

PUBLIC MEETING NOTICE AND AGENDA
VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING



THURSDAY, DECEMBER 9, 2010
7:00 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Hearings
 - a) Village of Huntley Fiscal Year 2011 Annual Operating and Capital Budget
 - b) Village of Huntley 2010 Annual Property Tax Levy
4. Public Comments
5. Items for Discussion and Consideration
 - a) Resolution (R)2010-12.50 – Approval of a Temporary Use Permit for Exemptions from the Provisions of the Sign Ordinance to Allow Temporary Banners and Waiver of Permit Fees for Faith Community Church, 10547 Faiths Way
 - b) Approval of Ordinance (O)-12.61 – Village of Huntley Fiscal Year 2011 Annual Operating and Capital Budget
 - c) Approval of Ordinance (O)-12.62 – Village of Huntley 2010 Annual Property Tax Levy
 - d) Approval of the following Ordinances allowing for the amendment and abatement of the Village of Huntley Special Service Areas as follows:
 - i: Approval of Ordinance (O)2010-12.63 – Amending the Special Tax Roll for Special Service Area Number 5 (Southwind Subdivision) *in the amount of \$21,000*
 - ii: Approval of Ordinance (O)2010-12.64 – Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) in the amount of \$431,896.01 of which \$81,896.25 is hereby abated, *resulting in a Special Tax Requirement of \$349,999.76*
 - iii: Approval of Ordinance (O)2010-12.65 – Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) in the amount of \$390,566.25 of which \$105,565.59 is hereby abated, *resulting in a Special Tax Requirement of \$285,000.66*

- iv: Approval of Ordinance (O)2010-12.66 – Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) in the amount of \$467,209.05 of which \$137,206.47 is hereby abated, *resulting in a Special Tax Requirement of \$330,002.58*
 - v: Approval of Ordinance (O)2010-12.67 – Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) in the amount of \$1,163,270.73 of which \$306,263.95 is hereby abated *resulting in a Special Tax Requirement of \$875,006.78*
 - vi: Approval of Ordinance (O)2010-12.68 – Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) in the amount of \$642,327.16 of which \$169,324.92 is hereby abated, *resulting in a Special Tax Requirement of \$473,002.24*
 - vii: Approval of Ordinance (O)2010-12.69 – Abating the Special Service Area Taxes for Special Service Area Number 11 (Georgian Place Subdivision)
 - viii: Approval of Ordinance (O)2010-12.70 – Abating the Special Service Area Taxes for Special Service Area Number 12 (Northbridge Subdivision)
 - ix: Approval of Ordinance (O)2010-12.71 – Abating the Special Service Area Taxes for Special Service Area Number 13 (Covington Lakes Subdivision)
 - x: Approval of Ordinance (O)2010-12.72 – Abating the Special Service Area Taxes for Special Service Area Number 14 (Lions Chase Subdivision)
 - xi: Approval of Ordinance (O)2010-12.73 – Abating the Special Service Area Taxes for Special Service Area Number 15 (Cider Grove Subdivision)
 - xii: Approval of Ordinance (O)2010-12.74 – Abating the Special Service Area Taxes for Special Service Area Number 16 (Talamore Subdivision)
- e) Approval of the December 9, 2010 Bill List in the Amount of \$73,062.29

6. Village Attorney's Report
7. Village Manager's Report
8. Village President's Report
9. Unfinished Business
10. New Business

11. 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 Public Officers
 - g) Appointment of a Public Officer
 - h) Review of Closed Session Minutes
 - i) Other
12. Possible Action on any Closed Session Item
13. Adjournment

MEETING LOCATION
Village of Huntley Municipal Complex
10987 Main Street
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Mr. David Johnson, Village Manager at 847-515-5200. The Village Board Room is handicap accessible.


David J. Johnson, Village Manager

PUBLIC HEARING

Agenda Item: **Village of Huntley Fiscal Year 2011 Annual Operating and
Capital Budget**

Department: **Village Manager's Office**

Action Requested: **A public hearing is being conducted to elicit comments on the Village
of Huntley Fiscal Year 2011 Annual Operating and Capital Budget**

Introduction

Pursuant to state law, the required public notice for the budget public hearing was published in the *Northwest Herald*, informing the general public of the hearing. The draft budget document has been conveniently available for public inspection since Monday, November 29, 2010 and has also been posted on the Village's website.

Once the public hearing is closed, it is requested that the Village Board consider Ordinance (O)2010.12.61 adopting the Fiscal Year 2011 Annual Budget listed on the agenda under *Items for Discussion and Consideration*.

Upon Village Board approval of the budget document, if necessary, staff will update the Board's budget copies so that it can be used as a reference document throughout the year.

PUBLIC HEARING

Agenda Item: **Public Hearing for the Village of Huntley 2010 Annual Property Tax Levy**

Department: **Finance and Human Resources**

Introduction

On November 18, 2010, the Board of Trustees provided policy direction to hold and conduct a Public Hearing on December 9, 2010 for the tax levy request.

The Village Board must approve the annual property tax levy in sufficient time to file the approved property tax levy ordinance with both the McHenry County and Kane County Clerk's offices by the last Tuesday in December.

Staff Analysis

- In accordance with the Village Board's direction, staff published a public hearing and truth in taxation disclosure notice in the *Northwest Herald* on November 29, 2010 for a public hearing on the Village's 2010 property tax levy to be held at the December 9, 2010 Village Board meeting.
- State law requires that the levy cannot be adopted sooner than twenty (20) days after the initial discussion on the levy, which took place at the November 18, 2010 Village Board meeting.
- The Village's 2010 Levy request is \$3,800,000.
- The Village has received estimated assessed valuation figures from the townships. This establishes an estimated tax rate for the Village of Huntley of .4886 per \$100 of assessed value.
- Once the public hearing is closed, it is requested that the Village Board approve Ordinance (O)2010-12.62 adopting the Village of Huntley 2010 Annual Property Tax Levy listed on the agenda under *Items for Discussion and Consideration*.

Financial Impact

Funding for the 2011 Village of Huntley Annual Budget

Legal Analysis

None required

Action Requested

A public hearing is being conducted to elicit comments on the 2010 Village of Huntley Annual Property Tax Levy

Petition: **Resolution (R)2010-12.50 – Approval of a Temporary Use Permit for Exemptions from the Provisions of the Sign Ordinance to Allow Temporary Banners and Waiver of Permit Fees for Faith Community Church, 10547 Faiths Way**

Petitioner: **Faith Community Church**

Department: **Development Services – Planning and Zoning**

Introduction

The Development Services Department is in receipt of a request from Faith Community Church for a five-year approval (December 2010 through April 2015) to display temporary banners advertising three events held throughout each year. The requested banners and associated events are as follows:

EVENT	# OF BANNERS	SIZE OF BANNERS	DISPLAY DATES
Night in Bethlehem Live Nativity and Christmas Musical	2	4' x 8' (32 sq. ft.)	1 week in early December
Christmas Eve Worship	2	4' x 8' (32 sq. ft.)	2 weeks in mid-December
Holy Thursday, Good Friday and Easter Services	2	4' x 8' (32 sq. ft.)	1 week in mid-April

The banners will be displayed at the southeast corner of the Church's property parallel to Algonquin Road and near the northeast corner of the property parallel to Haligus Road.

Staff Analysis

On October 14, 2010, the Village Board granted Faith Community Church approval for two (2) 2.5' by 6' (15 sq. ft.) temporary banners to be displayed for 15 days each October to advertise their holiday bazaar. The approval is valid for five (5) years (2010, 2011, 2012, 2013, 2014).

Financial Impact

The petitioner, a non-profit organization, is requesting waiver of the sign permit fees for the proposed banners through April 2015.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Chapter 156: Zoning Ordinance, Article XIII Sign Regulations, Section 156.125 Prohibited Signs, subparagraph (K) Banners or Flags.

Action Requested

A motion of the Village Board to approve Resolution (R)2010-12.50 – Granting exemptions from provisions of the Sign Regulations to allow the display of temporary banners, waiver of sign permit fees and approval of the request for five (5) years (December 2010 through April 2015).

Staff recommends the following conditions be applied should the Village Board approve the Temporary Use Permit:

1. The petitioner shall obtain a sign permit from the Development Services Department for each event prior to displaying the banner for said event; sign permit fees to be waived.
2. The banners shall be maintained in good condition at all times.
3. The petitioner shall remove the banner and all temporary sign posts and frames immediately following the specified display periods.

Exhibits

- Letter of Request from Faith Community Church
- Site Plan
- Draft Resolution

Agenda Item: **Approval of Ordinance (O)2010-12.61 –Village of Huntley 2011
Annual Operating and Capital Budget**

Department: **Village Manager’s Office**

Introduction

In accordance with Illinois State Statute and direction received from the Village Board of Trustees, the 2011 Annual Operating and Capital Budget is presented for final consideration. Upon final Village Board approval, staff will file the required budget documentation with all appropriate County offices in both McHenry and Kane Counties.

Staff Analysis

Staff met with the Village Board in workshop sessions to review the budget. The following is a list of comments received from the meetings and further detail that will be added to the budget document as directed by the Village Board.

1. **State earlier in the transmittal letter that the FY11 General Operating Fund is balanced** - The following will be added to the first page of the transmittal letter: In accordance with Village Financial and Budget Policies the proposed budget for the General Operating Fund is balanced with \$8,245,356 in revenues and expenditures (less the \$3,100,000 transfer from the Unreserved General Fund Balance to Capital and Internal Service Funds). The General Operating Fund Budget is decreased \$104,724 or 1.2% from the FY 10 General Operating Fund Budget.
2. **The Interfund Transfers of \$6,749,065 should be explained more clearly** – The overall budget for all twenty (20) funds is \$27,883,927; of this amount, \$6,749,065 (24.2% of the total expenditures) are considered Interfund Transfers as identified below:
 - a. \$2,500,000 (37% of the transfers) is transferred from the Unreserved General Fund Balance to the Street Improvement Fund for future roadway improvements, most notably the Kreutzer Road extension
 - b. \$500,000 (7% of the transfers) is transferred from the Unreserved General Fund Balance to the Capital Projects Fund for future capital projects and to replenish the fund after \$2,252,749 in expenditures for the Route 47 widening improvements
 - c. \$1,137,850 (17% of the transfers) is transferred from the General Operating Fund and the Water and Sewer Operating Funds to the newly established Benefits Fund
 - d. \$233,603 (3% of the transfers) from the General Operating Fund to the Equipment Replacement Fund for future vehicle and equipment purchases.
 - e. \$2,000,000 (30% of the transfers) from the Water and Sewer Operating Funds to the Water and Sewer Capital Funds for future capital projects and to replenish the capital funds after \$1,851,859 in expenditures for the Route 47 widening project
 - f. \$362,612 (5% of the transfers) from the Water/Sewer Operating and Capital Funds to the Water and Sewer Equipment Replacement Funds for future equipment purchases.
 - g. \$15,000 (less than 1% of the transfers) from the Public Liability Fund to the General Operating Fund for operational purposes

3. **The Benefits Fund should be further defined** – The Benefits Fund is established as an Internal Service Fund to account for compensated absences (required payout upon separation of vacation, personal and compensation time) and the Village’s health and life insurance programs.
4. **Provide a clearer explanation of the number of governmental units receiving the GFOA Awards** - The Village of Huntley is 1 of 27 taxing bodies in the State of Illinois with a population under 25,000 residents to achieve both GFOA awards in auditing and budgeting. There are over 3,000 municipalities and 8,000 taxing bodies in the State of Illinois that are eligible to receive the awards.
5. **Add the following to the list of accomplishments for FY 10** – Initiated discussions with institutions of higher learning to locate satellite facilities in the Village.
6. **Propose a new Legislative/Executive Goal for FY 11** – Consider adopting an ordinance protecting the Village from inflated salaries prior to employee retirements.
7. **Propose a new Legislative/Executive Goal for FY 11** – Consider paperless Village Board packets in the future as a part of reviewing the Village’s IT Plan.
8. **Consider a new Holiday event** – Consider holding a Christmas Parade in the future.
9. **Future Capital Improvement Project** – Explore the possibility of adding a bike path on the south side of Main Street from Haligus Road to Central Park Boulevard

Through the budget preparation and review process, operational and capital projects goals have been identified for completion in 2011. Goals have been proposed which are in support of the mission, vision, and values statement of the 2011-2015 Strategic Plan. The goals are attached for review.

Action Requested

A motion of the Village Board to approve Ordinance (O)2010-12.XX – Village of Huntley Fiscal Year 2011 Annual Operating and Capital Budget and to direct the Village Treasurer to file the document accordingly

Exhibits

- Operational Goals
- Capital Projects Goals
- Draft Ordinance

FY 2011 Operational Goals

- 1) Adopt a legislative agenda for 2011.
- 2) Develop a façade improvement assistance program.
- 3) Complete update of the Employee Personnel Manual.
- 4) Update the Village's Emergency Operations Plan.
- 5) Update parking ticket and code violation fine structure.
- 6) Develop management program for Village-owned wetlands and detention basins.
- 7) Administer the Backflow Prevention Program in-house and offer device testing through the Village's Development Services Department.
- 8) Work with local groups to conduct roadside clean-up events.
- 9) Establish community service program for painting fire hydrants.
- 10) Host tours for various community groups of the wastewater treatment facilities.
- 11) Continue to meet requirements to receive Fluoridation Award from the Illinois Department of Public Health.
- 12) Continue to obtain the Certificate of Recognition for participation and compliance with the EPA's Discharge Monitoring Report Quality Assurance Study Program.
- 13) Complete update and revision of the Village's Comprehensive Plan and Land Use Map.
- 14) Secure a commitment from IDOT and Amtrak for a train station in Huntley.
- 15) Complete a Location and Capacity Analysis for Village facilities.
- 16) Submit the Village's annual 2010 financial report to the Government Finance Officer's Association (GFOA) for the purpose of obtaining the Certificate of Achievement Award in financial reporting.
- 17) Submit the Village's FY11 budget document to the Government Finance Officer's Association (GFOA) for the purpose of obtaining the Certificate of Achievement for the Distinguished Budget Presentation Award.
- 18) Develop an Information Technology Plan to guide future investment in hardware and software.

- 19) Complete a Water and Sewer Rate Study.
- 20) Complete a Staffing and Organizational Study.
- 21) Host an Economic Development Summit with local brokers and investors to highlight development opportunities.
- 22) Attract additional retailers and commercial development for the Route 47 corridor.
- 23) Attract Business Park Development along the I-90 Corridor.

FY 2011 Capital Projects Goals

- 1) Continue as the lead agency in securing the full interchange at Route 47 and I-90 and oversee Phase II Engineering throughout 2011 and complete the master intergovernmental agreement for the interchange project needed between all participating agencies and complete the jurisdictional transfer agreement (JTA) between the Village and Kane County for Manning Road.
- 2) Complete the Annual Street Improvement Program (west half of Southwind Subdivision).
- 3) Complete Phase I and Phase II Design for the Kreutzer Road extension – west of Route 47 to West Main Street.
- 4) Resurface Main Street between Woodstock Street and Church Street.
- 5) Complete replacement of railroad crossing at Kreutzer Road in conjunction with the Union Pacific Railroad.
- 6) Update the Pavement Management Report.
- 7) Implement a 50/50 Sidewalk Replacement Program.
- 8) Continue the 50/50 Residential Tree Replacement Program.
- 9) Develop an Infrastructure Management Program.
- 10) Re-paint Water Tower No. 4.
- 11) Complete building maintenance improvements at the Old Village Hall.
- 12) Replace roof at Well No. 9.
- 13) Replace Operator Interface Terminal at Wells No. 9 and 10.
- 14) Install SCADA controls for West Wastewater Treatment Plant drain lift station

- 15) Complete GSB 88e pavement rejuvenation treatment on Countryview Boulevard.
- 16) Upgrade Public Works Department Radio System.
- 17) Upgrade site landscaping at Wells No. 8, 10, and 11.
- 18) Continue implementation of the GIS database.
- 19) Upgrade Police Department Radio System.
- 20) Replace in-car camera system in Police vehicles.
- 21) Purchase Electronic Control Devices (ECD) and train police personnel in proper use.

Agenda Item: **Approval of Ordinance (O)2010-12.62 – Authorizing the levy and collection of taxes for the Village of Huntley 2010 Annual Property Tax Levy in the amount of \$3,800,000 and to direct the Village Treasurer to record the document accordingly**

Department: **Finance and Human Resources**

Introduction

As presented during the public hearing, the Village's 2010 Tax Levy request is for \$3,800,000. Once approved by the Village Board, staff will file the property tax levy ordinance with all appropriate offices at both McHenry and Kane Counties.

Staff Analysis

- In accordance with the Village Board's direction, staff published a public hearing and truth in taxation disclosure notice in the *Northwest Herald* on November 29, 2010 for a public hearing on the Village's 2010 property tax levy to be held at the December 9, 2010 Village Board meeting.
- State law requires that the levy cannot be adopted sooner than twenty (20) days after the initial discussion on the levy, which took place at the November 18, 2010 Village Board meeting.
- The Village's 2010 Levy request is \$3,800,000.
- The Village has received estimated assessed valuation figures from the townships. This establishes an estimated tax rate for the Village of Huntley of .4886 per \$100 of assessed value.

Financial Impact

Funding for the 2011 Village of Huntley Annual Budget

Legal Analysis

None required

Action Requested

Approval of Ordinance (O)2010-12.62 – Authorizing the levy and collection of taxes for the Village of Huntley 2010 Annual Property Tax Levy in the amount of \$3,800,000 and to direct the Village Treasurer to record the document accordingly

Exhibit

- Draft Ordinance

Agenda Item: **Approval of the Special Tax Rolls for the Village of Huntley Special Service Areas**

Department: **Finance and Human Resources**

Introduction

The Village Board is being requested to amend the tax rolls and abate taxes for each Special Service Area (SSA) in the Village of Huntley. The need to amend the Special Tax Rolls and abatement of SSA taxes is the result of the actual Special Tax requirement in each service area for the 2010 levy year.

Staff Analysis

The Village is not requesting to actually levy taxes for Special Service Areas 6, 7, 8, 9, and 10, but is required to file Special Service Area Ordinances to ensure that adequate funds are available to pay for the annual bond and interest payment of each Special Service Area. The actual levy was requested at the time of bond issuance for each service area.

Financial Impact

Special Service Areas 5, 11, 12, 13, 14, 15 and 16 are for maintenance of open space and common area in residential subdivisions. SSA #5 (Southwind) is the only active maintenance SSA levy at this time. The common area and open space in the other six service areas are the responsibility of the homeowner's associations in each of the respective neighborhoods, and the SSA's are considered "dormant". The Village would only enact the SSA's if the common area and open space was not being maintained properly.

Legal Analysis

None required

Action Requested

- I: A motion is requested of the Village Board to approve Ordinance (O)2010-12.63 - Amending the Special Tax Roll for Special Service Area Number 5 (Southwind Subdivision) *in the amount of \$21,000.00.*

- II: A motion is requested of the Village Board to approve Ordinance (O)2010-12.64 - Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) in the amount of \$431,896.01 of which \$81,896.25 is hereby abated, *resulting in a Special Tax Requirement of \$349,999.76.*

- III: A motion is requested of the Village Board to approve Ordinance (O)2010-12.65 - Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) in the amount of \$390,566.25 of which \$105,565.59 is hereby abated, *resulting in a Special Tax Requirement of \$285,000.66.*

- IV: A motion is requested of the Village Board to approve Ordinance (O)2010-12.66 - Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) in the amount of \$467,209.05 of which \$137,206.47 is hereby abated, **resulting in a Special Tax Requirement of \$330,002.58.**
- V: A motion is requested of the Village Board to approve Ordinance (O)2010-12.67 - Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) in the amount of \$1,163,270.73 of which \$306,263.95 is hereby abated **resulting in a Special Tax Requirement of \$857,006.78.**
- VI: A motion is requested of the Village Board to approve Ordinance (O)2010-12.68 - Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) in the amount of \$642,327.16 of which \$169,324.92 is hereby abated, **resulting in a Special Tax Requirement of \$473,002.24.**
- VII: A motion is requested of the Village Board to approve Ordinance (O)2010-12.69 - Abating the Special Service Area Taxes for Special Service Area Number 11 (Georgian Place Subdivision).
- VIII: A motion is requested of the Village Board to approve Ordinance (O)2010-12.70 - Abating the Special Service Area Taxes for Special Service Area Number 12 (Northbridge Subdivision).
- IX: A motion is requested of the Village Board to approve Ordinance (O)2010-12.71 - Abating the Special Service Area Taxes for Special Service Area Number 13 (Covington Lakes Subdivision).
- X: A motion is requested of the Village Board to approve Ordinance (O)2010-12.72 - Abating the Special Service Area Taxes for Special Service Area Number 14 (Lions Chase Subdivision).
- XI: A motion is requested of the Village Board to approve Ordinance (O)2010-12.73 - Abating the Special Service Area Taxes for Special Service Area Number 15 (Cider Grove Subdivision).
- XII: A motion is requested of the Village Board to approve Ordinance (O)2010-12.74 - Abating the Special Service Area Taxes for Special Service Area Number 16 (Talamore Subdivision).
-

The Village Board is requested to approve the Ordinances so that they can be filed accordingly in the McHenry County Clerk's office.

