

VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
September 22, 2016
MINUTES

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, September 22, 2016 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., 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, Chief Robert Porter, Village Clerk Rita McMahon, Director of Finance and Human Resources Jennifer Chernak and Village Attorney John Cowlin.

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

SPECIAL PRESENTATIONS:

- a) Administration of the Oath of Office: Sergeant Kevin Keane

Chief Porter gave Sergeant Kevin Keane's background with the Police Department and congratulated Sergeant Keane on his accomplishments.

Village Clerk Rita McMahon administered the Oath of Office.

Sergeant Keane thanked the Police Commission, Staff and his family for their support and stated that he never told L.J. Marak but he was a mentor to him and he appreciated his guidance.

PUBLIC COMMENTS: None

Mayor Sass stated that at this time he would like to move up and consider Item 7a) Approval of an Ordinance Changing the Street Name of Manhattan Drive south of Main Street to LJ Marak Drive

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Approval of an Ordinance Changing the Street Name of Manhattan Drive south of Main Street to LJ Marak Drive

Mayor Sass shared L.J. Marak's background with the Police Department beginning in 2002 and reported that in honor of the late Sgt. LJ Marak, it is proposed that Manhattan Drive south of Main Street be renamed to LJ Marak Drive. The street currently ends at the southern property line of the Municipal Complex property and provides access to Shepherd of the Prairie Church and the Municipal Complex.

The roadway runs adjacent to the Police Department. When the property to the south is developed, it is anticipated that the roadway would be extended to Huntley-Dundee Road. At this time, there are no addresses assigned to the existing portion of the roadway.

Staff Analysis

In accordance with the Illinois Municipal Code (65 ILCS 5/11-80-19), the corporate authorities of a municipality may change the name of any street, avenue, alley or other public place. No change in name shall become effective until 30 days after the election authorities having jurisdiction and post office branch serving the area have been notified in writing by certified or registered mail by the corporate authority initiating such change. Upon approval by the Village Board, staff will notify the election authorities and post office of the change in street name.

A MOTION was made to approve an Ordinance Changing the Street Name of Manhattan Drive south of Main Street to LJ Marak Drive.

- MOTION: Trustee Goldman**
- SECOND: Trustee Kanakaris**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: None**
- The motion carried: 6-0-0**

Chief Porter invited Sgt. Marak’s family to step forward and presented them with L.J. Marak Drive street signs.

CONSENT AGENDA:

(All items listed under Consent Agenda have been discussed at the Committee of the Whole and may be approved/accepted by one motion. The Village Clerk will number all Ordinances and Resolutions in order, following approval)

- a) Approval of the August 18, 2016 Committee of the Whole, August 25, 2016 Liquor Commission and August 25, 2016 Village Board Meeting Minutes
- b) Approval of the September 22, 2016 Bill List in the amount of \$832,843.90
- c) Referral of a request for a Zoning Map Amendment to Rezone 11103 Church Street property from “R-2” Single-Family Residence District to “B-4” Adaptive Reuse Business District into the Formal Development Review Process
- d) Approval of an Ordinance Approving a Special Use Permit for a Secondhand Store within the “B-3” Shopping Center Business District-zoned property at 10514 Route 47 / Sweet Repeats
- e) Approval of an Ordinance Approving a Special Use Permit to operate an Indoor Recreation Facility within the “M” Manufacturing District-zoned property at 11530 Smith Drive / Huntley Barbell
- f) Approval of an Ordinance for Acceptance of Public Improvements for Talamore Subdivision Pods 3 and 4

- g) Approval of a Resolution Approving the Bid Award to J. Congdon Sewer Service, Inc. in the amount of \$338,428.50 to Complete the 2016 Water Main Replacement Program and Amending the FY16 Budget
- h) Approval of Payout Request No. 2 to Arrow Road Construction Company for the 2016 MFT Street Program in the amount of \$484,726.20

Mayor Sass asked if the Village Board had any changes to the Consent Agenda; there were none.

A MOTION was made to approve the Consent Agenda.

MOTION: Trustee Westberg
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

ITEMS REMOVED FROM THE CONSENT AGENDA: None

ITEMS FOR DISCUSSION AND CONSIDERATION (Continued):

- b) Approval of Street Closures and Temporary Signs for Huntley Fire Protection District Open House

Mayor Sass reported that the Huntley Fire Protection District is holding an Open House on Saturday, October 8, 2016 from 10:00 a.m. to 2:00 p.m. and is requesting street closures for the event.

Staff Analysis

The Village is in receipt of a request by the Huntley Fire Protection District (HFPD) to close Coral Street from Woodstock Street to the westernmost edge of their property and Dwyer Street on October 8, 2016 to hold an Open House at Station 1 (Coral Street).

The HFPD requests that “No Parking” signs be installed on October 7th which will be removed at the close of the event.

In discussions, the HFPD would also like to place banners at on their properties (or the adjacent parkways) within the Village. In addition, the HFPD requests the event be listed on the Village’s gateway sign on Route 47 and Main Street.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Hoeft suggested that Plan B be considered so that Dwyer Street would remain open.

Mayor Sass stated that the Fire Department notify the affected property owners/businesses about the street closure.

A MOTION was made to approve Plan B for the closure of Coral Street from Woodstock Street to the edge of the Station 1 and Dwyer Street on October 8, 2016 for an Open House.

MOTION: Trustee Hoeft

SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- c) Approval of an Ordinance Granting Authorization to Enter into a Real Estate Sales Contract and to Purchase 11708 W. Coral Street, Execution of an Associated License Agreement, and to Amend the FY2016 Budget

Village Manager David Johnson reported that in accordance with Village Board direction, Staff has negotiated the purchase of the property located at 11708 W. Coral Street.

Staff Analysis

The Huntley American Legion, located immediately to the west, is the owner of the property at 11708 W. Coral Street. The Village will purchase the property from the Legion and per the terms of the purchase agreement, will enter into a license agreement that will allow the Legion to utilize approximately 3,465 square feet of the property to accommodate a beer garden and area for horseshoe pits. The agreement requires the Legion to go through the site plan review and approval process, and if applicable, building permit application process with the Village prior to undertaking any improvements to the Licensed Area. All planned outdoor events or activities must be included with the Legion’s annual liquor license renewal submittal.

Financial Impact

The purchase price of the property is \$150,000. A budget amendment is required to transfer funds from the FY2015 surplus to the Downtown TIF Fund, as the purchase and associated due diligence costs were not budgeted for as part of the FY2016 budget.

<u>Line Item</u>	<u>Budget Amount</u>	<u>Increased (Decreased)</u>	<u>Revised Amount</u>
Downtown TIF Fund	\$443,978	\$160,000	\$603,978

Legal Analysis

The Village Attorney has reviewed the Real Estate Sales Contract and all is in order for Village Board consideration.

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

A MOTION was made to approve a Resolution Granting Authorization to Enter into a Real Estate Sales Contract and to Purchase 11708 W. Coral Street, Execution of an Associated License Agreement, and to Amend the FY2016 Budget.

MOTION: Trustee Kanakaris
SECOND: Trustee Leopold
AYES: Trustees: Hoeft, Kanakaris, Leopold and Piwko
NAYS: Trustee Goldman
ABSENT: None
ABSTAIN: Trustee Westberg
The motion carried: 4-1-0-1

d) Transmittal: FY17 Budget Calendar

Village Manager David Johnson stated that to commence the FY2017 budget process, the following is proposed:

FISCAL YEAR 2017 BUDGET CALENDAR

September 16, 2016	Major Capital Projects / Purchases Worksheets due from Department Heads
September 22, 2016	FY17 Budget Calendar and Process reviewed at Village Board meeting
October 13, 2016	Personnel Data, Master Organizational Charts and Financial Policies Review (one time transfer history, outstanding debt balances, TIF information and debt per capita data)
October 27, 2016	Review of On-Going Services and Programs, Summary of Funds, Major Capital Revenue Sources, and Preliminary Capital Requests from Departments
October 24–28, 2016	Draft Budget compilation by Staff
Oct 31 – Nov 4, 2016	Staff Budget Review
November 7 - 10, 2016	Staff Budget Revision
November 10, 2016	Property Tax Levy Resolution (20 days before adoption)
November 14-17, 2016	Staff review and finalization of proposed budget
November 18, 2016	Distribute proposed budget to Mayor and Board of Trustees
December 1, 2016	Staff to Publish Property Tax Levy Hearing Notice (Must appear no more than 14 days and no less than 7 days prior to hearing); Staff to Publish Budget Hearing Notice
Nov 28 – Dec 2, 2016	Village Board Breakdown Sessions
December 6, 2016	Budget Workshop <i>if necessary</i>
December 8, 2016	Public Hearing – FY17 Proposed Budget Public Hearing – 2016 Property Tax Levy Additional Village Board Discussion Village Board Consideration of FY17 Budget Village Board Consideration of 2016 Tax Levy (levy finances FY17 budget)

Staff Analysis

Pursuant to State Statutes, dates are included showing when all applicable notices are to be published to conduct the levy and budget hearing.

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

It was the consensus of the Village Board to proceed with the FY2017 budget calendar as proposed.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT: None

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 7:20 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary