

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
May 21, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, May 21, 2015 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: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Chief John Perkins, Director of Development Services Charles Nordman, Director of Public Works Jim Schwartz and Village Attorney Mike Coppedge.

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

SPECIAL PRESENTATIONS:

- a) Sgt. Kevin Hillner Retirement

Mayor Sass presented Sgt. Hillner with a Certificate of Recognition:

The Village Board is pleased to recognize and congratulate Sgt. Kevin Hillner on his 35 years as a Police Officer and his 26 years of service and dedication to the Huntley Police Department and the residents of the Village of Huntley. Sgt. Hillner became a Huntley Police Officer on April 1, 1989 and earned the rank of Sergeant on July 26, 1998. Among other things, Sgt. Hillner was instrumental in establishing the first Huntley Citizens Police Academy in March, 2007. The Village Board and the residents of Huntley extend our heartfelt thanks and appreciation for your contributions to our community. Enjoy your retirement.

Chief Perkins also recognized Sgt. Hillner and presented him with a gift.

PUBLIC COMMENTS:

Mr. Bill Byrne stated that he was in attendance to hear about Agenda Item c) and stated that if he had questions he would ask them during that agenda item.

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of May 7, 2015 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the Minutes; there were none.
05.21.15 COW Minutes

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the May 7, 2015 Committee of the Whole Meeting Minutes.

b) Discussion – Approval of the May 28, 2015 Bill List in the Amount of \$3,256,714.27

Mayor Sass reported that \$2,883,236.31 (or 89%) of the total bill list is attributable to Payout#2 to Berger Excavating Contractors for the Downtown Utilities Improvements Project (\$538,245.46), Payout#1 to Landmark Contractors for the Downtown Retail Parking Lot Project (\$155,961.68), the Final Village Share of the Route 47 Widening Project (\$1,551,050.61), Impact Fees (\$202,087.56), 2015-2016 Liability Insurance Premium to MICA (\$382,348.00), and the purchase of (2) new Village Vehicles (\$53,543.00).

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the May 28, 2015 Bill List in the Amount of \$3,256,714.27.

c) Discussion – Consideration of an Ordinance Approving an Intergovernmental Agreement Between the Village of Algonquin and the Village of Huntley Regarding Jurisdictional Boundaries and Facilities Planning Areas

Director of Development Services Charles Nordman reported that the Village previously approved a boundary agreement with the Village of Algonquin on November 10, 1992. The Agreement established the jurisdictional boundary for both planning and annexation purposes. The boundary ran along what is now the eastern edge of the Cider Grove subdivision and extended south of Huntley Road to split the parcel located at the intersection of Kreutzer Road/Huntley Road. The Illinois Compiled Statutes limits the term of boundary agreements to a maximum of 20 years; therefore, the agreement expired in 2012.

The Village Board considered renewing the boundary agreement at the January 15, 2015, meeting of the Committee of the Whole. A public hearing to consider the proposed agreement was conducted at the January 22, 2015, meeting of the Village Board. The ordinance to approve the agreement was tabled, as the Village Board requested that staff discuss with Algonquin the proposal of modifying the boundary line so that it does not split the parcel at the intersection of Kreutzer Road/Huntley Road. Since that time Huntley and Algonquin staff have revised the agreement so that when annexed the parcel would go to Huntley and the two Villages would share sales tax, if any, generated by a future user of the property. The agreement was also modified to require that Algonquin shall cause the easterly extension of Main Street to be constructed so that it eventually connects the Cider Grove Phase II portion of the Main Street extension to Lakewood Road.

Staff Analysis

The proposed boundary agreement is consistent with the Longmeadow Parkway IGA which proposes the realignment and signalization of the Huntley/Kreutzer Road intersection.

Legal Analysis

65 ILCS 5/11-12-9, as amended, provides that if unincorporated territory is within one and one-half (1½) miles of two or more municipalities that have adopted official comprehensive plans, the corporate authorities involved may agree upon a line which shall mark the boundaries of the jurisdiction of each of the corporate authorities who have adopted such agreements. The Village Attorney has reviewed the 05.21.15 COW Minutes

agreement.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked what the timing was for the extension of Main Street to Lakewood Road. Village Manager David Johnson reported that the extension of Main Street would take place with future development of the Cider Grove Subdivision.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Approving an Intergovernmental Agreement between the Village of Algonquin and the Village of Huntley regarding Jurisdictional Boundaries and Facilities Planning Areas.

d) Discussion – Consideration of Proposed Huntley Cemetery Entrance Beautification Improvements

Director of Public Works Jim Schwartz reported that as part of the FY 2015 Budget, \$35,000 was identified in the Cemetery Fund for Cemetery Beautification. The Cemetery Board proposed to create an entrance feature on the east side of Dean Street by adding new signage, cement pillars, driveway feature, and landscaping. The Cemetery Board along with Village Staff has now obtained vendor quotes for completing this project, with a total project cost of \$27,015.00.

- R & J Tree Removal – Remove (2) evergreen trees - \$800
- Tim Minakes Masonry – Install (4) stone pillars with caps - \$9,895
- Lindsay Metal Madness – Fabricate and Install (1) arch entrance - \$5,850
- William Ruth Landscape – Install pavers and landscaping - \$10,470

Other items to be included with the beautification include a bronze plaque on the stone pillar for an approximate cost of \$1,200 and new ground signage on the east and west side outlining cemetery regulations, etc. Signage is expected to be approximately \$5,000.

Staff Analysis

Staff worked with the Cemetery Board on developing a project scope of work and seeking vendor quotes. Staff and the Cemetery Board have reviewed the proposals/quotes and recommend approval. Once approved, the project will take approximately 30 days to complete.

Financial Impact

Funding of \$35,000 for Cemetery Beautification is included in the FY15 Budget Cemetery Fund Line Item 45-10-4-7500.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the proposed Huntley Cemetery Entrance Beautification Improvements.

e) Discussion – Consideration of a Resolution to Approve FY2014 Final Budget

Amendments

Village Manager David Johnson reported that pursuant to 65 ILCS 5/8-2-9.1 through 5/8-2-9.10, the Village of Huntley operates under the budget system of government finance. While the Village attempts to anticipate all potential expenditures for the fiscal year when that year's budget is developed, circumstances occasionally arise that require expenditures which were not contemplated in the original budget document. The Village Board adopted the FY2014 budget on December 12, 2013 and amended the budget at certain times throughout 2014.

Staff Analysis

A final review of the 2014 draft audit document reveals additional budget adjustments to be made in order to approve the final spending levels for FY2014. The amendments needed are two weather-related line items and one adjustment due to a mandatory telecom tax refund as follows:

- \$174,000.00 to account 01-60-3-6665 Road Salt. It was expected that this line item would exceed the original budget due to the severe winter weather conditions experienced in early 2014. This amendment will reduce fund balance in the General Fund.
- \$24,000.00 to 48-10-4-7760 Streets and Underground Equipment Replacement. The harsh winter caused some major vehicle/truck breakdowns. This amendment will reduce fund balance in the Equipment Replacement Fund.
- \$53,750.00 to account 05-10-2-6495 Telecom Tax Refund. As a result of a federal class action lawsuit a telecommunications carrier was ordered to seek refunds for transactions they did not properly tax. This amendment will reduce fund balance in the Municipal Buildings Fund.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for Approval FY2014 Final Budget Amendments in accordance with the 2014 audit.

f) Discussion – Consideration of a Resolution to Approve FY2015 Budget Amendments

Village Manager David Johnson reported that pursuant to 65 ILCS 5/8-2-9.1 through 5/8-2-9.10, the Village of Huntley operates under the budget system of government finance. While the Village attempts to anticipate all potential expenditures for the fiscal year when that year's budget is developed, circumstances occasionally arise that require expenditures which were not contemplated in the original budget document. The Village Board adopted the 2015 budget on December 11, 2014.

Staff Analysis

Current projects require additional budget adjustments to the 2015 budget as follows:

- \$250,000.00 budget transfer from 20-10-4-6900 Water Capital Fund to account 16-10-4-6900 Downtown TIF Fund for water main replacement costs. This amendment would move the water main projects on Giordano Court and behind the Bakley Shopping Center to FY2016.
- \$140,000.00 budget transfer from 04-10-2-6320 Street Improvement Fund to 16-10-4-6900 Downtown TIF Fund for the added roadway improvements north of Coral Street as requested by the Village Board during the Downtown Streetscape review and approval process.

- \$270,000.00 increase to the Downtown TIF for debt service payments. During the 2015 budget process the repayment schedule for the \$4,000,000.00 loan was unknown. This amendment will reduce fund balance.
- \$1,124,999.00 increase to the Street Improvement Fund line item 04-00-0-4445 Freeman Road Project (revenue) and increase to 04-10-4-7500 Freeman Road Project (expense). As the Village of Huntley is the lead on this project, accounting standards require that record the project. This amendment will not affect fund balance, as the project will be paid for through the State of Illinois Economic Development Program funding and the developer of the Weber-Stephen global distribution center; and

The following budget amendments are necessary as these projects were originally approved in the FY2014 Budget however the projects were not completed until 2015:

- \$285,000.00 increase to account 16-10-4-6900 Downtown TIF. This amendment will reduce fund balance in the Downtown Improvement Fund for the Sawyer-Kelly Mill project.
- \$250,000.00 transfer from the Downtown Improvement Fund to the Downtown TIF Fund for the Hackett House renovation project.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval FY2015 Budget Amendments.

- g) Discussion – Approval of Payout Request No. 2 in the amount of \$538,245.46 to Berger Excavating Contractors for Downtown Utilities Improvements Project

Mayor Sass reported that on February 26, 2015 the Village Board of Trustees awarded a contract for the Downtown Utilities Improvements project to Berger Excavating Contractors. The contract amount was \$889,948.20.

Berger Excavating started working on March 17, 2015 and has submitted the second pay request for the Downtown Utilities Improvements project. Village staff and the Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout.

Staff Analysis

| <u>Pay Request</u> | <u>Total Completed Work</u> | <u>Retention</u> | <u>Previous Payments</u> | <u>Amount Requested</u> |
|--------------------|-----------------------------|------------------|--------------------------|-------------------------|
| #1 | \$58,732.74 | \$5,873.27 | \$0.00 | \$52,859.47 |
| #2 | \$622,215.71 | \$31,110.79 | \$52,859.47 | \$538,245.46 |

Financial Impact

The Fiscal Year 2015 budget includes \$4,000,000 for Streetscape Improvements project(s) in the Downtown TIF Fund 16-10-4-7712.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Westberg stated that Berger Excavating did a great job as they were quick and clean and kept the traffic moving.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 2 in the amount of \$538,245.46 to Berger Excavating for the Downtown Utilities Improvements project.

- h) Discussion – Approval of Payout Request No. 1 in the amount of \$155,961.68 to Landmark Contractors, Inc. for Downtown Retail Parking Lot Project

Mayor Sass reported that on March 12, 2015 the Village Board of Trustees awarded a contract for the Downtown Retail Parking Lot project to Landmark Contractors, Inc. The contract amount was \$281,894.30.

Landmark started working on April 10, 2015 and has submitted a pay request for the Downtown Retail Parking Lot project. Village staff and the Village’s project engineer, CBBEL, has reviewed the pay request and recommends approval of the payout.

Staff Analysis

| <u>Pay Request</u> | <u>Total Completed Work</u> | <u>Retention</u> | <u>Previous Payments</u> | <u>Amount Requested</u> |
|--------------------|-----------------------------|------------------|--------------------------|-------------------------|
| #1 | \$173,290.75 | \$17,329.07 | \$0.00 | \$155,961.68 |

Financial Impact

The Downtown TIF Fund, Line Item 16-10-4-7712.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked when the parking lot would be open. Village Manager Johnson reported that the parking lot would be open in time for the Memorial Day Parade.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 1 in the amount of \$155,961.68 to Landmark Contractors, Inc. for the Downtown Retail Parking Lot project.

- i) Discussion – Approval of Payout Request No. 2 (Final) from the Illinois Department of Transportation in the amount of \$1,551,050.61 for the Route 47 Widening Project

Mayor Sass reported that on December 17, 2009, the Village Board approved Ordinance (O)2009-12.68 – Intergovernmental Agreement (IGA) Between the State of Illinois and the Village of Huntley for the Improvement of Illinois Route 47 Between Kreuzer Road to Reed Road and Ordinance (O)2009-12.69 – Funding Ordinance (Exhibit B) of the IGA. In May of 2011, the Village made the first payment in the 05.21.15 COW Minutes

amount of \$2,000,000.

Staff Analysis

The final payout of \$1,551,050.61 brings the Village's cost to \$3,551,050.61.

Legal Analysis

Not required.

Financial Impact

Funds have been set aside in previous budgets to make the final payment.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 2 (Final) from the Illinois Department of Transportation in the amount of \$1,551,050.61 for the Route 47 Widening Project

- j) Transmittal of the First Quarter 2015 Financial and Investment Reports for the Village of Huntley

Village Manager David Johnson reported that the Committee received for review and acceptance the Village's first Quarter 2015 Financial and Investment Reports.

Staff Analysis

At the end of the first quarter 2015 activity ended as projected. Revenues are low due to cyclical property tax receipts. Remittances from the counties will begin in June 2015. Expenditures are within budgeted thresholds.

Notes to consider when reviewing this report:

Revenues

- Property Taxes: The General Fund, Insurance Fund, Cemetery Fund, Police Pension Fund and SSA#5 will not realize property tax revenue until June 2015.
- 01-00-0-4020 Sales Tax: Sales tax collection is in arrears. The 1st quarter 2015 amount of \$418,191.38 is 2014 revenue which will be adjusted during the 2015 audit process.
- 01-00-0-4021 Local Use Tax: Local Use Tax received during the first quarter of 2015 totals \$147,811.97 and includes \$43,579.84 of 2014 revenue which will be adjusted during the 2015 audit process.
- 01-00-0-4025 Income Tax: Income tax received during the 1st quarter of 2015 totals \$469,977.48 which includes \$272,101.71 of 2014 revenue which will be adjusted during the 2015 audit process.
- 01-00-2-4210 Building Permits: Revenues collected for the 1st quarter of 2015 are \$190,437.50 or 27.3% of the total 2015 budget.

Expenditures

At the end of the 1st quarter 2015, the Village's General Fund expenditures are 20.2% of the 2015 budget. The Village's Water Operating Fund 1st quarter 2015 expenditures are 18.8% of the 2015 budget and Sewer Operating Fund 1st quarter expenditures are 20.6% of the 2015 budget.

Investment Report

The Village's investment report as of March 31, 2015 provides detail of the Village's cash position by financial institution, maturity and allocation by fund. As of this report, IMET has recovered and disbursed \$16,303.32 to the Village of Huntley reducing the hold on funds to \$311,429.34. Recent correspondence from IMET indicates an upcoming sale of assets previously owned by the fraudulent investor will occur sometime in May or June 2015.

Mayor Sass thanked the Department Managers for keeping the costs down.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board to accept and place on file the First Quarter 2015 Financial and Investment Reports for the Village of Huntley.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that the Farmers Market begins on Saturday, May 23rd in the Municipal Complex parking lot and that the Memorial Day Parade is Monday, May 25th, and will begin at 11:00 a.m. from the Municipal Complex parking lot and will travel west on Main Street to the Town Square.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

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

A MOTION was made at 7:26 p.m. to enter into Executive Session for e) Collective Bargaining.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made exit Executive Session at 7:38 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:39 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary