

**VILLAGE OF HUNTLEY
VILLAGE BOARD
October 14, 2021
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, October 14, 2021 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Timothy Hoeft; Trustees: Ronda Goldman, Mary Holzkopf, Niko Kanakaris, Curt Kittel, Harry Leopold, and JR Westberg.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Deputy Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Finance Director Cathy Haley, Human Resources Director Chrissy Hoover, IT Manager Karl Schmidt, Deputy Chief Hooten, and Village Attorney Betsy Gates-Alford.

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

PUBLIC COMMENTS: None

Mayor Hoeft noted the audio/video updates made to the Board Room. Village Manager Johnson thanked IT Manager Karl Schmidt for his work in getting everything updated.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the July 14, 2021 Village Board Workshop and July 22, 2021 Village Board Meeting Minutes

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

A MOTION was made to approve the July 14, 2021 Village Board Workshop and July 22, 2021 Village Board Meeting Minutes.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

b) Consideration – Approval of the October 14, 2021 Bill List in the amount of \$376,485.00

Mayor Hoeft reported that \$147,426.60, or 39.2% is the sum of the purchases that follow:

- \$29,436.25, payment to Engineering Enterprises Inc. for the Nutrient Assessment Reduction Plan-2021.
- \$12,312.97, payment to Patrick Engineering Inc. for Invoice 17 for Engineering Services for the Kreutzer Road Phase I Project.
- \$73,988.38, payment to SKC Construction Inc. for the 2021 Crack Sealing Program.
- \$31,689.00, payment to Filippini Law Firm LLP for legal services, of which 28.8% will be paid by developers/applicants through escrow reimbursements; 17.9% for the Park District Intergovernmental Agreement Update and ordinance revision; and 14.2% for liquor license issues related to Topsy’s Bar and Grill.

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

A MOTION was made to approve the October 14, 2021 Bill List in the amount of \$376,485.00.

MOTION: Trustee Holzkopf

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

c) Consideration – A Resolution Approving a Temporary Use Permit to hold an Outside Event on Village Property and Temporary Sign Request for Huntley 158 Education Foundation and Village of Huntley; Huntley Hootenanny Glow 5k / September 10, 2022

Village Manager David Johnson reported that the 2021 Huntley 158 Education Foundation Hootenanny Glow 5k Run/Walk event was held on Saturday, September 11th in the downtown. This year, 2,460 people registered for this fundraiser and even more came to the downtown to enjoy the event as it has become a fun community gathering. The Foundation would like to start planning and coordinating the 2022 event, which is proposed to take place on September 10, 2022 and would like to cap the registrations at 3,000.

The Education Foundation raises money to fund educational programs and projects to enhance the learning experiences of School District 158 students by providing grants to District 158 educators. In addition to the educator grants, the Foundation awards yearly scholarships to students going into college or trade schools.

The 2022 event will include the following:

- A 5k Fun Run/Walk beginning and ending at the Town Square. Registration and check-in will begin at 5:00 p.m. with the 5k beginning at 7:15 p.m. and walk immediately following. Participants will be encouraged to dress in their best “glow” attire.
- Homes and businesses along the route will be invited to make their house/business the “glowiest”.
- An after event party will take place on the Square which will include food vendors, a DJ, picture opportunities, booths and games for kids. The event will conclude around 9:00 p.m.

The Foundation is also requesting to post banners or yard signs on Village rights-of-way two weeks prior to the event in the locations listed on the attached map.

Huntley 158 Education Foundation acknowledges that some sites may not be under the Village's jurisdiction and others may not be feasible in the noted location. If any of these sites are not feasible, the Foundation may request permission for other sites with the approval of the Village Manager. *No signs will be posted on private property without prior authorization of the property owner.*

Directional Signage will be installed the day of the event in locations near or around the Square to assist those coming to the event.

The Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit for temporary signs as follows:

- 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,
- 4) Not located in the Village rights-of-way;

therefore a variation from the Sign Ordinance will need to be granted to display signs within the Village rights-of-way.

Staff Analysis

Careful consideration will be given to all safety issues as well as parking and street closures as this event will take place in the evening.

Due to the volume of participants, Staff is requesting the following street closures during the entire event:

- Coral Street from Church Street to Woodstock Street
- Church Street from Main Street to 1st Street
- Main Street from Church Street to Woodstock Street

Certain streets will be required to be closed only during the 5k:

- Church Street from 1st Street to Algonquin Road
- Main Street from Ruth to Church Street

The Huntley Citizen Police Academy Alumni Association will be contacted to staff the intersections for safe passage of participants along the path and for traffic control. The Education Foundation will provide volunteers for all the other positions needed.

It is anticipated that the Huntley High School's theatre lighting coordinator will set up lighting to make the gazebo and other areas of the Town Square glow for this event with special lighting and illuminations. However, the area around the Veteran's Memorial will not be included in the transformation.

Should health concerns regarding Covid-19 still be in existence, the event would be held virtually with participants running/walking a 5k in their own neighborhoods at their own time.

Financial Impact

The D158 Education Foundation will partially reimburse the Village for Police and Public Works

assistance needed during this event. The Village sponsored the Mad Bomber fireworks show in 2021; and, will do so again in 2022 with funds coming from Special Events.

Legal Analysis

Participants will be required to sign a waiver that has been reviewed by Village and D158 attorneys.

Village Manager Johnson introduced Angela Kossaris the Chairman of the event.

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

A MOTION was made to approve a Resolution Approving a Temporary Use Permit to hold an Outside Event on Village Property and Temporary Sign Request for Huntley 158 Education Foundation and Village of Huntley; Huntley Hootenanny Glow 5k / September 10, 2022.

MOTION: Trustee Leopold

SECOND: Trustee Holzkopf

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Consideration – A Resolution Approving a Proposal from William Ruth Landscape for the East Wastewater Treatment Plant Landscape Screening in the amount not to exceed \$24,900.00

Director of Public Works and Engineering Timothy Farrell reported that the East WWTP was first constructed in the 1950's with additional improvements in 1988 that included two primary clarifiers, one oxidation ditch, one final clarifier, filter building, and sludge storage area. Huntley-Dundee Road was reconstructed and realigned in 2006 and what is known now as Old Huntley-Dundee Road serves as the primary access to the East WWTP. As the beautification of Huntley and Main Street remains a priority and special events continue to expand with increased foot traffic, the East WWTP Landscape Screening Project would further enhance the overall community appearance.

Staff Analysis

A proposal dated September 24, 2021 by William Ruth Landscape has been received and reviewed by Public Works and Engineering Department Staff. All is in order for consideration to approve the proposal from William Ruth Landscape for the East WWTP Landscape Screening Project.

Financial Impact

The FY21 Budget includes sufficient funds in the Building and Facility Improvements Fund, 420-00-00-8003 for the East WWTP Landscape Screening Project.

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

A MOTION was made to approve a Resolution Approving a Proposal from William Ruth Landscape for the East WWTP Landscape Screening Project in the amount not to exceed \$24,900.00.

MOTION: Trustee Goldman

SECOND: Trustee Westberg

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – Resolution Waiving Competitive Bid and Approving the Year 4 Contract Extension to AB Sanchez, Inc. for the Entryway Area and Ornamental Bed Beautification Services

Director of Public Works and Engineering Timothy Farrell reported that the Village maintains the grounds at the entryway sign locations, downtown, Wing Pointe entryway at Haligus and Huntley Dundee Roads, Southwind entryway at Reed Road and Cambridge Drive, all four corners at the intersection of Main Street and IL Route 47, and the planting beds at the Municipal Complex. These areas can be characterized as smaller areas generally with mulch and flowerbeds with seasonal decorating that require handwork and frequent attention. To accomplish all the necessary work to the standard and consistency the Village has come to expect, the Village has contracted this work out over the last several years.

On Thursday, February 14, 2019, the Village received bids from three contractors for the Entryway Area and Ornamental Bed Beautification Services contract. The bid documents required a Base Bid and a Mandatory Alternate Bid for each of three consecutive years beginning in 2019 and ending in 2021. The Base Bid landscape maintenance activities consist of litter and debris pick-up, turf mowing, weed control and fertilizing in the identified areas. The Alternate Bid landscape maintenance activities consist of aeration in the downtown square.

For 2022, the additional areas include the cemetery columbarium site, the entryway sign at the southwest corner of Haligus Rd. and Dundee Road in Wing Pointe, the entryway annual bed at the northwest corner of Reed Road and Cambridge Drive in Southwind, three expanded annual beds at the southwest corner of Route 47 and Main Street, two new annual beds at the northwest corner of Route 47 and Main Street. Two additional entryway sign beds on Algonquin Road and Haligus Road (northern limits) are proposed for install in the fall of 2021.

Staff Analysis

On Thursday, January 23, 2020, the Village Board approved the Year 2 and Year 3 Bid award for the Entryway Area and Ornamental Bed Beautification Services to AB Sanchez, Inc. in the total Bid amount of \$45,710.00 for Year 2 and \$47,610.00 for Year 3 and presented in the FY21 budget. Based on acceptable performance for the Year 1, Year 2, and Year 3 services, all is in order for consideration to approve the Year 4 contract extension to AB Sanchez, Inc. in the amount of \$61,410.00. The cost increase is mainly related to the increased work scope.

The contract may be cancelled by the Village in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms. The Village reserves the right to terminate the service at any time during the term of the contract upon ten (10) business days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village, shall constitute contract default.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY22 Budget will be presented to include \$185,000.00 in the Facilities & Grounds Maintenance Fund, 410-00-00-6179, \$61,410.00 of which is earmarked for the Year 4 work identified under this contract.

Legal Analysis

Waiver of bid requires an affirmative vote of four.

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

Trustee Kittel asked what the duration of a typical contract cycle was; Director Farrell stated it is typically 3 years for a newer contract and that the contracts are performance based.

Trustee Goldman asked who was responsible for the planters at the Municipal Complex doors as they are beautiful; Director Farrell reported that the Village supplied the planter pots and Bill Ruth maintains them.

Trustee Holzkopf asked what is additionally covered in the contract extension; Director Farrell stated additional work at the cemetery, upgrading the landscaping at the Village entry signs and the entries to the Wing Pointe and Southwind subdivisions.

There were no additional comments or questions.

A MOTION was made to approve a Resolution Waiving Competitive Bid and Approving the Year 4 Contract Extension to AB Sanchez, Inc. for the Entryway Area and Ornamental Bed Beautification Services.

MOTION: Trustee Leopold

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- f) Consideration – Resolution Waiving Competitive Bid and Approving the Year 4 Contract Extension to C.T. Veach, Inc. for Landscape Maintenance Services

Director of Public Works and Engineering Timothy Farrell reported that the Village is responsible for maintaining the grounds on all Village-owned property, certain areas within Special Service Area No. 5 (Southwind), as well as certain tracts of Village rights-of-way (ROW). The Village has also been maintaining the IL Route 47 medians the last several years. The combined Village maintained areas total is approximately 119 acres and to accomplish all of the necessary work, the Village utilizes contractors to share in the workload. Under this contract, there are 51 acres of turf mowing and 119 acres of weed control and fertilizing throughout the Village. Public Works crews would still be responsible for the turf mowing of approximately 68 acres. The areas targeted for contract generally consist of the more precarious areas such as highly traveled ROW and areas with steeper slopes adjacent to detention basins and the Municipal Complex.

On Thursday, January 24, 2019 the Village received bids from six contractors for the contract

Landscape Maintenance Services. The bid documents required a Base Bid and a Mandatory Alternate Bid for each of three consecutive years beginning in 2019 and ending in 2021. The Base Bid landscape maintenance activities consist of litter and debris pick-up, turf and roadside mowing, and weeding mulch beds and tree rings in the identified areas. The Alternate Bid landscape maintenance activities consist of mulching and pruning for the same areas, aeration at the Municipal Center along with weed control and fertilizer for all the Village maintained areas.

For 2022, staff has created a more robust and targeted Weed Control and Fertilizer Program to better adapt to the extreme weather patterns such as the drought in the summer of 2021 and provide the most optimal weed-free appearance. The program includes three different priority areas, chemical application types, and frequency of treatments. Also included in 2022 are 45 miles of curb and median weed control that include one application of pre-emergent and soil sterilant in early spring and six monthly applications of a non-selective herbicide to prevent vegetation from growing in the cracks along Route 47 (Freeman Rd. to Rainsford Dr.), Ruth Rd. (Algonquin Rd. to Dundee Rd.), Haligus Rd. (Dundee Rd. north to Village Limits), Jim Dhamer Dr., and Freeman Rd. For comparison, staff solicited proposals from one local weed control and fertilizing company for the program identified above and would realize a \$21,766.00 savings under the proposed Year 4 Contract Extension.

Staff Analysis

On Thursday, January 23, 2020, the Village Board approved the Year 2 and Year 3 Bid award for the Landscape Maintenance Services to C.T. Veach, Inc. in the total bid amount of \$86,181.00 for Year 2 and \$87,565.00 for Year 3. Based on acceptable performance for the Year 1, Year 2, and Year 3 services, all is in order for consideration to approve the Year 4 contract extension to C.T. Veach, Inc. in the amount of \$130,288.00.

LANDSCAPE MAINTENANCE ITEMS	APPROVED 2021 PROGRAM	PROPOSED 2022 PROGRAM
Mowing/Mulching/Pruning	\$69,565.00	\$77,664.00
Weed Control and Fertilizer	\$18,000.00	\$40,834.00
Curblin and Median Weed Control	\$0.00	\$11,790.00
TOTAL	\$87,565.00	\$130,288.00

The contract may be cancelled by the Village in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms. The Village reserves the right to terminate the service at any time during the term of the contract upon ten (10) business days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village, shall constitute contract default.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY22 Budget will be presented to include \$185,000.00 in the Facilities & Grounds Maintenance Fund, 410-00-00-6179, \$130,288.00 of which is earmarked for the Year 4 work identified under this contract.

Legal Analysis

Waiver of bid requires an affirmative vote of four.

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

Trustee Westberg suggested the Village invoice the State for the medians.

There were no additional comments or questions.

A MOTION was made to approve a Resolution Waiving Competitive Bid and Approving the Year 4 Contract Extension to C.T. Veach, Inc. for the Landscape Maintenance Services.

MOTION: Trustee Westberg

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- g) Consideration – Approval of Payout Request No. 1 (Final) to A & A Paving Contractors, Inc. for the 2021 Seal Coating Program in the amount of \$49,085.16

Director of Public Works and Engineering Timothy Farrell reported that on March 20, 2020 The Interlocal Purchasing System (TIPS) received proposals for contract # 200201 Trades, Labor and Materials (JOC). TIPS is a National Purchasing Cooperative in which public entities join forces to procure a wide range of public services in an effort to tap economies of scale. Byrne & Jones Construction won a national contract which is available for any municipality that is a member of TIPS. A&A Paving Contractors, Inc. is a sub-contractor to Byrne & Jones Construction and TIPS allows for the assignment of a contract. This will be the Village of Huntley’s second year as a member of the TIPS Cooperative.

Staff Analysis

On May 27, 2021, the Village Board approved a resolution awarding a contract to A&A Paving Contractors, Inc. for the Seal Coating Program.

A&A Paving Contractors, Inc. has submitted the first and final payout request for the 2021 Seal Coating Program. Village staff has reviewed the request and all is in order for approval of Payout Request No. 1 and Final.

Pay Request	Total Completed Work	Retainage	Previous Payments	Amount Requested
#1	\$49,085.16	\$0.00	\$0.00	\$49,085.16

The following is a summary of the areas targeted and completed for the 2021 Seal Coating Program:

PARKING LOT	STATUS
BEHIND MORKES & BBQ KING	COMPLETE
VISITOR CENTER & BEHIND PARKSIDE	COMPLETE
WELL 7	COMPLETE
WELL 8	COMPLETE
WELL 10	COMPLETE
WELL 11	COMPLETE
EAST WASTEWATER PLANT	COMPLETE
COVINGTON LIFT STATION	COMPLETE
HERITAGE LIFT STATION	COMPLETE
TALAMORE LIFT STATION	COMPLETE

Financial Impact

The FY21 budget includes \$40,000.00 in the Facilities & Grounds Maintenance Fund, 410-00-00-8003; and \$15,000.00 in the Water Capital Fund, 515-00-00-8004; and \$15,000.00 in the Wastewater Capital Fund, 525-00-00-8005 for the Seal Coating Program.

Legal Analysis

Final lien waiver and certified payrolls have been provided.

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

A MOTION was made to approve Payout Request No. 1 and Final to A&A Paving Contractors, Inc. in the amount of \$49,085.16.

MOTION: Trustee Kanakaris

SECOND: Trustee Holzkopf

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- h) Consideration – Approval of Payout Request No. 1 (Final) to Precision Pavement Markings, Inc. for the 2021 Paint Pavement Marking Program in the amount of \$32,270.17

Director of Public Works and Engineering Timothy Farrell reported that on April 8, 2021 the McHenry County Division of Transportation (MCDOT) received bids from four contractors for the Municipal Partnering Initiative (MPI) Pavement Marking Program (Paint). The MPI is a municipality-based buying initiative in which communities join forces to procure a wide range of public services in an effort to tap economies of scale. MCDOT was the lead MPI agency for this project and prepared the necessary contract bid documents. There are four participating agencies for the Paint Pavement Markings contract which includes: Village of Huntley, McHenry County, Village of Algonquin, and the City of McHenry.

Staff Analysis

On May 27, 2021, the Village Board approved a resolution awarding a contract to Precision Pavement Markings, Inc. for the Paint Pavement Marking Program.

Precision Pavement Markings, Inc. has submitted the first and final payout request for the 2021 Paint Pavement Marking Program. Village staff has reviewed the request and all is in order for approval of Payout Request No. 1 and Final.

Pay Request	Total Completed Work	Retainage	Previous Payments	Amount Requested
#1	\$32,270.17	\$0.00	\$0.00	\$32,270.17

The following is a summary of the areas targeted and completed for the 2021 Paint Pavement Marking Program:

ROADWAY	STATUS
Regency Parkway West of Route 47	COMPLETE
Main Street West of Route 47 to Village Limits	COMPLETE
Ruth Road	NOT COMPLETE PAVING IN 2022
Haligus Road Algonquin Rd. to Huntley Dundee Rd	NOT COMPLETE PAVING IN 2022
Huntley Dundee Rd. West of Haligus to Main St.	COMPLETE
Huntley Dundee Rd. East of Haligus to Village Limits	COMPLETE
Reed Road East of Route 47 to Village Limits	COMPLETE
Hemmer Road	COMPLETE
Union Road	COMPLETE
Huntley Crossing Drive	COMPLETE

Financial Impact

The FY21 Budget includes \$40,000.00 in the Streets Improvement and Roads & Bridges Fund, line item 420-00-00-8001 for the Paint Pavement Marking Program.

Legal Analysis

Final lien waiver and certified payrolls have been provided.

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

A MOTION was made to approve Payout Request No. 1 and Final to Precision Pavement Markings, Inc. in the amount of \$32,270.17.

MOTION: Trustee Ronda

SECOND: Trustee Leopold

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

i) Discussion – 2022-2025 Strategic Plan - Draft Document

Village Manager David Johnson reported that the Village Board reviewed the current mission, vision, and value statement for the Strategic Plan at a Village Board workshop on July 14th. Several changes were suggested and priority areas of concern were discussed. Based upon the discussion at this meeting, staff has prepared the attached draft document that incorporates the revisions and identifies five areas of strategic focus with associated goals for the 2022-2025 Strategic Plan.

Staff Analysis

The structure of the new plan is somewhat different than previous plans. It is streamlined with major strategic goals expressed as positive statements that describe what we want the Village to be, to do, or to

provide over the next four years. It also includes an appendix of on-going programs that are in support of the strategic areas of focus and goals.

Village Manager Johnson reviewed highlights from the draft plan including:

Mission Statement: Huntley's Mission is to achieve excellence in the planning, management, and delivery of services in a reliable, efficient, fiscally, and environmentally responsible manner that enhances the quality of life for all those living, working, or conducting business in the Village.

Values: The Village of Huntley values being the community of choice by exhibiting friendliness, teamwork, public engagement, respect, integrity, professionalism, innovation, and transparency.

2030 Vision: In 2030, Huntley will be known as the premier location in the region offering a healthy, well-balanced, prosperous, safe and friendly community for all because of its dedication to building community partnerships and attracting high quality residential, medical, commercial, and light industrial development.

Strategic Focus Goals: Healthy, Safe, and Attractive Community

Strategic Focus: Strong Local Economy

Goal 1: Location of Choice for Residents

Goal 2: Location of Choice for New and Expanding Businesses of all Sizes

Goal 3: A Vibrant Downtown Gathering Place

Strategic Focus: Engaged Community

Goal 1: Community Events

Goal 2: Enhanced Community Partnerships

Goal 3: Coordinated Branding and Messaging

Strategic Focus: Forward Looking Community

Goal 1: Long-Range Planning

Goal 2: Management of Infrastructure Assets for Today and Tomorrow

Goal 3: Innovation and Implementation of Technology to Enhance Service Delivery

Strategic Focus: Organizational Excellence

Goal 1: Highest Level of Customer Service

Goal 2: Committed Workforce

Goal 3: Fiscal Responsibility

Trustee Kittel commended Staff on the thorough work and great job of putting it all together.

Mayor Hoefft thanked Staff and stated that he wanted every employee to take part. Mayor Hoefft stated that he does not want the Strategic Plan to be an internal document but wants to also use it as a marketing piece.

Trustee Leopold suggested that GFOA recognition and CALEA should be noted under performance measures. Village Manager Johnson stated that the Village has won the Triple Crown from GFOA programs.

Trustee Holzkopf asked what the “We Never Walk Alone” program is in the Police Department. Chief Porter stated that it is a program where the Officers can go for mental health issues.

Trustee Goldman stated that the draft Strategic Plan handout is vibrant and peppy. Village Manager Johnson complimented Melissa Stocker for designing it all in-house.

Trustee Goldman stated that she would like the document to include phrases such as inclusive and inclusion.

BUDGET WORKSHOP: Review of Personnel Staffing, Pension and Insurance Summary; Review of Financial Management and Debt Management Policies (one time transfer history, outstanding debt balances, TIF information and debt per capita)

Village Manager Johnson reviewed the following items:

Personnel/Staffing Summary

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 regular part-time and seasonal employees, contractual services, and intergovernmental partnerships. This philosophy allows the Village to provide the highest levels of service to Village residents in the most cost-efficient manner possible.

The Village will end FY21 with the equivalent of 101.5 full-time positions actually filled; 2 full-time equivalent positions above the 99.5 positions authorized when the FY21 budget was adopted.

Preliminary Staffing Analysis-2022

The number of proposed authorized/budgeted positions for FY22 is 105.5 subject to adequate funding being available. This is an increase of four full-time equivalent positions above FY21. The proposed increase includes two positions that were initially considered for FY21, but put on hold due to the pandemic.

The FY22 budget proposes the addition of a Maintenance Worker in the Streets and Underground Division, and a Utility Worker in the Wastewater Division of Public Works and Engineering. In the Police Department, the addition of a full-time Social Worker is proposed to replace a part-time contracted position, along with the addition of a Support Services Assistant. Additional changes within the Police Department not impacting the number of authorized positions include promoting a Patrol Officer to Sergeant, and promoting the Management Assistant to Support Services Manager. In the Development Services Department, the addition of a part-time Property Maintenance Inspector is proposed. A vacant part-time Communications Manager in the Village Manager’s Office is proposed to be eliminated and the duties will be absorbed by existing personnel.

The proposed 105.5 full-time equivalent positions equate to 3.8 employees per 1,000 population. Historically, the Village’s ratio of employees per 1,000 population has been below comparable communities in the region.

Summary of Personnel Changes:

1. Elimination of vacant .5 FTE Communications Manager position
2. Two additional sworn officer positions authorized at the August 12, 2021 Village Board Meeting
*Addition of a full-time Social Worker to replace a previously contracted part-time Social Worker
*Addition of a full-time Support Services Assistant
3. Addition of a part-time Property Maintenance Inspector
4. Reclassify vacant part-time Office Assistant position to Authorized/Unbudgeted
5. Addition of a full-time Maintenance Worker in the Streets & Underground Utilities Division
6. Addition of a Utility Worker in the Wastewater Division

Trustee Holzkopf asked about the Support Services Assistant. Chief Porter stated it is an administrative aid to assist with FOIAs and other Support Services needs. The person will report to the Support Services Manager.

Collective Bargaining Groups

The Village has two unionized employee groups. One group includes the Streets, Underground Utilities and Fleet Services Division employees in the Public Works and Engineering Department who are represented by the International Union of Operating Engineers (IUOE), Local 150. The Police Department Patrol Officers, Detectives, Community Response Team (CRT) and School Resource Officer (SRO) are represented by the Metropolitan Alliance of Police (MAP) Chapter #207. The total number of employees in these two groups is 44 representing approximately 42% of the Village’s total workforce.

Bargaining Group	Number of Employees	Contract Expiration
IUOE Local 150	15	December 31, 2021
MAP Chapter #207	29	December 31, 2024

Wages

Non-union employee wages are adjusted annually as a part of the Village’s merit pay plan and are adopted as part of the overall budget. Each existing union group has an established wage and step schedule. Non-union employees are scheduled to receive a salary increase on January 1, 2022. The proposed FY22 pay plan is included in the budget.

Pension

Division	Percent Funded as of Dec. 31, 2020	Employee Contribution	2022 Budgeted Contributions as Percentage of Covered Payroll
IMRF	85.70%	4.50%	11.48%
Police Pension	60.40%	9.91%	27.51%

Health and 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. Health insurance remains the second largest employee expense after wages. The Village has been a member of a health insurance pool to stabilize costs of providing health insurance since 2016.

The Intergovernmental Personnel Benefit Cooperative (IPBC) was created under Illinois State law allowing government entities to band together for the purposes of offering members insurance in a financially stable and fully transparent environment. Members retain the right within the IPBC to create and change the plan design, which provides full flexibility for members. Comprised of nearly 150 government entities, the IPBC offers group purchasing power that the Village would not have on its own as a small employer.

As part of a self-insured pool, the Village is able to save profit margin that insurance companies add to premiums, allowing for a more transparent correlation between premium costs and claims paid. Additionally, the IPBC provides stability, predictability, and sharing of risk that is not available through fully insured plans. Since joining the IPBC, the Village has experienced historically low premium increases. 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 2021 benefit year, the Village saw a rate increase of 5.3% for the PPO, a decrease of 3.7% for the HMO and a 7% increase for dental

	FY18	FY19	FY20	FY21 Estimate	FY22 Budget
Medical Insurance	\$1,174,427	\$1,233,786	\$1,257,389	\$1,305,000	\$1,425,000
Dental Insurance	\$71,798	\$72,687	\$72,004	\$72,000	\$80,000
Life Insurance	\$10,016	\$15,419	\$15,419	\$20,000	\$20,000

Wellness Program

In a continual effort to improve the health and well-being of employees, the Village provides opportunities throughout the year for employees to participate in a variety of wellness events that foster sustained employee engagement and positive lifestyle changes. Examples of past wellness events include lunch and learn seminars, retirement and financial planning sessions, health fairs, on-site physicals, fitness classes and an employee garden. In addition to having a direct correlation in the reduction of overall healthcare costs, a comprehensive wellness program offers benefits such as reduced absenteeism, and increased employee morale and productivity.

Conclusion

The Village's employees are its most valued asset. None of the high level of services that Huntley residents experience would be possible without the Village's highly trained and dedicated workforce. Huntley enjoys an organizational culture that continuously searches for cost-efficient service and program delivery options. The Village's Management Team is committed to monitoring service levels and ultimately through the budget process, making annual recommendations to the Village Board for personnel and staffing levels that are directly linked to service level improvements.

Chief Porter added that the Department hired three (3) lateral officers and they are doing great; they were able to immediately enter into Field Training immediately. Chief Porter also noted that by having an additional Sergeant the Department will not need additional Officers in Charge (OIC)

Village Manager Johnson noted the Development Services Department has hired a full-time Building Official and a Senior Planner.

Human Resources Director Hoover reported that the Wellness Program has been well received and more employee engagement activities have increased to include a "Step Challenge" as well as a visiting Ice Cream Truck on site event for the employees.

Trustee Goldman concurred that “employees are its most valued asset” and stated that Huntley has the best Village Staff and that’s why Huntley works.

Trustee Westberg asked when will the 150 Contract come before the Village Board; Village Manager Johnson stated that he anticipates it coming to the Village Board on October 28th.

Trustee Goldman asked how many retirees are collecting a pension; Finance Director Haley stated that there are 5-6 from the Police Department and IMRF controls the others. Trustee Goldman stated that the Wellness Program is great for the employees.

Mayor Hoeft thanked Village Manager Johnson and Staff.

Financial and Debt Management Policies

The Village’s financial policies and goals, compiled below, set forth the basic framework for the overall fiscal management of the Village including the adoption of a balanced budget in the General Fund.

The following budget policies serve to assist with the decision-making process and provide guidelines for evaluating both current services and future programs. These policies are meant to assist the Village Board and Village management staff in making budgetary decisions based on sound financial principles. These policies are not intended to be comprehensive or exhaustive but are meant to establish a solid foundation for the financial management of the Village and provide continuity for staff.

Budget Policies

Purpose: The Village Manager shall submit an annual budget to the Village Board, which is within the Village’s ability to pay. The annual budget should provide for the following:

1. The Government Finance Officers Association (GFOA) recommends, at a minimum, to maintain an unrestricted budgetary fund balance in the General Fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The Village has a 25% unrestricted budgetary fund balance in the General Fund based on current expenditures.
2. The Village shall prepare capital improvement plans and review staffing plans in order to maintain the Village’s capital equipment and infrastructure, and maintain or enhance the current levels of service.
3. The Village will attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
4. The Village maintains strict budgetary controls. The objective of these controls is to ensure compliance with legal provisions embodied in the annual budget approved by the Board of Trustees. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level.
5. The annual budget may contain money set aside for contingency purposes not to exceed 10% of the total budget.
6. Budgets are prepared on the cash basis of accounting, under which transactions are recognized when cash is received or disbursed.

7. The Village has adopted a one-time revenue policy. This policy prohibits the use of one-time General Fund revenues to fund operations.

Village Manager Johnson noted the following policies outlined in the workshop document:

- Equipment Replacement Fund Policies
- Revenue and Expenditure Policies
- Police Pension Funding Policy
- Cash Management / Investment Policies
- Accounting, Auditing and Financial Reporting Policies
- Capital Asset Policies
- Debt Management Policy

Debt Per Capita

Debt per capita is based on a 2021 assessed valuation of \$981,005,463 (Downtown TIF valuation not included) and the 2020 preliminary census population of 27,740 residents. As of January 1, 2022, the Village's net outstanding debt totals \$5,740,000 and is comprised of \$3,635,000, which is the Downtown TIF portion of the 2020 General Obligation Bond Issuance, and \$2,105,000 which is the Wastewater Treatment Facilities Upgrade portion of the 2020 General Obligation Bond Issuance. The \$5,740,000 consists of principal only. Interest amounts are not included in calculating outstanding debt.

Mayor Hoeft asked if the Village Board had additional comments or questions; there were none. Mayor Hoeft thanked the Village Staff.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

A MOTION was made at 7:56 p.m. to Enter into Executive Session for Property Acquisition, Purchase, Sale or Lease of Real Estate.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

A MOTION was made at 8:44 p.m. to Exit Executive Session.

MOTION: Trustee Kanakaris

SECOND: Trustee Kittel

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

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 8:45 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

Respectfully submitted,

Barbara Read
Recording Secretary