

**VILLAGE OF HUNTLEY
VILLAGE BOARD
August 13, 2020
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, August 13, 2020 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: Interim Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Finance Cathy Haley, Chief Robert Porter, Deputy Chief Mike Klunk, Management Assistant Christina Austin, and Village Attorney John Cowlin.

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

Mayor Sass asked for a moment of silence in remembrance of the passing of Algonquin Village President John Schmitt.

SPECIAL PRESENTATION:

a) CALEA Re-Accreditation

Chief Robert Porter thanked the Police Departments CALEA team of Christina Austin and Deputy Chief Mike Klunk for their continuous hard work on the accreditation. Chief Porter also thanked the entire staff of the Police Department for their dedication. Chief Porter reviewed a Power Point presentation and reported the following:

What is CALEA?

- Commission on Accreditation for Law Enforcement Agencies created in 1979 by the leading LE groups
- Provides public safety agencies an opportunity to voluntarily demonstrate that they meet an established set of professional standards based on industry best practices
- Proven modern management model, providing a blueprint that promotes the efficient use of resources and improves service delivery

CALEA Accreditation Goals:

1. Strengthen crime prevention/control capabilities and improve service delivery
2. Formalize essential management procedures
3. Establish fair and nondiscriminatory personnel practices
4. Increase community/staff confidence in the agency

CALEA Accreditation Outcomes:

- Comprehensive, well thought out policy manual
- Necessary reports and analyses a CEO needs to make fact-based, informed management decisions
- Preparedness program developed to address natural or man-made unusual occurrences
- Improved relationship with the community
- Better accountability
- Limited liability and risk exposure
- Professional excellence

CALEA Accreditation Benefits

- Controlled liability insurance costs
- Stronger defense against lawsuits and citizen complaints
- Greater accountability within the agency
- Staunch support from government officials
- Increased community advocacy
- Improved employee morale

HPD Accreditation History

- Initial accreditation awarded August 2010
- First re-accreditation award July 2013
- Second re-accreditation award July 2016
- Third re-accreditation award July 2020

Accreditation Review Cycle

- Accreditation is a journey, not a destination. Maintaining accreditation is an ongoing process for the entire department. After initial accreditation, the agency must show continued compliance to retain accredited status
- Every four years, the agency must renew accreditation
- Annually, online review of files will check for continued compliance
- An onsite review will occur in the final year of the cycle. If all requirements met, will receive reaccreditation for another 4 years

CALEA Re-Accreditation Process

- Web-based reviews
 - August 2017
 - August 2018
 - August 2019
 - February 2020
- Site-based assessment
 - Scheduled for an in-person visit April 6-9
 - Virtual on-site conducted May 4-6

Compliance Review Report

- Found that Huntley Police Department is in compliance with all applicable standards
- Focused on five areas of the Department
 - Use of Force
 - Training
 - Juvenile Operations
 - Crime Prevention
 - Critical Incidents
- Findings based on files of compliance as well as 24 interviews with various staff, officials, community partners and residents

Use of Force

“The agency’s strong commitment to training officers in a wider array of options focusing on de-escalation, including opportunities to include crisis recognition and response, tactical communications, and operational safety tactics in order to avoid the need for use of force.”

Training

- “As evidenced by agency directives and other proofs of compliance regarding training and career development, the Huntley Police Department is committed to providing its personnel with the highest quality training.”
- Field Training Program is “based on community policing and collaborative problem-solving principles. It addresses the traditional duties of policing, but in the context of specific neighborhood problems.”

Juvenile Operations

“The principal objective of the Department’s juvenile operations function is to divert youth away from delinquent behavior through counseling, education and social service referrals.”

Crime Prevention

“It is evident that the Huntley Police Department helps community members mobilize support and resources to solve problems and enhance their quality of life. Community members voice their concerns, contribute advice, and take action to address these concerns which is the basic tenet of the community police process. These efforts have been effective in creating a constructive partnership that have had a positive impact in the community.”

Critical Incidents

“Partnerships have maximized the resources available in a number of police operations to provide a level of service to the community beyond what might be expected of an agency this size.”

Professional Staff

“The staff was open to the assessment team’s comments, an example of the Department’s continued pursuit for excellence. The Huntley Police Department succeeds because of the strength of its employees. The dedicated personnel that the assessment team had the opportunity to meet and interact with not only presented themselves in a professional manner, but also took great pride in their police department.”

Review Committee Hearing

- Scheduled in conjunction with CALEA Conference in Oklahoma City on August 1
- Held as a virtual hearing via Zoom on July 31

Review Hearing

- Complimented us on an “exceptional” Compliance Review Report with no compliance issues throughout the 4 year cycle
- Impressed with the community survey results and our unique relationship with our community
- Complimented our incorporation of de-escalation techniques to reduce use of force incidents when possible

Review Committee Results

- Concurred with the Compliance Review Report that Huntley Police Department is in compliance with all applicable standards
- Recommended to the full CALEA Commission the Advanced Law Enforcement Reccreditation award
- Full CALEA Commission awarded us our 4th Advanced Law Enforcement Accreditation

Journey Continues

- Updating our policies and procedures with CALEA revisions
- Continue the process of annual reviews by CALEA staff

- Ongoing process to ensure we are up-to-date with legal updates, changing standards and current best practices in the profession

PUBLIC COMMENTS:

Interim Village Manager Lisa Armour read the following public comment which came via the Village's website:

Jim Thomas, 11780 Windsor Drive, Huntley asked "When will golf carts be allowed to cross IL-47 at Sun City Blvd and/or Regency Square Parkway? Handicapped electric wheelchairs or scooters are allowed now to cross. We, in Sun City, should be able to cross at these lights."

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the June 25, 2020 Virtual Village Board, June 25, 2020 Virtual Liquor Commission, July 9, 2020 Village Board, July 23, 2020 Liquor Commission, and the July 23, 2020 Village Board Meeting Minutes

Mayor Sass reported that Trustee Leopold was absent from the June 25, 2020 Village Board meeting; Trustees Leopold, Kanakaris and Westberg were absent from the June 25, 2020 Liquor Commission Hearing; and Trustee Kanakaris was absent from the July 23, 2020 Liquor Commission and Village Board Meetings.

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

A MOTION was made to approve the July 9, 2020 Village Board Meeting Minutes.

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

A MOTION was made to approve the June 25, 2020 Village Board Meeting Minutes.

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

A MOTION was made to approve the June 25, 2020 Liquor Commission Hearing Minutes.

MOTION: Trustee Leopold
SECOND: Trustee Piwko
AYES: Trustees: Goldman, Hoeft, and Piwko
NAYS: None
ABSENT: None

ABSTAIN: Trustees Leopold, Kanakaris, and Westberg
The motion carried: 3-0-0-3

A MOTION was made to approve the July 23, 2020 Liquor Commission Hearing and the July 23, 2020 Village Board Meeting Minutes.

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

b) Consideration – Approval of the August 13, 2020 Bill List in the amount of \$330,819.93

Mayor Sass reported that \$33,034.93 (or 10%) of the total bill list is attributable to payment to Bolder Contractors for the Freeman Road culvert repair (\$11,756.52), payment to Patrick Engineering Inc. for Kreutzer Road Phase I project (\$9,756.41) and payment to Temple Display Ltd. For the Holiday Light Pole decorations (\$11,522.00).

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

A MOTION was made to approve the August 13, 2020 Bill List in the amount of \$330,819.93.

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

c) Consideration – An Ordinance Granting Relief for Wall Signage for Goodfella’s Beef, 10980 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that in August 2019, ordinances were approved to allow a Class “A” Liquor License and a Video Gaming License Location to SMDMF LLC – Goodfella’s (Goodfella’s), 10980 Route 47. The petitioner is currently expanding Goodfella’s to include the storefront to the south, which was formerly occupied by Honey Fluff Donuts. The expansion combines the two tenant spaces into one space to accommodate the addition of a video gaming area and added dine-in seating.

Staff Analysis

Wall Signs

The petitioner recently requested a sign permit to modify the signage for Goodfella’s Beef. The submittal proposes one 32 square feet “Goodfella’s Gaming” wall sign, and one 32 square feet “Goodfella’s Beef” wall sign. The petitioner proposes to use the existing wall sign boxes for Honey Fluff Donuts and Goodfella’s Beef and only change the sign faces.

Section 156.123 (A) (C) (D) of the Sign Code allows one wall sign per tenant, and allows one square foot of wall signage for each lineal foot of frontage for the tenant space. The lineal frontage for the Goodfella's tenant space is 43 lineal feet, which would allow one 43 square feet sign on the façade. Relief is required to allow for two wall signs measuring 32 square feet each, for a total of 64 square feet.

The "Goodfella's Gaming" signage includes a "Powered by Game-On Entertainment" logo, which is not permitted because it advertises an off-premise business (Section 156.121(G)). *Staff notified the petitioner and the owner of Game-On Entertainment of this restriction and they have agreed to remove the logo from all signs.*

If the Village Board does not approve the requested relief for a second wall sign, the unused wall sign would need to be removed in accordance with Section 156.118 (P) of the Sign Code, which requires any sign which advertises a business no longer being conducted (Honey Fluff Donuts) to be removed by the owner, agent, or person having the beneficial use of the building within 15 days after notification from the Building Code Official.

Pylon Sign

Goodfella's is also proposing to use two sign panels on the pylon sign along Route 47. This includes one "Goodfella's Gaming" name plate and the current "Goodfella's Beef" name plate. There is nothing in the Sign Code regulating the number of sign panels that could be used on a monument sign.

Required Relief

The proposed site plan requires the following relief:

1. Section 156.123 (A) (C) (D) of the Sign Code allows one wall sign per tenant, and allows one square foot of wall signage for each lineal foot of frontage for the tenant space. Goodfella's frontage measures 43 lineal feet, which would allow one 43 square feet sign on the façade. Relief is required to allow for two wall signs measuring 32 square feet each, for a total of 64 square feet.

Staff recommends the following conditions should the Village Board approve the relief for two wall signs:

- 1) Remove the "Game-On Entertainment" logo from all exterior signage before submitting plans for sign permit.
- 2) No sign permits are approved as part of this submittal. Sign permits must be applied for with the Development Services Department.

Director Nordman reported that the business owner, Mike Skala was in attendance to answer questions.

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

Trustee Piwko stated that having two signs would look like two businesses and said that he would prefer only one sign.

Trustee Goldman asked if there were any businesses that currently had two signs and stated that she was not supportive of two signs next to each other for one business.

Trustee Westberg asked if the petitioner was asking for the two signs as there are limitations with electricity on the outside of the building. Mr. Skala stated that the cost to create and install one new

larger box would be costly and he had concerns about the strength of the fascia to mount a new sign. Mr. Skala also stated that to center one larger sign box between the two (2) units would make the front of the building look uneven as the sign boxes are currently spaced out evenly.

Trustee Hoeft stated that he would prefer one of the signs to remain “Goodfellas Beef” and the other sign to just say, “Burgers, Hot Dogs, etc.” and not to have Goodfellas on both signs.

Trustee Westberg suggested that one of the signs have a red background.

Trustee Leopold stated that he had no problem with using the two (2) sign boxes as changing it to one (1) larger sign box would make the other signs look off balanced.

Mr. Skala agreed that he does not need the Goodfella’s name on both signs.

Mayor Sass suggested that the word “Gaming” does not need to be larger than the other words.

A MOTION was made to CONTINUE this item until the Petitioner brings back the wording of the signs.

MOTION: Trustee Hoeft

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

- d) Transmittal of Second Quarter FY20 Financial and Investment Reports for the Village of Huntley

SECTION 1: General Fund Revenue Sources

General Fund Revenues are the taxes, fees and other charges that the Village assesses to provide services to its citizens. General Fund Revenues for the FY20 budget are composed of the following revenue percentages:

Budgeted Revenues FY20

The three largest sources of revenue for FY20 continue to be property tax, sales tax, and income tax, which is part of the State shared revenue. Local fees and fines include local use tax, telecommunications tax, building permits, video gaming and police fines. At the end of the second quarter for FY20, General Fund revenues appear to be trending behind budget. However, sales tax revenue is reflected through April receipts due to the three month lag time.

Property Tax Revenue - Every December, the Village levies property taxes to provide funding for General Village operations, employer portion of IMRF, Social Security and Police Pension obligations. The graph in the Board’s packet indicated the amount levied, or budgeted for the General Fund, the amount actually received through FY19, and the amount received through June 30, 2020 in FY20. As a home rule community, the Village levies for dollars and has received between 98.00% and 100.00% of dollars levied the last three years as noted by the chart. As a result of the current pandemic situation this revenue stream may come in at slower rate due to no late penalties being assessed by the counties, but the Village still expects to receive 95% – 99% of these dollars at this point in time.

Sales Tax Revenue - Sales tax at a rate of 7% is collected on all retail sales within the Village. The sales tax is administered and collected by the Illinois Department of Revenue (IDOR). One percent of this sales tax is distributed to the municipality where the sale occurred. This tax is recorded in the Village's General Fund and is used for basic Village operations.

Sales tax has a lag of three months from the time the sale occurs and when the Village receives the money from the state. FY20 actual revenues are showing four months' worth of collections for this June 30, 2020 report. These four months of revenue total \$1,005,873 vs. \$987,958 for the same period last year. Minus the sales tax rebate for FY20, total sales tax dollars equal \$908,506 through June 30, 2020 as shown in the chart below.

Beginning July 1, 2020 the Village will receive an additional 1% for the new Home Rule Sales Tax filed with the IDOR in February of this year. This revenue source is dedicated to Capital Projects and Streets.

Income Tax Revenue - Income tax is behind FY19 receipts for this same time period due to a one time amnesty payment from the Illinois Department of Revenue in May 2019. Second quarter FY20 actual dollars are at 49% of budgeted dollars instead of the expected 50%. This revenue stream may dip come August if the additional \$600 per week unemployment payment ends July 31. Currently, the newest Coronavirus Relief Bill would extend this \$600 supplement out to January 2021, but this has yet to be decided. The chart below displays ending actual dollars through FY19 and six months of actual dollars for FY20.

OTHER REVENUE SOURCES

Local Use Tax - Local Use Tax is trending in ahead of budgeted parameters at 58.01%. At this second quarter, 50% is the expectation for revenue receipts compared to budgeted dollars. Original projections from the Illinois Municipal League (IML) indicated local use tax continuing to increase. New projections for this revenue source from IML based on the COVID-19 pandemic continue to show this revenue stream increasing over last year. The continued shift from brick-and-mortar to online shopping is supporting the growth of this tax revenue.

Telecommunications Tax - Telecommunications tax revenue, like sales tax revenue, has a lag of three months from the time the tax is remitted to the State and the revenue is received by the municipality. FY20 actual revenues are showing four months' worth of collections for this June 30, 2020 report. These four months of revenue total \$139,976 vs. \$155,485 for the same period last year. This revenue is allocated between the General Fund, the Facilities and Grounds Maintenance Fund and the Downtown TIF Fund.

General Fund = \$23,329, Facilities & Grounds Maintenance Fund = \$89,728, Downtown TIF Fund = \$26,919

Video Gaming Revenue - Video gaming revenue was trending in ahead of budgeted parameters for January and February. However, due to the COVID-19 pandemic, video gaming operations were suspended effective March 16, 2020. As of July 1, 2020, Illinois Casinos and Video Gaming locations were authorized to resume operations. The impact to this revenue at this time is unknown. Displayed below are the two months of revenue through June due to the shutdown.

General Fund = \$20,454 and Downtown TIF Fund = \$21,378

Police Fines & Fees - Police fines are trending in at 47.93% of budget through June 30, 2020. The second quarter of the year had very few collections from court cases due to the county being closed down for adjudication processing. This should begin to tick back up during the second half of FY20 as the county begins to slowly re-open.

Building Permit Revenue - Building permit dollars through June are well ahead of budget at \$261,774 or 87.26%. The chart below shows the dramatic drop in this revenue source compared to its peak year in 2014.

The impact the COVID-19 crisis may have on building has yet to be determined.

Conclusion - Overall, and in light of the COVID19 pandemic, the General Fund revenues continue to be strong at the halfway point of FY20. Total actual revenues collected are showing at 46% of budgeted dollars. This total includes just 4 months of sales tax revenue due to the three month lag in collections.

SECTION 2: General Fund Expenditures

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General Fund Expenditures - General Fund Expenditures account for the general operations of the Village, including Police, Development Services, and Public Works and Engineering (Streets, Engineering, Buildings & Grounds and Fleet Services). It also includes the Village Manager's Office (including Human Resources and Information Technology) and Finance. At the end of the second quarter for FY20, General Fund Expenditures are at 48.74% of budget. Overall, the General Fund is operating within the parameters of budgeted dollars. The charts below display General Fund expenditures by department and category type.

SECTION 3: Water and Sewer Operating Funds

Water and Sewer Revenues - Water and Sewer revenues come from charges for service for the water and wastewater treatment facilities. These revenue streams are dependent on customer usage. At the end of the second quarter for FY20 water revenue appears to be slightly behind budgeted parameters at 44% and wastewater revenue appears to be trending right at budget at 52%. This revenue stream is seasonal and will increase in the summer months when usage is higher. The COVID-19 pandemic may actually increase water usage with the stay at home order and school age children being home more hours in a day than normal. This is unknown, as users may cut down on consumption to conserve dollars.

SECTION 4: Second Quarter Financials

Revenue and Expenditure Report - Overall revenues appear to be trending in within budgeted dollars for the first six months in FY20. Those funds that appear to be behind the 50% collection rate can be primarily attributed to video gaming revenue ceasing as of March 16 and court not holding adjudication hearings. Expenditures within the operational funds appear to be trending in line with budgeted dollars or slightly below. Some capital funds may appear to be trending ahead of budget due to equipment purchased or projects completed.

SECTION 5: Revenue and Expense Report

Director Haley referred to the charts included in the Village Board meeting packet.

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

Trustee Westberg asked if a resident makes an Amazon purchase would the Village receive any sales tax revenue from that purchase. Director Haley stated that changes have been recently made which provides sales tax revenue to municipalities from on-line purchases.

There were no other comments or questions.

It was the consensus of the Village Board to accept and place on file the Second Quarter FY20 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY’S REPORT: None

INTERIM VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT:

Mayor Sass wished Trustee Hoeft a happy birthday.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

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 7:49 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary