

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
May 18, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, May 18, 2017 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman and Village Attorney John Cowlin.

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

SPECIAL PRESENTATION:

- a) National Public Works Week May 21 – 27, 2017

Mayor Sass read the following proclamation:

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and,

WHEREAS, the support of understanding and informed citizens is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and,

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and,

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel of the public works department is materially influenced by the people's attitude and understanding of the importance of the work they perform, and

WHEREAS, the year 2017 marks the 57th annual National Public Works Week, sponsored by the American Public Works Association;

THEREFORE, I, Charles Sass, as President of the Village of Huntley, on behalf of its citizens and Village Officials, do hereby proclaim the week of May 21-27, 2017 as

“National Public Works Week”

in all of Huntley and call upon all citizens and civic organizations in Huntley to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Dated this 18th Day of May 2017.

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the April 13, 2017 Liquor Commission and the April 13, 2017 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 April 13, 2017 Liquor Commission and the April 13, 2017 Village Board Meeting Minutes.

- b) Discussion - Conceptual Review of a Proposed Microbrewery within the Union Special facility, 1 Union Special Plaza

The Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the owners of Union Special LLC, Terry Hitpas, Tom Bartel and Lance Lamb, are proposing to open a microbrewery/taproom in the original Borden Dairy section of the Union Special manufacturing facility. The proposed 2,700 square foot space is located at the southeast corner of the facility and would include the production of craft beer and a taproom where patrons could purchase beer for on premise consumption or “to go” in controlled containers. An outdoor beer garden is also proposed adjacent to the taproom.

The initial concept does not include a kitchen for onsite food preparation. Patrons would be allowed to bring in food from nearby restaurants.

Staff Analysis

The Union Special facility is zone “M” Manufacturing. The Zoning Ordinance does not currently include a brewery/microbrewery in any zoning district as a permitted or special use; therefore, a Zoning Ordinance text amendment is required to add brewery/microbrewery as a special use within the “M” Manufacturing zoning district.

Legal Analysis

The Village’s Liquor License ordinance does not presently include a license classification for a brewery/taproom. An amendment to the ordinance would be required to create such a license classification.

Director Nordman reported that the petitioners were in attendance to answer questions.

Mayor Sass asked if the Committee had comments or questions.

Trustee Goldman stated that she was excited to repurpose this portion of the building. She stated that the only concerns she had were: 1) the adjacent property owners and the effect on them and asked that if the petitioners did not already contact them to let them know what they were proposing that they should; 2) the To-Go containers and what debris might be left in the parking lot; and 3) that there is no restaurant included and that people would be bringing in their own food. Trustee Goldman stated that she wants the petitioners to work with local restaurants to deliver. Terry Hitpas, President of Union Special stated that guests would probably bring in food from restaurants and not from home. Mayor Sass explained to Trustee Goldman that the adjacent residents would not experience the same issues as when the carnival was held on Union Special property.

Trustee Leopold asked if they had future expansion plans; Mr. Hitpas stated that they did not have future expansion plans and that they were not looking to be a regional brewery. Mr. Hitpas stated that they anticipate producing about 500 barrels the first year.

Trustee Leopold asked how many flavors they anticipated producing at the beginning; Mr. Hitpas stated that they anticipate offering four (4) staple flavors and two (2) seasonal varieties; Mr. Hitpas stated that eventually they might offer up to 12 types.

Trustee Leopold asked if the To-Go bottles would be sealed; Mr. Hitpas said yes.

Mayor Sass asked what size containers would be offered; Mr. Hitpas stated that there would be 64 ounce growlers and 32 ounce containers and all would be sealed.

Trustee Kanakaris asked if there would be landscaping and parking lot improvements. Mr. Hitpas stated that there will be improvements in the Microbrewery area. Mr. Hitpas also stated that this portion of the building will be self-contained.

Trustee Kanakaris asked if there would be music on the patio and if they are planning on it they will need a permit if they are 500 feet or less from a residence. Village Manager Johnson stated that they will have to come back before the Village Board.

Trustee Kanakaris stated that if they are in the TIF District that the Village could help with improvements; Village Manager Johnson agreed and said that they would be eligible to apply for the Façade Improvement Program.

Trustee Kanakaris asked how much of the building is occupied; Mr. Hitpas stated that 90% of the main building is occupied and the offices on the north side of the building are vacant.

Trustee Westberg asked if kids could enter from the indoor sports facility; Mr. Hitpas stated there was no access from that part of the building.

Trustee Goldman suggested that they work in pictures of Old Huntley into their décor and try to add the Huntley name in the Microbrewery's name.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to refer Union Special LLC to the Plan Commission to begin the formal development review and approval process.

- c) Discussion - Consideration of a Resolution Approving a Lease Agreement between the Village of Huntley and the Huntley Area Chamber of Commerce for 11704 Coral Street

Village Manager David Johnson reported that the Huntley Area Chamber of Commerce currently leases the former Village Hall building at 11704 Coral Street to serve as the office space for the Chamber. The initial lease term was for five years, beginning July 1, 2011 and running through June 30, 2016, and was renewed for a one-year period, with an end date of June 30, 2017. The Chamber is seeking a renewal of the lease for a period of two years. The lease is proposed to be extended from July 1, 2017 to June 30, 2019, with a provision for early termination of the lease by either the Village or the Chamber upon a 90-day written notice to the other party.

