

**VILLAGE OF HUNTLEY
VILLAGE BOARD
October 28, 2021
MEETING MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, October 28, 2021 at 6:30 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 (6:31p.m.).

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Deputy Village Manager Lisa Armour, Management Assistant Barbara Read, Village Clerk Rita McMahan, Director of Public Works and Engineering Timothy Farrell, Chief Robert Porter, Finance Director Cathy Haley, and Village Attorney Betsy Gates-Alford.

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

EXECUTIVE SESSION:

A MOTION was made at 6:32 p.m. to Enter into Executive Session for Collective Bargaining.

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

A MOTION was made at 6:45 p.m. to Exit Executive Session

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

ADMINISTRATION OF THE OATH OF OFFICE: Sergeant Megan Carney

Village Clerk Rita McMahan administered the Oath of Office.

Chief Porter shared Sgt. Carney's professional background and introduced her family. Chief Porter congratulated Sgt. Carney and asked her to say a few words.

Sgt. Carney thanked the Mayor, Village Board and Staff as well as her fellow officers, as well as her family, friends, CPA and CERT members.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the August 12, 2021 Village Board and August 12, 2021 Liquor Commission 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 August 12, 2021 Village Board and August 12, 2021 Liquor Commission 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 28, 2021 Bill List in the amount of \$883,073.55

Mayor Hoeft reported that \$558,331.59, or 63.3% is the sum of the following purchases:

- \$32,270.17, payment to Precision Pavement Markings, Inc. for the 2021 Paint Pavement Marking Program.
- \$49,085.16, payment to A & A Contractors Inc. for the 2021 Seal Coating Program.
- 45,776.26, payments to refund escrow funds to developers.
- \$431,200.00, payment to Amalgamated Bank of Chicago for Principal and Interest on the 2020 General Obligation Bonds.

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

A MOTION was made to approve the October 28, 2021 Bill List in the amount of \$883,073.55.

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

- c) Consideration – An Ordinance Authorizing a First Amendment to Parking Easement Agreement with First Congregational Church at 11628 E. Main Street

Village Manager Johnson reported that in order to provide additional parking spaces available to the

public in the downtown as part of the redevelopment of the property at 11706 Coral Street, the Village entered into a Parking Easement Agreement with the First Congregational Church in July, 2017 to utilize a portion of the Church parking lot for overflow public parking. The Church entered into the agreement in exchange for the Village resurfacing the existing paved parking area as well as a portion of the property that was unpaved.

Staff Analysis

The proposed amendment to the agreement provides for an annual reimbursement to the Church for the cost of snow removal in an amount not to exceed \$6,000 for the winter season. The Church will submit invoices and supporting documentation to the Village on a regular basis for Village review and concurrence prior to receiving reimbursement.

Financial Impact

The cost is not to exceed \$6,000.

Legal Analysis

The Village Attorney has prepared the agreement and all is in order for Village Board approval.

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

A MOTION was made to approve an Ordinance Authorizing a First Amendment to Parking Easement Agreement with First Congregational Church at 11628 E. Main St.

MOTION: Trustee Goldman

SECOND: Trustee Kittel

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Consideration – A Resolution Accepting a Proposal from CT Veach Inc. for the Scott Drive Pond Landscape Improvements in the amount not to exceed \$8,750.00

Director of Public Works and Engineering Timothy Farrell reported that the Scott Drive Pond in Southwind is a catch and release fishing area for Southwind residents only. The Scott Drive Pond Landscape Improvements will identify a dedicated fishing area with the intent to limit the foot traffic onto private property around the pond. The fishing area along the pond adjacent to Scott Drive is in need of maintenance along the shoreline to better stabilize the area and provide a safer landing for fishing activities. Staff proposes installing a split rail PVC fence with landscaping to establish the limits of the fishing area as well as *No Fishing Beyond This Point* signage. To address the shoreline issues, staff proposes the installation of a larger rip rap stone (12”-16”) on the south bank to stabilize the shoreline and prevent future erosion. These improvements will provide dedicated limits for fishing that can withstand the foot traffic as well as enhance the overall beautification of the pond.

Staff Analysis

A proposal dated October 15, 2021 for the Scott Drive Pond Landscape Improvements by CT Veach Inc. has been received and reviewed by Public Works and Engineering Staff. All is in order for consideration to approve the proposal to CT Veach Inc. for the Scott Drive Pond Landscape Improvements. Village Staff will coordinate purchase and delivery of the rip rap at an estimated cost of approximately \$6,500.00.

Financial Impact

The FY21 Budget includes sufficient funds in the Facilities and Grounds Maintenance Fund, line item 420-00-00-8003, Building and Facility Maintenance, for the Scott Drive Pond Landscape Improvements.

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

Trustee Westberg asked if this was the pond that was rip rapped several years ago. Director Farrell stated that it was but they will install much larger stones so it may stop people from throwing them into the pond.

There were no other comments or questions.

A MOTION was made to approve a Resolution Accepting a Proposal from CT Veach Inc. for the Scott Drive Pond Landscape Improvements in the amount not to exceed \$8,750.00.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – A Resolution Accepting a Proposal for a Pedestrian Safety Evaluation – Christopher B. Burke Engineering, Ltd. in an Amount Not To Exceed \$15,000.00

Director of Public Works and Engineering Timothy Farrell reported that the Village is committed to maintaining and improving the quality of life enjoyed by residents. Safe pedestrian routes are an essential part of doing so. The Village often receives requests from citizens for pedestrian crossing improvements that require traffic calming solutions at various locations throughout the Village. Traffic calming is the act of balancing vehicular with pedestrian access for safe transportation environments. The Village has been proactive in improving pedestrian crossings with enhanced pavement markings, pedestrian signage, and where warranted, rapid reflective flash beacons (RRFB) such as at Haligus Road and Scott Drive for a controlled crosswalk condition. The Police Department also mobilizes the speed trailer at select locations to increase driver awareness.

Staff Analysis

A Proposal for a Pedestrian Safety Evaluation has been received from Christopher B. Burke Engineering, Ltd. (CBBEL). Services include an evaluation of pedestrian crossings at up to 10 locations on Village local roads that would identify a range of options including a mix of simple visibility enhancements to controlled crossings with RRFB's and possibly refuge islands if warranted. The deliverable would be a technical memorandum that identifies each crossing location along with an option for improvements, supporting data, and cost estimates.

All is in order for Village Board consideration to approve the proposal.

Financial Impact

The FY21 Budget includes sufficient funding for the Pedestrian Safety Evaluation in the Street Improvements and Roads & Bridges Fund, 420-00-00-8001.

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

Trustee Kanakaris asked if CBBEL will come back before the Board with their recommendations. Director Farrell stated that they will look at each site independently and make recommendations of what is needed.

There were no additional comments or questions.

A MOTION was made to approve a Resolution Accepting a Proposal for the Pedestrian Safety Evaluation – Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$15,000.00.

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

- f) Consideration – Approval of Payout Request No. 4 and Final to Arrow Road Construction Company for the 2021 Street Improvement Program in the amount of \$299,734.99

Director of Public Works and Engineering Timothy Farrell reported that on March 11, 2021, the Village Board approved a resolution appropriating \$1,000,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2021 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Arrow Road Construction Company in the amount of \$1,641,889.27 for the resurfacing of the Covington Lakes and Coves of Covington Subdivisions comprising of approximately 90,000 square yards of roadway along approximately 4.6 centerline miles.

Arrow Road Construction Company has submitted the fourth and final payout request for the 2021 Street Improvement Program. The Village’s project engineer, CBBEL, has reviewed the request and all is in order for consideration of the payout request No. 4 (final). The final construction cost is \$14,644.26 below the bid amount.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$84,765.68	\$8,476.57 (10%)	\$0.00	\$76,289.11
#2	\$742,829.91	\$74,282.99 (10%)	\$76,289.11	\$592,257.81
#3	\$1,397,378.97	\$69,868.95 (5%)	\$668,546.92	\$658,963.10
#4 Final	\$1,627,245.01	\$0.00	\$1,327,510.02	\$299,734.99

Financial Impact

The FY21 Budget includes funding for the 2021 program in the amount of \$1,114,000.00 for engineering and partial construction costs from the Street Improvements and Roads & Bridges Fund, 420-00-00-8001 and \$1,000,000.00 for partial construction costs from the MFT Fund, 460-00-00-8001. The full amount of the MFT appropriation will be used for construction. Any unexpended budget funds will remain in the Street Improvements and Roads & Bridges Fund.

Legal Analysis

Final waivers and certified payrolls have been submitted.

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

A MOTION was made to approve Payout Request No. 4 (Final) to Arrow Road Construction Company in the amount of \$299,734.99 for the work completed under the 2021 Street Improvement Program.

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 – An Ordinance Approving the 5th Addition for the Huntley Cemetery; 11503 Dean Street

Village Clerk Rita McMahon reported that the Huntley Cemetery (Cemetery) encompasses approximately 2.6 acres west of Dean Street and 4.6 acres east of Dean Street. Sales of gravesites have increased recently due to St. Mary's no longer selling graves that are not for an immediate need and their cemetery being near capacity.

Staff Analysis

Block 7 of the Cemetery was the last section to be plotted on the east side and has approximately 80 graves remaining for sale. There have been 49 graves sold in Block 7 to date in 2021. CBBEL conducted a site analysis of the west side of the cemetery creating a plat of survey and plat outlining the vacant area. The plotting of the vacant area provides 460 graves and is the 5th Addition for the Cemetery. Previous additions date back to the late 1800's when the Cemetery was first established. Plot pins and row markers will be purchased and installed prior to the intended opening of the area in the spring of 2022. Funds for landscaping the new area are being proposed in the FY22 Budget.

Financial Impact

The FY21 Budget includes funding for engineering and plotting of the vacant area on the west side of Dean Street in the Cemetery Fund; 220-00-00-8010.

Legal Analysis

Plotting of the Cemetery has been reviewed with the Village Attorney and all is in order for Village Board consideration.

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

A MOTION was made to approve an Ordinance Approving the 5th Addition to the Huntley Cemetery; 11503 Dean Street.

MOTION: Trustee Goldman

SECOND: Trustee Kanakaris

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

NAYS: None

ABSENT: None
The motion carried: 6-0-0

h) Consideration – A Resolution Adopting the 2022-2025 Strategic Plan

Village Manager David Johnson reported that the Village Board reviewed the final draft of the 2022-2025 Strategic Plan on October 14th.

Staff Analysis

The plan will be included in the FY22 Budget document. The final version of the plan will also be made available in a printed format similar to what was provided to the Board on October 14th and can be used as a marketing and public information document.

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

A MOTION was made to approve a Resolution Adopting the 2022-2025 Strategic Plan.

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

BUDGET WORKSHOP NO. 2: Review of Major Capital Revenue Sources and Preliminary Capital Department Requests

Village Manager Johnson reviewed a Power Point presentation which included information on the Major Capital Revenue Sources and Preliminary Capital Department Requests:

STRATEGIC FOCUS
FORWARD LOOKING COMMUNITY

The Village recognizes the importance of being prepared to address the challenges of tomorrow through long-range planning related to land use, transportation, regulatory obligations, and infrastructure. Technology is regularly evaluated and deployed to improve delivery of services and to aid in the planning and management of resources.

GOAL 1 LONG-RANGE PLANNING
The Village will review and update long-range plans, including the Comprehensive Land Use Plan, Transportation Plan, and Comprehensive Master Utility Plan to guide future land use decisions and improvements to the Village's transportation and utility network

GOAL 2 MANAGEMENT OF INFRASTRUCTURE ASSETS FOR TODAY AND TOMORROW \$14,036,349
The Village will regularly assess the condition of its infrastructure and identify capital needs and funding sources to maintain, improve, and expand its infrastructure to meet the needs of the community

GOAL 3 INNOVATION AND IMPLEMENTATION OF TECHNOLOGY TO ENHANCE SERVICE DELIVERY
The Village will continue to explore new ways to provide services and to invest in the technology required to enhance service delivery across all departments

KEY PERFORMANCE MEASURES
ANNUAL RESIDENT SURVEY RATINGS
COMPLETION OF UPDATES TO LONG RANGE PLANS

Capital Projects and Improvement Fund




FY20 Audited Fund Balance		\$2,502,317
FY21 Projected Fund Balance		\$1,703,197
FY22 Projected Revenues		
25% Home Rule Sales Tax	\$478,750	
Investment Income	\$20,000	
Transfer From Escrow	\$200,000	\$698,750
FY22 Proposed Expenditures		
Total A – Ongoing Maintenance	\$77,200	
Total B – Prioritized Expenditures	\$169,500	
Transfer of Developer \$ to Facilities	\$200,000	\$446,700
FY22 Projected Ending Fund Balance		\$1,955,247

Rebuild Illinois Fund

FY20 Audited Fund Balance		\$586,369
FY21 Projected Fund Balance		\$1,002,738
FY22 Projected Revenues		
Final Grant Distribution	\$586,369	\$586,369
FY22 Proposed Expenditures		
Total A – Ongoing Maintenance	\$0	
Total B – Prioritized Expenditures	\$1,589,107	\$1,589,107
FY22 Projected Ending Fund Balance		\$0



Motor Fuel Tax Fund			
FY20 Audited Fund Balance			\$672,369
FY21 Projected Fund Balance			\$798,868
FY22 Projected Revenues			
State MFT Annual Allotment	\$660,212		
Transportation Renewal Allotment	\$466,032		
Investment Income	\$2,500		\$1,128,744
FY22 Proposed Expenditures			
Total A – Ongoing Maintenance	\$1,500,000		
Total B – Prioritized Expenditures	\$0		\$1,500,000
FY22 Projected Ending Fund Balance			\$427,612

Street Improvements & Roads and Bridges			
FY20 Audited Fund Balance			\$1,425,987
FY21 Projected Fund Balance			\$2,914,243
FY22 Projected Revenues			
Road & Bridge Property Tax	\$69,500		
75% Home Rule Sales Tax	\$1,436,250		
50/50 Programs	\$5,000		
LED Streetlight Grant	\$21,222		\$1,531,972
FY22 Proposed Expenditures			
Total A – Ongoing Maintenance	\$1,605,000		
Total B – Prioritized Expenditures	\$1,323,993		
Rentals and Leases	\$4,000		\$2,932,993
FY22 Projected Ending Fund Balance			\$1,513,222



Facilities & Grounds Maintenance

FY20 Audited Fund Balance		\$420,512
FY21 Projected Fund Balance		\$397,056
FY22 Projected Revenues		
Telecommunication Tax Revenue	\$230,000	
Rental Income (Chamber, Visit McHenry)	\$16,200	
Investment Income	\$1,000	
Transfer of Developer \$ from Capital	\$200,000	\$447,200
FY22 Proposed Expenditures		
Total A – Ongoing Maintenance	\$0	
Total B – Prioritized Expenditures	\$327,500	
On-going Contracts, Warranties	\$297,743	\$625,243
FY22 Projected Ending Fund Balance		\$219,013



Special Service Area #5

FY20 Audited Fund Balance		\$41,136
FY21 Projected Fund Balance		\$26,001
FY22 Projected Revenues		
Property Taxes	\$36,250	\$36,250
FY22 Proposed Expenditures		
Total A – Ongoing Maintenance	\$42,930	
Total B – Prioritized Expenditures	\$0	\$42,930
FY22 Projected Ending Fund Balance		\$19,321



Drug Enforcement Fund


FY20 Audited Fund Balance		\$118,620	
FY21 Projected Fund Balance		\$101,418	
FY22 Projected Revenues			
DUI Fines	\$4,000		
Charges for Services	\$8,500		
Investment Income	\$100	\$12,600	
FY22 Proposed Expenditures			
Total A – Ongoing Maintenance	\$0		
Total B – Prioritized Expenditures	\$79,421		
Patrol Supplies and Training	\$10,500	\$89,921	
FY22 Projected Ending Fund Balance		\$24,097	

Equipment Replacement



FY20 Audited Fund Balance		\$815,976	
FY21 Projected Fund Balance		\$792,316	
FY22 Projected Revenues			
Sale of Assets	\$50,000		
Police Fines & Fees	\$500		
Investment Income	\$2,500		
One Time Revenue Transfers	\$0	\$53,000	
FY22 Proposed Expenditures			
Total A – Ongoing Maintenance	\$105,935		
Total B – Prioritized Expenditures	\$762,000		
GPS Monitoring	\$2,000	\$869,935	
FY22 Projected Ending Fund Balance		(\$24,619)	

Water Capital and Equipment			
FY20 Audited Fund Balance			\$2,624,430
FY21 Projected Fund Balance			\$2,771,830
FY22 Projected Revenues			
Infrastructure Maintenance Fee	\$315,000		
Meter Sales	\$75,000		
Late Fees	\$4,000		
Investment Income	\$10,000		
Transfer of ARPA Funds	\$3,701,489		
Transfer from Water Operating	\$0		\$4,105,489
FY22 Proposed Expenditures			
Total A – Ongoing Maintenance	\$172,500		
Total B – Prioritized Expenditures	\$3,805,675		
Replacement Meters, GPS Tracking	\$76,500		\$4,054,675
FY22 Projected Ending Fund Balance			\$2,822,644

Wastewater Capital and Equipment Fund			
FY20 Audited Fund Balance			\$1,990,758
FY21 Projected Fund Balance			\$1,572,287
FY22 Projected Revenues			
Infrastructure Maintenance Fee	\$300,000		
Late Fees	\$4,000		
Investment Income	\$10,000		
Transfer of Developer Escrow *	\$1,365,152		
Transfer from Wastewater Operating	\$0		\$1,679,152
FY22 Proposed Expenditures			
Total A – Ongoing Maintenance	\$251,413		
Total B – Prioritized Expenditures	\$2,224,175		
GPS Tracking	\$2,000		\$2,477,588
FY22 Projected Ending Fund Balance			\$773,851

* Horizon = \$250,000; Remaining Venture One #1 \$615,152; Venture One #2 \$500,000

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

Trustee Leopold stated that the Village has the lowest water and sewer rates and that might be something that will have to be considered.

Trustee Westberg asked why the Police Department is requesting several new vehicles; Village Manager Johnson reported that two of the vehicles are for the new officers.

Trustee Westberg asked about the cost of replacing banners. Management Assistant Read reported that some of the banners are the original banners from 2012 and have dry rot.

Trustee Westberg asked about the replacement of the digital portion of the Gateway sign and asked if it could be reused somewhere or sold. Village Manager Johnson reported that options will be researched.

Trustee Leopold stated that the Village is in great financial shape and thanked Staff.

Mayor Hoeft asked if the ARPA funds had specific uses. Village Manager Johnson said that they did and Director Haley stated that there are specific rules for their use such as water and sewer infrastructure.

There were no additional comments or questions.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Hoeft wished Happy Birthday to Trustee Goldman and Trustee Holzkopf.

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 7:46 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Westberg

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