

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
April 16, 2015  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, April 16, 2015 at 7:05 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Pro-Tem Harry Leopold; Trustees: Ronda Goldman, Niko Kanakaris, John Piwko and JR Westberg.

**ABSENT:** Mayor Charles Sass and Trustee Charles Huffman

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Deputy Chief Mike Klunk and Village Attorney Mike Coppedge.

**PLEDGE OF ALLEGIANCE:** Mayor Pro-Tem Leopold led the Pledge of Allegiance.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of the March 19, 2015 Village Board, April 2, 2015 Liquor Commission and April 2, 2015 Village Board Meeting Minutes

Mayor Pro-Tem Leopold asked the Committee if they 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 March 19, 2015 Village Board, April 2, 2015 Liquor Commission and April 2, 2015 Village Board Meeting Minutes.*

- b) Discussion – Approval of the April 23, 2015 Bill List in the Amount of \$357,567.38

Mayor Pro-Tem Leopold asked if the Committee had any comments or questions regarding the Bill List; there were none.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the April 23, 2015 Bill List in the Amount of \$357,567.38.*

- c) Discussion – Consideration of a Resolution Approving a Temporary Use Permit for Rotary Club of Huntley to Hold a Carnival in the Union Special Parking Lot and Temporary Sign Request

Management Assistant Barbara Read reported that the Village of Huntley Zoning Ordinance allows for 04.16.15 COW Minutes

the issuance of a temporary use permit (TUP) for temporary signs and carnivals.

Temporary signs are subject to the following conditions: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 8 feet above ground, 3) not to be displayed on a fence or tree, and 4) not to be located in the rights-of-way.

Carnivals are subject to the following conditions: 1) approval on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties, 2) limited to a period not to exceed five (5) days, and 3) adequate fire extinguishers, refuse containers and cleanup of the site upon termination of the event.

The Rotary Club of Huntley is seeking approval to hold a carnival over the Memorial Day weekend (May 22<sup>nd</sup> – 25<sup>th</sup>). The Rotary Club of Huntley is working jointly with the Lake in the Hills Rotary and funds raised from this event will be split between the two clubs.

### Staff Analysis

The Village is in receipt of a request from the Rotary Club of Huntley for the following:

1. To post eleven (3'x 8') banners in the following locations listed below. These will be posted beginning May 8<sup>th</sup> and will be removed on May 26<sup>th</sup>:
  - a) Route 47 and Reed Road
  - b) Route 47 and Algonquin Road
  - c) Route 47 and Mill Street
  - d) Route 47 and Del Webb Boulevard
  - e) Route 47 and Kreutzer Road
  - f) Algonquin Road and Haligus Road
  - g) Huntley/Dundee Road and Haligus Road
  - h) Kreutzer Road and Haligus Road
  - i) Reed Road and Haligus Road
  - j) Haligus Road and Main Street
  - k) Huntley/Dundee Road and Main Street

*The Rotary Club of Huntley acknowledges that some sites are not under the Village's jurisdiction and others may not be feasible in the noted location.*

2. To post directional signage on the day of the event at the following locations:
  - a) Route 47 at Borden Street
  - b) Route 47 at 4<sup>th</sup> Street

A variation from the Ordinance is required to locate the signs in the Village's rights-of-way.

3. To hold a carnival in the Union Special parking lot. In addition to the space provided for the carnival, there will be approximately 177 dedicated parking spaces. The hours of the carnival will be May 22<sup>nd</sup> from 6:00 p.m. to 11:00 p.m.; May 23<sup>rd</sup> and 24<sup>th</sup> from 1:00 p.m. to 11:00 p.m. and 25<sup>th</sup> from 1:00 p.m. to 9:30 p.m. but it is anticipated that the carnival will likely shutdown earlier if there are no customers.

### Recommended Conditions of Approval:

- Snow fencing is to be installed along the east and south portion of the carnival site.
- No music will be played during the event.
- A dumpster will be located on site as well as trash receptacles throughout the carnival location and the area must be cleaned at the end of the event.
- The Rotary Club will notify the residents on Borden Street of the event.
- If traffic control is warranted, the Rotary Club of Huntley will be billed \$70/hour/officer.

Management Assistant Read reported that Staff met with Chief Perkins to discuss staffing and access. Chief Perkins indicated that staff schedules for the Juvenile Specialist and Community Response Team would be adjusted to make sure adequate personnel are on hand. This will not involve overtime, just a re-adjustment of schedules. If needed, access to Route 47 will be limited to right-in / right-out at Borden Street.

“No Parking” signs will be posted on Borden Street (to the south of the Unions Special lot) and 4<sup>th</sup> Street (north of Fast Eddie’s Car Wash).

#### Financial Impact

It is being requested that the temporary use permit fee of \$75.00 be waived for the carnival. The temporary sign permit fees are waived by Section 156.115 of the Zoning Ordinance.

Management Assistant Read reported that Mr. Jim Uszler from the Rotary Club of Huntley and Mr. Bill Dustin from the Rotary Club of Lake in the Hills were in attendance to answer questions.

Mayor Pro-Tem Leopold asked if the Committee had any comments or questions.

Trustee Kanakaris stated that he would like snow fencing along the north side of the site as well. Mr. Dustin stated that they will also install fencing along the north side of the carnival site.

Trustee Goldman stated that she had concerns regarding the event and asked if they will have overnight security; Mr. Dustin stated that the Rotary will not have representatives on site overnight but the carnival operator will probably be on site. Trustee Goldman asked if there is a backup date in case of bad weather; Mr. Dustin reported that there is not another date and they will stop the rides should there be bad weather. Trustee Goldman asked if during bad weather they would close the food and games as well; Mr. Dustin stated that he wasn’t sure but that the rides would not run if there was lightning. Trustee Goldman asked about the number of police officers and about Police participation; Deputy Chief Klunk reported that while this is the first carnival held at this location, they will have additional temporary lighting on the street and will have signage that will make Borden and possibly 4<sup>th</sup> Street right-in/right-out. Deputy Chief Klunk also reported that they will be monitoring the event and make adjustments, as necessary; there will be no request for volunteers from CPA as this is not a Village event; the Police Department will be adjusting work schedules for that weekend to cover the baseball tournament and parade. Mr. Dustin also reported that the Rotary club will have staff coverage on the premises and security during the event on site.

Trustee Kanakaris asked where the semi-trucks that house the rides are stored during the event. Mr. Dustin reported that most of the trucks turn into the rides and there may be only three (3) trailers that will be stored off-site, if necessary.

Trustee Westberg asked about insurance coverage. Mr. Dustin reported that Rotary Club International

will be providing a Certificate of Liability. Mr. Jim Wales from the Rotary Club of Lake in the Hills reported that both the Village of Huntley and Union Special will also be included on the Certificate as additionally insured. Trustee Westberg asked how this event was developed; Mr. Dustin stated that both groups were at a seminar in March and discussed how to jointly raise funds for both communities. Mr. Dustin reported of the other locations they originally looked into but did not work out.

Trustee Piwko asked that with all the rejections for other locations if they considered another date; Mr. Dustin stated that they have not considered another date as the Clubs do not have to put in as much effort to have a carnival as the carnival operator does much of the work. Trustee Piwko asked if they looked into the Outlet Mall; Mr. Dustin reported that they contacted the Mall but they are going through a change in management. Trustee Piwko asked if they contacted the residents on Borden Street; Mr. Uszler stated that he reached out to the residents prior to the meeting and he knows that they are not happy about the event but reassured them that everything would be cleaned. Trustee Piwko stated that there is a baseball tournament that weekend at Tomaso Park and they are expecting about 1,000 people; Mr. Dustin stated that he knew about the tournament and thinks that will probably get some of those visitors to their event as well. Trustee Piwko stated that he has safety concerns with the additional people, traffic and not enough parking on site. Trustee Piwko stated that the Rotary is trying to do too much too fast. Mr. Dustin reported that there are approximately 160 parking spaces.

Trustee Goldman asked about the removal of garbage; Mr. Dustin reported that there will be trash cans placed throughout the carnival site which will be emptied, as needed, into a dumpster which will also be located on site.

Trustee Westberg asked how many carnivals they have held in Lake in the Hills; Mr. Dustin reported that they had one last year as well as the carnival at Rib Fest.

Trustee Kanakaris stated that he supported them trying the carnival in Huntley this year. Trustee Westberg stated that he would approve the carnival request; Trustee Goldman stated that she would not approve the carnival request; and, Trustee Piwko stated that he would not approve the carnival request.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for a roll-call vote a resolution granting the issuance of a Temporary Use Permit to hold a Carnival and Temporary Sign Permit and the Waiving of Fees to the Rotary Club of Huntley.***

- d) Discussion – Approval of Payout Request No. 1 in the amount of \$52,859.47 to Berger Excavating Contractors for Downtown Utilities Improvements Project

Mayor Pro-Tem Leopold reported that on February 26, 2015 the Village Board of Trustees awarded a contract for the Downtown Utilities Improvements project to Berger Excavating Contractors. The contract amount was \$889,948.20.

Berger Excavating started working on March 17, 2015 and has submitted a request for the Downtown Utilities Improvements project. Village staff and the Village's project engineer, CBEL, has reviewed the request and recommends approval of the payout.

### Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$58,732.74	\$5,873.27	\$0.00	\$52,859.47

Financial Impact

The Fiscal Year 2015 budget includes \$4,000,000 for Streetscape Improvements project(s) in the Downtown TIF Fund 16-10-4-7712.

Mayor Pro-Tem Leopold 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 Payout Request No. 1 in the amount of \$52,859.47 to Berger Excavating for the Downtown Utilities Improvements project.*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Village Manager David Johnson reported that in October 2014 the Chicago Metropolitan Agency for Planning (CMAP) announced that the Village was successful in its request for a Local Technical Assistance grant for the preparation of a form-based code zoning ordinance amendment for the downtown and adjacent Route 47 corridor. The grant will cover the cost for hiring a consultant to assist in drafting the zoning amendments. There is no financial contribution required from the Village.

Staff has been working with CMAP to interview and hire a consultant and as part of the process CMAP staff has requested that the Village Board approve a resolution to demonstrate support for the project. The resolution also includes a Memorandum of Understanding for the Local Technical Assistance Program.

Staff Analysis

As previously discussed, the Downtown Revitalization Plan was the first document to propose a form-based code for the Village’s downtown, and included design guidelines to serve as the first step toward the use of form-based standards in regulating development in the downtown area. The form-based code project will serve to replace the Village’s existing zoning regulations for the downtown and adjacent Route 47 corridor with regulations that advance the goals of the Downtown Revitalization Plan.

Financial Impact

The grant will cover the cost of hiring a consultant which is estimated to be approximately \$30,000. The grant does not require any financial contribution from the Village.

Village Manager Johnson reported that this item will be on the April 23<sup>rd</sup> Village Board Agenda.

Mayor Pro-Tem Leopold 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 a Resolution Accepting Planning Staff Assistance Delivered by the Chicago Metropolitan Agency for Planning*

*(CMAP).*

Mayor Pro-Tem Leopold reported that the lights on Route 47 south from Algonquin Road to Mill Street were not working; Village Manager Johnson stated that Staff will look into the issue.

**VILLAGE PRESIDENT’S REPORT:**

Mayor Pro-Tem Leopold reported that McCOG is on April 22<sup>nd</sup> at McCullom Lake.

**UNFINISHED BUSINESS:**

Trustee Piwko noted that the newly installed Governor’s Hometown Award signs look great.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEMS:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:33 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

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

Respectfully submitted,

Barbara Read  
Recording Secretary