<sup>th</sup> and Sunday February 26<sup>th</sup> at Marlowe Middle School at Reed and Haligus Roads.

**Staff Analysis**

The following signs would be installed on Friday, February 24<sup>th</sup> in the afternoon and taken down on Sunday, February 26<sup>th</sup>. The directional signs are being requested for the following intersections:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 2 @ Reed Road and Haligus Road | 1 @ Main Street & Huntley/Dundee Road |
| 1 @ Main Street & Ruth Road    | 1 @ Algonquin Road & Ruth Road        |
| 1 @ Harmony & Hemmer Road      | 2 @ Hemmer & Main Street              |
| 3 @ Main Street & Route 47     | 2 @ Route 47 & Mill Street            |
| 2 @ Algonquin Road & Route 47  | 1 @ Route 47 & Kreutzer Road          |
| 1 @ Route 47 & Reed Road       |                                       |

The 4' x 10' double sided banner is being requested to be posted two weeks prior to the event over Main Street near the railroad tracks. The Chamber has requested that the Village of Huntley install and remove the banner.

The Board of Trustees may only approve those signs within the corporate limits and within the Village of Huntley rights of way. The other signs are listed for informational purposes only.

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

<b>Criteria</b>	<b>Proposed</b>
Sign adjacent to and intended to be viewed from Route 47 Only	Two of the proposed signs will be viewed from Route 47 and the others will be visible from other roads throughout the Village.
Prohibited within a residentially zoned property	Some of the property is zoned residential, but the banners will be placed in the right-of-way.
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 largest sign is 4' x 10' (40 square feet). The other signs are small directional signs.
Maximum height is 15 feet above grade	The 4' x 10' banner will be mounted on the ground between metal posts – height of the banner no more than four (4') feet. The directional signs will be approximately three (3') feet high.
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 4' x 10' banner and directional signs shall be installed so not to obstruct a driver's view of approaching, merging or intersecting traffic.

Financial Impact

The fee for the double sided banner is \$50. The Chamber is requesting that all fees be waived. The fees have been waived previously.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.121 (G) (1) which addresses Off-Premise Signs.

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 Ordinance (O)2012-01.03 – Granting a Off-Premise Sign Permits and Waiving of Fees to the Huntley Area Chamber of Commerce for the installation of temporary signs and banner for the Home and Business Expo.***

- c) Discussion – Ordinance (O)2012-01.04 – Granting Approval of a Third Wall Sign for Centegra Healthbridge, 10450 Algonquin Road

Village Manager David Johnson reported that Centegra Health Systems is requesting approval to install a third wall sign at the Health Bridge facility located at the northeast corner of Algonquin and Haligus Roads. The proposed illuminated sign will state “Rehabilitation & Sports Medicine Clinic” and will measure 2’-0” x 51’- 4 ¼” (103 square feet). The proposed sign would be installed on the west elevation of the Health Bridge facility facing Haligus Road.

Staff Analysis

In accordance with Section 156.123 of the Sign Ordinance, one wall sign is permitted per street frontage and the total surface area of all wall signs on a building shall not exceed one square foot for each lineal foot of the building’s frontage. The Health Bridge facility has frontage on Algonquin and Haligus Roads and is therefore permitted two (2) wall signs.

The Final Planned Unit Development (VOH Ord. 2008-04.21) approval for the Centegra Campus included two wall signs (one on the south elevation facing Algonquin Road and another on the north elevation facing the building’s parking lot). The proposed sign would be the third sign on the building, therefore requiring relief to be approved by the Village Board. The proposed sign otherwise conforms to the size restrictions provided in the Sign Regulations.

Staff recommends the following condition be added should the Village Board approve the third wall sign request for the Centegra Health Bridge building:

- 1. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Financial Impact

The basic sign permit fee is \$75.00 plus \$0.50 per sign square foot or \$75.00 + \$51.50, equaling \$126.50; with an additional \$60.00 required for the electrical permit for the sign, therefore totaling \$186.50.

Legal Analysis

The Village Board’s authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.128 Appeal.

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 Ordinance (O)2012-01.04 – Granting relief from provisions of the Sign Regulations to allow the installation of a third wall sign for Centegra Health Bridge.***

- d) Discussion – Metra Marengo Extension Commuter Rail Feasibility Study, Draft Final Report

Village Manager David Johnson reported that Metra has conducted a commuter rail feasibility study for the extension of the Milwaukee District West (MD-W) Line from the Big Timber station in Elgin, through Huntley, to the City of Marengo. The draft report was completed in February, 2010 but not released until late 2011. Staff has been in communication with Metra staff to determine the status of the report for the past three years. Staff was able to obtain a copy of the draft report late last year.

### Staff Analysis

The study considered the “physical and operational feasibility of commuter rail service along the UP Belvidere Subdivision through the assessment of the existing conditions, future development, and environmental features in the study area, as well as an operations plan and an order-of-magnitude capital cost estimate.” The study clearly states that “further discussions would be needed with the Union Pacific Railroad, which would have to approve any capital improvements and any commuter rail service on its right-of-way.” The study does not include any ridership estimates.

Key points of the study include:

- ◆ Substantial upgrades to the train track, ties, ballast, subballast, turnouts, signals and sidings would be needed to accommodate commuter rail service
- ◆ Ownership of property by the McHenry County Conservation District on both sides of the tracks along a portion of the line will require coordination with the Conservation District to locate stations
- ◆ Proposed service would consist of 10 weekday trains, consisting of 4 inbound a.m. peak trains and 4 outbound p.m. peak trains, with one inbound and one outbound train during the midday
- ◆ Before a final determination of station sites, Metra would require land dedication and a commitment to fund construction of a station and parking facilities by the host community; New stations generally require 13 acres and up to 1,250 parking spaces; All costs associated with land acquisition, design and construction of stations would be the host community’s responsibility
- ◆ Two new segments of second main line would be needed to allow Metra commuter trains and UP freight trains to meet and pass each other; Locations for these segments would be determined at a later date
- ◆ Estimated order-of-magnitude capital costs for the extension in 2007 dollars was \$348.5 million, exclusive of property acquisition and operating costs
- ◆ Additional studies may prove that the extension is “not operationally viable or even desirable”

The study concludes that the capital costs to provide commuter rail service along the UP line would be significant, as are the wetland and environmental issues within the corridor that would require additional study. Ridership potential would also need to be studied to assess whether trains would be able to reach maximum carrying capacity. However, the study states that the extension could be a potential candidate for the Federal Transit Administration’s New Starts program, which generally has a timeline of ten years for projects once approved as part of the program.

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

Trustee Leopold stated that the report listed three (3) sites for possible stations and asked if the Village would have to change the land use plan to note these sites; Village Manager Johnson stated that if it were to move forward then the Village would need to change the land use plan in the downtown area to address commuter rail opportunities. Trustee Leopold asked if Metra would allow a temporary station to be acceptable; Village Manager Johnson stated that Staff will ask Metra about this possibility. Trustee Leopold stated that the report did not include estimated ridership and noted that most commuters seem to live east of Huntley’s proposed station locations so he believes the Coyne Station location would not be

acceptable. Trustee Leopold also asked if Metra could provide ridership numbers. Trustee Leopold noted the CTA extension of the Starline and asked for an update on that project; Village Manager Johnson stated that Staff will follow up with Metra.

Trustee Hahn noted that the report listed stations in other communities as well and asked if Staff has been in contact with the other communities; Village Manager Johnson reported that Staff has worked with Marengo on this commuter line but stated that the Village still needs to speak with Gilberts and Union. Trustee Hahn noted that the feasibility of a commuter railway might not happen if the other communities were not in favor; Village Manager Johnson stated that Staff will confirm that the other communities would be in favor of a commuter station in their municipality.

Trustee Fender asked how much a commuter stop would cost the Village; Village Manager Johnson stated that the Village would be responsible for acquiring the land for the station and building the station. Trustee Fender stated that she would be opposed to taxing the residents in order have a station; Village Manager Johnson reported that this project appears to be many years away and that the Village would set money aside.

Village Manager Johnson noted that this report was provided for informational purposes; however, Staff recommends that a meeting be held with the new Executive Director of Metra to obtain additional information on Metra's future plans. In addition, Staff will continue to work with State, County and other local leaders on the establishment of a transit district.

***It was the consensus of the Committee of the Whole to keep moving forward in the pursuit of a commuter station.***

- e) Discussion – Ordinance (O)2012-01.05 – An Ordinance Amendment to Huntley Liquor Control Ordinance Section 110

Village Manager David Johnson reported that the proposed amendment to the Liquor Control Ordinance would amend the liquor license registered agent residency requirements and provide for a required background check.

#### Staff Analysis

The current code requires the liquor applicant and registered agent to be a resident of the Village of Huntley. The proposed amendment would remove the residency requirement for just the registered agent. Per State Statute, the applicant / liquor license holder must be a resident of the Village of Huntley unless the applicant is a partnership or corporation. Although the residency requirement would not be necessary for a partnership or corporation, a registered agent would still be required.

The second proposed amendment would include a requirement of a background check for the applicant and/or registered agent. The background check is currently being processed for liquor license applications received; however it is not included in the liquor code.

#### **§ 110.22 RESTRICTIONS OF LICENSES (excerpt)**

No liquor license shall be issued to:

11. ~~A corporation whose registered agent is not a resident of the Village;~~
24. **A person, corporation or partnership in which the applicant and/or the applicable registered agent has not successfully completed the background process.**

The following list represents the current Liquor License holders:

NAME	TYPE OF BUSINESS
American Drug Stores LLC d/b/a Osco Drug #3394	LLC
ANS 1, Inc. d/b/a Huntley Food & Liquor	Corporation
Bowl – Hi Lanes	Partnership
Bricks and Ivy LLC d/b/a Parkside Pub	LLC
Huntley Beverage Corp. d/b/a Armanetti’s Wine and Liquor	Corporation
Huntley Legion Home, Inc.	Corporation
Jameson’s Huntley Inc (Del Webb)	Corporation
Luigi’s Pizzeria	Individual Business
Offie’s Tap	Corporation
Sammy’s Restaurant & Lounge	Individual Business
Soula’s Village Inn	Corporation
The Pines of Huntley	Corporation
Whisper Creek Golf LLC d/b/a Whisper Creek Golf Club	LLC
Wisted’s Supermarket	Corporation
Walgreen Co., Walgreens #07457	Corporation
Walgreen Co., Walgreens #11739	Corporation
Walmart	Corporation

Legal Analysis  
The Village’s

Legal Counsel has reviewed the amendment and all is in order.

Mayor Sass asked 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 Ordinance (O)2012-01.05 – An Ordinance Amendment to Huntley Liquor Control Ordinance Section 110.***

- f) Discussion – Authorization to Enter into a Letter of Understanding with the Huntley Park District for the use of Village Owned Property/Donald Drive Field

Mayor Sass reported that the Village is in receipt of a request from the Huntley Park District to use the open space behind the Public Works facility along the east side of Donald Drive. This year, they wish to use the property for youth soccer and t-ball for the months of April through October. The Park District has used this property previously for smaller soccer fields for the 4 – 8 year old age group.

### Staff Analysis

For the 2012 season, the Park District is requesting permission to use the field behind the Public Works facility on Donald Drive under the following conditions:

1. The Park District will use the space on Monday-Friday evenings for (4) regular soccer fields from 5:00 p.m. – 8:00 p.m. during the months of April and May and August through October;
2. The Park District will use the space on Monday-Friday evenings for t-ball fields from 5:00 p.m. – 8:00 p.m. during the month of June and July;
3. The Park District agrees to mow the site and mark the fields, as necessary;
4. The Park District will place two (2) port-a-potties on the site;
5. The Park District will place trash and recycling receptacles on the property;
6. Temporary fencing will be installed behind the goals, as in past years, to prevent soccer balls from crossing Donald Drive as well as a second layer of temporary fencing to provide a walkway between the soccer fields and the parking along Donald Drive;
7. The Park District will encourage parking on the east side of the fields, via signage and parental notification, to minimize the number of vehicles parking on Donald Drive;
8. The Village requires the Park District to notify the participating families that there is no parking in the Green Tree Apartment parking areas and that anyone blocking the entrances to driveways on Donald Drive may be ticketed; and
9. The Park District will provide the required waivers and certificates of insurance.

### Financial Impact

The Village will see a positive financial impact with the reduction of costs involved in maintaining this area as the Park District will be responsible for its maintenance during its use.

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

Trustee Piwko asked if the Park District mowed the baseball diamond at the end of the property; Village Manager Johnson reported that the Park District mows the entire site but probably does not groom the baseball field.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board authorization to enter into a Letter of Understanding with the Huntley Park District for the use of Village owned property on Donald Drive for the 2012 Athletic Activity Season.***

- g) Discussion - Recap of the 2011 Special Events and Authorization to Proceed with the Implementation of the 2012 Special Events

Management Assistant Barbara Read reported that in preparation for the 2012 Farmers Market and other

special events sponsored or coordinated by the Village, staff is requesting the Village Board approve the 2012 Farmers Market Business Plan and authorization to move forward with other special events.

### Staff Analysis

#### Huntley Farmers Market

The 2011 market was held each Saturday from May 28<sup>th</sup> through October 8<sup>th</sup> from 8:00 a.m. to 1:00 p.m.

The 2011 market had between 15 – 18 weekly vendors with a variety of offerings:

Providence Farms – produce/plants	The Growing Scene – produce/plants
Wayne Workowski – produce/honey	Wagner’s Corn – produce
O’Leary Farm – produce	Breadsmith – bakery
The Jam Lady – jams/jellies	Bee Simply Natural – soaps
Gramp’s Gourmet Foods–varieties of pickles, beets	

#### NEW VENDORS IN 2011

Laura’s Kitchen – granola	Early Bird Farms – fresh frozen free range poultry
O.G. Kewl Beans – coffee beverages	Gourmet on the Go – BBQ Sauces/Rubs
Abby’s Dog Snax – dog treats	Prairie Sky Orchard - apples/apple cider donuts
Vicki’s Soaps & Scents – soaps, plants, fresh cut flowers	
Familien Gardens – plants/produce/fresh cut flowers/Himalayan salt products	

There were a variety of events and theme days held in conjunction with the market to boost attendance, such as: Craft Fairs (7); Entertainers in the Gazebo (10); Theme Days: Plant Your Garden, Public Safety, Huntley Home Based Business Day (2), Healthy Huntley Day and Huntley Chamber Day; Special Events: Family Fun Day, Cooking Demonstrations (3), Free Corn Boil, Free Wing Day, Garden Salsa Competition, Antique Farm Equipment and Fall Harvest Festival. Many of the special events were held at the beginning of the season to encourage visitors to come to the market weekly from the beginning of the season and not just when the corn crop is ready; this was successful as attendance was up throughout the season in comparison to 2010.

#### Farmers Market Goals for 2012

- Increase the number of vendors; hoping to add cheese, meat, bakery other than bread.
- Add a vendor which would sell food to eat/drink on site: sandwiches, hot dogs, pop, etc.
- More entertainment in the Gazebo; possibly find local sponsors to fund entertainment.
- Discontinue events that were not successful and add new events.
- The 2012 Farmers Market will run from May 26<sup>th</sup> – October 13<sup>th</sup> from 8 a.m. to 1 p.m.

#### Village of Huntley Special Events

The following list of events all took place in 2011 and it is anticipated that all, except the 10<sup>th</sup> Year Anniversary of September 11<sup>th</sup>, will again take place in 2012.



<b>Event Date</b>	<b>Event</b>	<b>Village Involvement</b>
February 26-27, 2011 February 25-26, 2012	Chamber Home & Business Expo	Village manned booth during the 2-day event; advertise in e-news.
April 17, 2011 April 29, 2012	It's Our Little Secret (IOLS) Race for Change	Coordinate IOLS, Centegra, Public Works, Police Department; set up and marked run course
May 28 – Oct 8, 2011 May 28 – Oct 13, 2012	Weekly Farmers Market	Coordinate and provided staff support for this 20-week Saturday event
May 30, 2011 May 28, 2012	Memorial Day Parade	Assist the American Legion with parade logistics: advertising the event, participant forms, street closures, audio equipment in gazebo, staff support during the event
June 5, 2011 May 20, 2012	Girls on the Run Fun Run	Coordinate GOTR, Public Works, Police Department
June 12, 2011 2012 date TBA	HYSO Run thru the Sun	Coordinate HYSO, Public Works, Police Department
June 14, 2011 June 14, 2012	American Legion Flag Day Ceremony	Coordinate street closure & advertisement of event
June 26, 2011 June 24, 2012	Healthbridge 5K Run	Coordinate Centegra, Public Works, Police Department
July 2, 2011 July 7, 2012	Family Fun Day at the Farmers Market (kids games, face painting, bike decorating, Around the Block Bike Parade, Craft Fair and entertainment).	Held in conjunction with the Farmers Market, staff coordinates all aspects of this event (several Huntley non-profit organizations are involved in this event).
July 4, 2011 July 4, 2012	Independence Day Fireworks Show	Coordinate Police Dept, Fire Dept, Mad Bomber and Mall Staff.
September 11, 2011	September 11, 2001 Remembrance Ceremony	Village coordinated event.
September 14, 2011 2012 date TBA	Huntley High School Homecoming Parade	Coordinate Huntley HS, Police Department, Park District & Public Works
Sept 23-25, 2011 Sept 28-30, 2012	Huntley Fall Fest	Liaison between Fall Fest Committee and VOH Departments
Oct 8, 2011 Oct 13, 2012	Coach Tomaso Celebration Walk & 5K Fun Run	Village coordinated event. Wells Fargo Bank sponsored.
December 3, 2011 December 1, 2012	Christmas on the Square (Kris Kringle Market, Friends Book Sale, Park District Kids Crafts, free hot chocolate, free hayrides, entertainment, Tree Lighting, Pictures with Santa, Holiday Lights Parade)	Event started as a non-profit organization-run event; in 2011 the organization seemed to step back which required the Village to coordinate the entire event.

### Financial Impact

Expenses for the Farmers Market will come from line item 01-10-2-6352; \$5,000 has been budgeted for the 2012 Farmers Market.

Expenses for the other Village sponsored special events will come from line item 01-10-2-6351; \$15,000 has been budgeted for: Independence Day Fireworks Show, Coach Tomaso Celebration Walk & 5K Fun Run and Christmas on the Square.

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

Trustee Hanson suggested that something be done for Earth Day/Arbor Day and for the Village to work with the group from Sun City on their September 11<sup>th</sup> event.

Trustee Fender asked if the Health Department has scheduled their meeting with Farmers Market Managers regarding the new Cottage Industry Law; Management Assistant Read stated that a meeting has not yet been scheduled.

Trustee Leopold suggested that the list of events be posted on the Village's website. Trustee Hanson asked if the Chamber Expo would be posted on the Village's website. Management Assistant Read stated that it will be posted on the website, included in a future E-News and is on the Village's 2012 Calendar.

There were no other comments or questions.

*It was the consensus of the Committee of the Whole to forward on to the Village Board authorization to proceed with the implementation of the 2012 Village of Huntley Special Events.*

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass asked Trustee Fender to report of the McCOG meeting. Trustee Fender reported that the Legislative Agenda was reviewed and that McCOG will be having representatives go to Springfield in March to speak with representatives.

**UNFINISHED BUSINESS:** None

**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 7:36 p.m.**

**MOTION:** Trustee Piwko

**SECOND:** Trustee Fender

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

Respectfully submitted,

Barbara Read  
Recording Secretary