Staff Analysis

The lease requires that public access be allowed to the washrooms during the Farmers Market and other special downtown events. The Chamber is responsible for maintaining the interior of the building, and the exterior of the building is to be kept clean and free from rubbish and dirt. Monthly rent includes utilities, except for telephone and internet services. The lease extension is proposed for a two-year period.

Financial Impact

The monthly rent is proposed to remain at \$500.00 per month. Annual revenue generated would be \$6,000.00.

Legal Analysis

All is in order for Village Board consideration.

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 to the Village Board a Resolution Approving a Lease Agreement between the Village of Huntley and the Huntley Area Chamber of Commerce for 11704 Coral Street.

- d) Discussion - Consideration of a Resolution Authorizing a Fireworks Display Agreement with the Huntley Park District

Village Manager David Johnson reported that in preparation for the annual Independence Day Fireworks Display on July 4, 2017, it is proposed the event be held again in Deicke Park and Warrington Park.

Staff Analysis

Parking and Traffic

As outlined in the agreement, the Village is responsible to obtain permission from the owner of the old North school parcel for off-site parking; and it has been received. Village Staff will set up the parking lanes on the old North school site in a manner comparable to the parking program used for Huntley Fall Fest. With the assistance of CPA Volunteers, Police Explorers and Staff, the Village will coordinate safe and efficient parking in the designated parking areas.

The Police Department will conduct traffic control before and after the event and, to accommodate additional parking, the east side of Kreutzer Road from Princeton Drive to Main Street will be available for overflow and is an optimal viewing area for the public.

Event Set Up / Clean Up

Village Staff will assist Park District staff with the installation of snow fencing and/or barriers, around the required, closed area designated as the area where the display will be conducted.

The Village will work with the Park District to ensure that sufficient port-o-lets and trash receptacles are placed throughout Deicke Park and Warrington Park.

As it is done each year, Mad Bomber will obtain the appropriate approvals from the Huntley Fire Protection District for the display. Mad Bomber will also name the Huntley Park District and the Village of Huntley as an additional insured on the Certificate of Liability Insurance obtained for the event.

As done each year, the Village will be responsible for clean up after the event.

Financial Impact

Expenses for the Independence Day Fireworks Display come from line item 01-10-2-6351 (Special Events) will be used for Mad Bomber and other expenses such as port-o-lets, trash receptacles and other supplies needed for the event are included in the FY2017 Budget, as they are incurred yearly.

Currently the Village has a contract with Mad Bomber for \$15,000 which provides an 18 minute display. If the Village Board would direct staff to increase the budget to \$18,000 that would increase the duration to a 20 minute display and an increase to \$20,000 would provide a 23-25 minute display.

Legal Analysis

The Village Attorney and the Park District Attorney have reviewed the agreement and it will also go before the Park District Board for approval.

Village Manager Johnson asked the Committee if they would like to increase the length of the fireworks show; Mayor Sass stated that the show should increase to a 23-25 minute display and fund the \$20,000.

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

Trustee Leopold asked if there were any problems for the Lion's Chase residents; Management Assistant Read stated that there were only issues the first year but none in 2016.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Authorizing the Fireworks Display Agreement with the Huntley Park District and direct Staff to notify Mad Bomber of the length of fireworks display the Village should fund in 2017.

e) Discussion - Consideration of a Resolution to Amend the FY2017 Budget for Public Liability Insurance

Village Manager David Johnson reported that the Village received its liability insurance renewal notice from MICA in the amount of \$427,817, which is an increase above the FY2017 budgeted amount of \$350,000. Therefore, a budget amendment is required to address the increase.

Staff Analysis

As part of this year's renewal process for all member organizations, MICA conducted an on-site appraisal of all facilities and properties insured by MICA. The primary factor contributing to the change is a 53% increase in property values for the insured properties. This was MICA's first appraisal of Village properties since the Village joined MICA in 2009.

Financial Impact

The FY2017 budget includes \$200,000 in the Public Liability Fund; \$75,000 in the Water Operating Fund; and \$75,000 in the Sewer Operating Fund for liability insurance provided through MICA. The amendment would increase the Public Liability Fund line item 46-05-2-6390 from \$200,000 to \$245,000; the Water Operating Fund line item 10-80-2-6390 from \$75,000 to \$92,000; and the Sewer Operating Fund line item 11-90-2-6390 from \$75,000 to \$92,000.

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 to the Village Board a Resolution to Amend the FY2017 Budget for Public Liability Insurance.

f) Discussion – Approval of the May 25, 2017 Bill List in the amount of \$710,955.46

Mayor Sass reported that \$525,989.80 (or 74%) of the total bill list is attributable to the payment of 2017-2018 Liability Insurance Premium to MICA (\$427,817.00), payment of development impact fees to other taxing bodies (\$62,202.80) and payment to MIDCO for the completed portion of the Security System Upgrade (\$35,970.00).

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 to authorize the payment of the May 25, 2017 Bill List in the amount of \$710,955.46.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reminded everyone that the Public Works Open House will be on May 20th from 10 a.m. until Noon.

Mayor Sass reminded the Board that the next McCOG meeting will be at Boulder Ridge.

UNFINISHED BUSINESS: None

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 7:24 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary