

VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
October 26, 2017
MINUTES

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, October 26, 2017 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, Timothy 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, Director of Public Works and Engineering Timothy Farrell, Assistant Director of Finance Julie Langos, Human Resources Manager Chrissy Hoover and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None

CONSENT AGENDA:

- a) Approval of the September 21, 2017 Committee of the Whole Meeting Minutes
- b) Approval of Ordinance Creating Certain Parking Regulations in the Village of Huntley/1st Street
- c) Approval of a Resolution Authorizing Execution of a Consent to Collateral Assignment and Agreement among First Southern National Bank, Huntley Tax Holdings, LLC, and the Village of Huntley
- d) Approval of a Resolution Approving the Renewal of a Professional Services Agreement – Public Relations / MPAG
- e) Approval of Payout Request No. 3 (Final) in the amount of \$154,247.98 to Mauro Sewer Construction Inc. for 2017 Water Main Replacement Program
- f) Approval of Payout Request No. 2 (Final) to Arrow Road Construction Company for the 2017 MFT Street Program in the amount of \$279,237.15
- g) Approval of Payout Request No. 1 (Final) to Brothers Asphalt Paving, Inc. for the 2017 MFT Program – Additional Streets in the amount of \$263,036.42
- h) Approval of the October 26, 2017 Bill List in the amount of \$1,091,963.98

Mayor Sass reported that the items on the Consent Agenda were discussed at the Committee of the Whole. Mayor Sass asked if the Village Board had any comments or changes to the Consent Agenda; there were none.

A MOTION was made to approve the Consent Agenda:

MOTION: Trustee Leopold

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

- a) Approval of an Ordinance Amending the Final Planned Unit Development for the Huntley Park District's Paul Ostrander Maintenance Facility to Allow the Addition of a Sledding Hill within Betsey Warrington Park, 12219 Lois Lane

Mayor Sass reported that this item was discussed at the Committee of the Whole and it was requested that this item be voted on with a Roll Call vote.

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

Trustee Hoeft stated that he would be supportive of this request if there was always a plan to have a sledding hill at this location but the Park District is requesting this to save a miscalculation of an engineer. Trustee Hoeft stated that the size of this hill is not large enough for sledding.

There were no other comments or questions.

A MOTION was made to approve an Ordinance Amending the Final Planned Unit Development for the Huntley Park District's Paul Ostrander Maintenance Facility to Allow the Addition of a Sledding Hill within Betsey Warrington Park, 12219 Lois Lane

MOTION: Trustee Kanakaris
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Kanakaris, Leopold, Piwko and Westberg
NAYS: Trustee Hoeft
ABSENT: None
The Motion Carried: 5-1-0

- b) Approval to Waive the Bidding Process and Purchase Holiday Decorations from Artistic Holiday Designs

Mayor Sass reported that this item was discussed at the Committee of the Whole and it was requested that this item be voted on with a Roll Call vote.

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

Trustee Leopold asked if Public Works would have time to install the lights. Director Farrell stated that it would take Staff about one week to install the light. Trustee Leopold asked if this was something that Jim Schwartz could do; Village Manager Johnson reported that the Village could enlist Jim's services but that he is only able to work limited hours per year. Trustee Leopold asked Director Farrell if he wants his Staff to install the lights; Village Manager Johnson stated that it would be a big task for Village Staff and that there are concerns with the installation of the brackets.

Mayor Sass stated that it would be a good idea to have the company install the lights the first time as they have experience with the installation of the brackets and lights. Trustee Leopold stated that he recommends that the contractor install the lights for the first year. Trustee Hoeft asked how many

workers it would take to install the light and how long to do the job; Director Farrell stated that it would be a three-person crew. Trustee Hoeft asked if there was power in the light poles; Management Assistant Read stated that there was power in the poles.

Trustee Westberg asked if the brackets would stay up once installed; Director Farrell stated that they would remain on the poles.

Trustee Leopold asked what material the brackets were made of; Director Farrell stated that Staff will check with the company.

Trustee Goldman stated that she did not support the purchase of the lights as she had talked with residents who said they were opposed to them because of the image it would portray.

A MOTION was made to waive the Bidding Process and Purchase Holiday Decorations from Artistic Holiday Designs and have the lights installed by the contractor.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

AYES: Trustees: Kanakaris, Leopold, Piwko and Westberg

NAYS: Trustees: Goldman and Hoeft

ABSENT: None

The Motion Carried: 4-2-0

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration of a Resolution Authorizing Execution of a Subordination Agreement by and between the Village of Huntley, and Rockford Local Development Corporation on its behalf and on behalf of its assignee, the United States Small Business Administration (SBA)

Village Manager David Johnson reported that the BBQ King has received tentative approval for a loan from the SBA. Prairie Community Bank is the primary lender for the project and has provided the required letter of commitment to finance construction of the building. The SBA 504 loan assists with the permanent financing that closes after construction is completed and provides a lower interest rate and longer term loan.

Staff Analysis

The Redevelopment Agreement between the Village and BBQ King Huntley, LLC provides the Village with certain rights and liens in the Property. The SBA is considering lending money to the BBQ King subject to the Village subordinating its right, title and interest in the Property to any rights under the SBA's prospective mortgage.

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

A MOTION was made to Approve a Resolution Authorizing Execution of a Subordination Agreement by and between the Village of Huntley, and Rockford Local Development Corporation on its behalf and on behalf of its assignee, the United States Small Business Administration

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The Motion Carried: 6-0-0

BUDGET WORKSHOP NO. 2:

- a) FY18 Personnel Data, On-Going Services and Programs
- b) FY18 Major Capital Revenue Sources and Preliminary Capital Requests from Departments

Village Manager David Johnson reviewed a Power Point presentation outlining the following:

RESIDENT SURVEY 2017

Methodology: The Village of Huntley conducted an online survey to obtain resident opinions on 35 questions and an opportunity to provide written comments. The survey was available from September 12th through September 25th. Residents were made aware of the survey through notification on the Village's website, the E-News e-mail newsletter, Facebook, and printed Village Journal included in water bills. With 1,557 responses, this year's survey was the highest number since the annual survey was first conducted in 2010.

Results Overview: The number of responses in 2017 was 1,557, representing a 3.9% increase from 2016. First-time participants accounted for 61% of respondents.

Respondents continue to place economic development (retail attraction and office/light industrial) and job growth as very important Village activities, along with pedestrian-oriented infrastructure.

Trustee Leopold noted all the individual comments and suggested that they might be grouped.

FY18 PERSONNEL DATA, ON-GOING SERVICES AND PROGRAMS

The Village is a service organization and approximately three-quarters of the operating budget expenditures are personnel related. To keep personnel costs in check, the Village's philosophy for providing services to residents is to combine the use of full-time employees with permanent and seasonal part-time employees, contractual services, and intergovernmental partnerships.

The 2010 staffing study projected that the total number of full-time positions would be 107.5. The Village will end 2017 with the equivalent of 91.5 full-time positions actually filled. This is a difference of 16 employees or 14.9% and is a good example of how the Village has adjusted its operational approach to providing services under challenging economic conditions.

Four full-time equivalent new positions are being proposed as part of the FY18 budget. Positions include a part-time Human Resources Assistant and part-time Communications Manager in the Village Manager's Office, a full-time Police Officer in the Police Department, and an Asset Management Coordinator in the Public Works and Engineering Department.

PENSION

The Village contributes to two defined benefit pension plans, the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system; and the Police Pension Plan (Plan) which is a single-employer pension plan. The benefits, benefit levels, employee contributions and employer contributions for both plans are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

The Village's FY17 Pension obligations totaled \$1,055,902.

HEALTH & DENTAL INSURANCE

One of the Village's long-standing objectives is to provide quality, affordable health insurance coverage to full-time employees in order to attract and retain quality staff.

Due to the turbulent nature of the health insurance industry and in a continuous effort to find financial efficiencies, the Village joined a health insurance pool to stabilize costs of providing health insurance.

On March 24, 2016, the Village Board approved a Resolution accepting membership in the Intergovernmental Personnel Benefit Cooperative (IPBC). The entity was created under Illinois state law allowing municipal groups to band together for the purposes of offering members insurance in a financially stable and fully transparent environment.

In the first year, the decision to join the IPBC met the Village's strategic goal of minimizing and stabilizing health insurance costs. For the 2017 benefit year, the Village saw rate increases of only 1.1% for the PPO, 1.2% for the HMO and 2.2% for dental.

ON-GOING SERVICES AND PROGRAMS

The Village provides benefit to residents through daily operations that provide on-going services, programs that target specific benefit to residents, and major capital projects that provide benefit to the community

On-Going Services / Daily Operations and Programming are typically funded by the Village's Operating Funds (General, Water and Sewer)

Senior Transportation / monthly MCRide Active Riders (monthly average) 195 (2017) / 175 (2016)

Senior Transportation / Total MCRide Trips 2,600 (2017) / 3,225 (2016)

Liability Insurance Claims 28 (2017) / 17 (2016)

Worker's Compensation Claims 15 (2017) / 16 (2016)

These totals are through August

Economic Development

Recruitment letters and meetings: 489 (2017) / 400 (2016)

Site Visit – Recruitments: 65 (2017) / 61 (2016)

Finance

Water bills issues: 61,871 (2017) / 61,079 (2016)

Development Services Department

Single-family residential units permitted / construction value: 25 / \$3,592,213 (2017)*

105 / \$15,426,096 (2016)

*lowest since 1997

Miscellaneous residential and commercial permits / construction value: 1,317 / \$24,431,242 (2017)

1,229 / \$14,037,138 (2016)

Total Construction Value: \$30,023,455 (2017)

\$67,006,968 (2016)

Backflow inspection conducted: 636 (2017) / 749 (2016)

Public Works & Engineering Department (through September)

Snow Removal Operations: Hours worked	436 (2017)	835.30 (2016)
Tons of Salt Used	763.5 (2017)	1,428.75 (2016)
Gallons of Fuel Used	1,012.90 (2017)	3,148 (2016)

Police Department (through September)

Public Relations / Community Policing Events	124 (2017)	170 (2016)
Traffic Accidents	305 (2017)	346 (2016)
Part I Crimes	132 (2017)	157 (2016)
Part II Crimes	434 (2017)	484 (2016)

Trustee Leopold asked where the Police Department is on current scams; Chief Porter stated that scams are one of the biggest issues currently (IRS phone scam, etc.). Chief Porter stated that they work to get alerts out and stated that Officer Megan Racila does an excellent job communicating with the Sun City residents.

General Programs

FY 2017 Program Cost:

\$35,000	Annual Green and Clean Day, Bike Huntley, Memorial Day, Independence Day Fireworks, and A Very Merry Huntley Celebrations
\$32,000	Senior Transportation Services

Trustee Leopold requested a year-end recap of the Senior Transportation Services

\$24,795	Intergovernmental Cooperation / Shared Services (Building Inspection Services)
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Police / Public Safety Programs

\$275,301	911 Dispatch Services (increase due to consolidation with SEECOM)
\$3,000	Citizen Police Academy and Alumni Association
\$107,913	School Resource Officer (Village contribution - \$53,565; School District Reimbursement \$54,348)
\$2,500	CERT – Citizen Emergency Response Team

MAJOR CAPITAL REVENUE SOURCES AND PRELIMINARY CAPITAL REQUESTS FROM DEPARTMENTS

Capital improvements are important to the Village’s long-term sustainability. Capital improvements are defined as any major project improvement requiring the expenditure of public funds (over and above operating expenditures) for the construction, reconstruction, or replacement of physical assets.

Simplified Telecommunications Tax Revenue:

2013	\$757,052
2014	\$710,957
2015	\$672,386
2016	\$628,288
2017 Budget	\$500,000

Building Permit Revenue:

Permit revenue was \$996,117 in FY16. As of September 30th, the Village has collected \$303,248 in building permit fees.

Expenditures

Financial Software Replacement/Upgrade: \$553,600

Trustee Goldman asked if the new software will make it easier to pay for water bills on line; Assistant Finance Director Langos reported that it would be possible as well as being able to e-mail water bills.

Southwest Corner / Route 47 and Main Street: \$75,000
Façade Improvement Program: \$60,000
Comprehensive Plan Reformatting and Updating Graphics: \$30,000
Wastewater Treatment Facility Upgrades: \$3,000,000
Pavement Management Program: \$778,000
Water Main Replacement Program: \$325,000
2018 5-Yard Dump Truck Replacing Vehicle #1890: \$200,000

Trustee Hoeft asked how many hours on the existing vehicle: Director Farrell stated the request is on the “C” list.

GIS/Asset Management Updates: \$50,000

A new addition in FY18 will be an asset management solution called VUEWorks, with six (6) modules implemented consisting of Service Requests, Work Orders, Resource Manager, Condition, Request Portal, and MobileVue. The Service Request Module will track calls, complaints, and requests from citizens where customized requests can be made directly on the Village website through the VUEWorks Request Portal.

LED Lighting: \$50,000
Haligus Road and Scott Drive Pedestrian Crosswalk Improvements: \$40,000
Security System – Public Works Facilities and Old Village Hall \$25,000

Trustee Leopold asked if the security system will record on DVD; Director Farrell reported that the recordings are stored for 20-30 days. Trustee Leopold asked if there will be three individual devices; Director Farrell reported that access to the equipment can be accessed on a mobile device.

In-Squad Video Camera Replacement: \$110,000
Chief Porter reported that there are issues with the current systems with the need for more repairs.

Police Department Vehicle Replacement: \$41,000
Chief Porter reported that this is the CSO vehicle and with having one full-time and one part-time CSO the vehicle is used more.

Ford Transit Utility Van – Buildings and Grounds: \$26,500

Trustee Kanakarlis asked if this would be bought locally; Village Manager Johnson reported that the vehicles are bought through the State but local dealers can sign up to be part of the program with the State.

Trustee Kanakaris stated that it's important to get the Reed Road Multi-Use Path; Village Manager stated that a ITEP Grant submission will be filed in December for the Reed Road path. Mayor Sass stated that there is not a need for a sidewalk extension on Main Street. Trustee Piwko requested that an engineering cost for the Main Street sidewalk be prepared. Trustee Goldman stated there is no need for a sidewalk on Main Street east of Haligus Road. Trustee Kanakaris asked Trustee Piwko what his concerns were with only having a sidewalk on the north side of Main Street from Haligus to Central Park; Trustee Piwko stated that people are running on the street because the sidewalk is narrow and drivers travel fast down that street. Trustee Hoeft stated that there was no need to spend the money on it. Trustee Kanakaris asked staff to get a cost; Village Manager Johnson stated it is estimated at \$55,000. Trustee Goldman stated that if Huntley Meadows' roads were part of the 2018 MFT program then it should all get done at the same time. Trustee Westberg asked what material the path on Main Street would be; Director Farrell stated that it could be asphalt or concrete. Trustee Hoeft stated that perhaps it could be completed if there were extra MFT funds. Mayor Sass stated that all that should be done is paint a stripe on the street to section off runners from drivers. Village Manager Johnson stated that Staff will bring back an estimate to the Board after bids are received.

Trustee Leopold asked about Haligus Road resurfacing from Algonquin Road to Main Street and noted that there were no curbs and that the road is like a roller coaster. Village Manager Johnson stated that Staff could look at the engineering but the cost to construct with curb and gutter would probably be cost prohibitive. Mayor Sass stated that he did not want that done now as it was just patched.

Trustee Leopold requested future project for lighting on Route 47 south of Kreutzer Road and additional median landscaping.

Trustee Kanakaris asked if the Reed Road Path could be recaptured from a future developer. Village Manager Johnson responded that it is always a possibility.

Catty Property Redevelopment (includes Mill & Church Street Flooding Evaluation) – Village Manager Johnson reported that Staff is obtaining a proposal from an architectural firm for an assessment of the Catty building, Staff is also putting together an RFP for Board review. Trustee Leopold stated that the Village should not do anything at Catty until there is a serious developer. Mayor Sass stated that the assessment should be completed now and not wait for a developer.

Village Manager Johnson summarized General Capital Projects proposed for FY18 total for A and B projects is \$1,681,700; for water and sewer \$4,380,900; total a little over \$6 million. C projects are in 5-year plan, with about \$4.1 million in additional projects

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass asked Trustee Goldman to report on the McCOG meeting. Trustee Goldman stated that Jack Franks, Chairman of the McHenry County Board, reported that the County was lowering the levy 11% and asked all the other taxing bodies to do the same.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

A MOTION was made at 8:15 p.m. to enter into Executive Session for a) Probable or Imminent Litigation and Pending Litigation.

MOTION: Trustee Kanakaris

SECOND: Trustee Piwko

A Voice Vote noted all ayes and the motion carried.

A MOTION was made at 8:23 p.m. to exit Executive Session.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

A Voice Vote noted all ayes and the motion carried.

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:24 p.m.

MOTION: Trustee Hoeft

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary