

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
June 16, 2011
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, June 16, 2011 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Pam Fender, Nick Hanson, Niko Kanakaris, Harry Leopold, Paul Mercer and John Piwko.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Finance and Human Resources Jennifer Chernak, Accounting Supervisor Julie Baumgartner and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – May 19, 2011 Committee of the Whole, May 26, 2011 Village Board and June 2, 2011 Committee of the Whole Meeting Minutes

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the May 19, 2011 Committee of the Whole, May 26, 2011 Village Board and June 2, 2011 Committee of the Whole Meeting Minutes.

- b) Discussion – June 23, 2011 Bill List in the amount of \$951,325.53

Mayor Sass reported that \$722,487.03(75.9%) of the Bill List was for SSA and TIF property taxes and Payout #2 to Arrow Construction for the 2011 MFT Street Program. Mayor Sass asked if the Committee had any comment or questions regarding the Bill List; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the June 23, 2011 Bill List in the amount of \$951,325.53.

- c) Discussion – Ordinance (O)2011-6.27 – Approval of a Simplified Residential Zoning Variation for a building addition encroaching into the Rear Yard Setback – Susan Accardi, 13565 Lehigh Street

Senior Assistant to the Village Manager Lisa Armour reviewed a Power Point presentation and reported that the petitioner is requesting relief from Village of Huntley Zoning Ordinance No. 97-07-24-01, (Annexation Agreement for Del Webb's Sun City) which stipulates Site Standards for Multi-family lots which includes a 20-foot rear yard setback requirement.

The petitioners are requesting 10 feet in relief from the 20-foot rear yard setback requirement within the "MF-2-PDD" – Multi-Family – Planned Development District zoned property. The request would accommodate a 10' x 19' sunroom addition on the rear (south side) of the residence.

The proposed addition will back-up to Countryview Boulevard approximately 60 feet from the rear of the residence. This close proximity to the adjacent roadway and relatively shallow depth (20 feet) of the rear yard were reasons cited by the petitioner for requesting the relief to the rear yard setback to accommodate the sunroom addition.

The Sun City Community Association Modifications Committee denied the petitioner's project request due to the encroachment into the setback area, which that group does not have jurisdiction to approve. The Sun City Community Association's Board of Directors approved the petitioner's appeal on April 27, 2011.

Zoning Board of Appeals Recommendation

The Zoning Board of Appeals (ZBA) conducted a public hearing on June 15, 2011 to review the petition. The ZBA recommended to approve the petition by a vote of 6:0.

Staff recommended the following condition be applied should the Zoning Board of Appeals forward a positive recommendation to the Village Board:

1. No building permits or Certificates of Occupancy are approved as part of the Simplified Residential Zoning Variation.

Ms. Armour reported that Ms. Susan Accardi was in attendance to answer questions.

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

Trustee Fender asked if this was a single-family home and Trustee Leopold responded that it was a club house (multi-family) unit.

Trustee Mercer asked if the Village had granted this type of variation on a multi-family unit in the past; Ms. Armour stated that this type of variation had been granted in the past for a multi-family unit.

Mayor Sass asked if the Committee had any other 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 Ordinance (O)2011-6.27 – An Ordinance approving a Simplified Residential Zoning Variation for a building addition encroaching into the Rear Yard Setback to Susan Accardi located at 13565 Lehigh Street.

- d) Discussion – Ordinance (O)2011-06.28 – An Ordinance Approving a Special Use Permit for an Indoor Recreation Facility at 10763 Wolf Drive

Senior Assistant to the Village Manager Lisa Armour reviewed a Power Point presentation and reported that Huntley Gymnastics Academy is requesting approval of a Special Use Permit to allow an

indoor recreation facility at 10763 Wolf Drive within the “M”-PUD” Manufacturing – Planned Unit Development zoned Wolf Business Park. The approximately 15,000 square foot facility will have various equipment, exercise and dance areas along with office space and restrooms.

The business plan provided by the petitioners included the following days and hours of operation:

	Monday through Friday	Saturday
September through May	9 a.m. to 9 p.m.	8 a.m. to 4 p.m.
Summer Hours	8 a.m. to 8 p.m.	8 a.m. to 12 p.m.

Open Gym on weekends – 1-1/2 hours per session

Birthday parties also offered – Primarily on Sundays

Recreation gymnastic classes will generally consist of no more than nine (9) individuals per class and team program training consisting of no more than ten (10) persons per class. The petitioner has indicated parking required for the facility would generally be no greater than forty (40) vehicles at peak times on weekdays between 6:00 p.m. and 8:00 p.m.

Staff Analysis

The proposed gymnastics facility location is in close proximity to the Car-Dun-Al Dog Training facility, which relocated to this portion of the business park in the spring of 2010. The days and hours of operation for both enterprises are similar, requiring approximately forty parking spaces each at peak times. Furthermore, Car-Dun-Al indicated the possibility of monthly weekend events that may require as many as 100 parking spaces. The parking area in the western portion of the Wolf Business Park has approximately 129 spaces. The entire Wolf Business Park has 482 parking spaces. However, other businesses operating within the Wolf Business Park frequently use parking spaces beyond customary business hours for storage of work vehicles.

Sufficient parking during peak periods (weekday evenings between 6:00 p.m. and 8:00 p.m.) appears to be available for Car-Dun-Al and Huntley Gymnastics Academy given the other dissimilar businesses on this side of the Wolf Business Park and the expectation that those businesses would not require quite as much parking during these periods. Ideally, Huntley Gymnastics Academy and Car-Dun-Al will also coordinate any weekend events to avoid parking conflicts, particularly regarding the significantly large monthly events proposed by the Car-Dun-Al Dog Training facility.

Plan Commission Action

The Plan Commission reviewed the petition at a public hearing on June 13, 2011. The Plan Commission recommended approval of the petition with a vote of 6:0.

Staff recommended the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board:

1. Hours of Operation: Monday through Friday - 9 a.m. to 9 p.m. and Saturdays - 9 a.m. to 4 p.m.; Sundays: Occasional Birthday Parties - To Be Determined; Summer Hours: Monday through Friday - 8 a.m. to 8 p.m. and Saturdays - 9 a.m. to 12 p.m.
2. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.
3. No products shall be sold on the subject premises except such products distributed in the normal course of business of the principal use and no outdoor display is permitted and/or approved as part of this submittal.
4. No Signage is approved as part of the Special Use Permit.

Ms. Armour reported that the petitioner, Ms. Amy Krotser, was in attendance to answer questions.

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

Trustee Piwko asked if this was a new business or if they had other locations. Ms. Krotser stated that they are temporarily sharing a space with another business in Lake in the Hills and that they have been in business for 10 years.

Trustee Fender asked if USPS was still located in the business park; Ms. Armour stated that they were located closer to the first building.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-06.28 – Granting a Special Use Permit for an Indoor Recreation Facility at 10763 Wolf Drive.

- e) Presentation – Government Finance Officer’s Association (GFOA) Certificate of Achievement for the Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2009

Mr. Fred Lantz of the Government Finance Officers Association presented the Mayor and Board of Trustees with a Certificate of Achievement in recognition of outstanding financial reporting on the Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2009. Mr. Lantz reported that this is the eighth award that that Village has received.

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

No action is required from the Village Board on this agenda item.

- f) Discussion – Accept and Place on File the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended December 31, 2010

Mr. Fred Lantz from the Village’s auditing firm of Sikich Gardner & Co. LLP reviewed a Power Point presentation and reported on the preliminary Fiscal Year 2010 Comprehensive Annual Financial Report to the Village Board.

Mr. Lantz reviewed the highlights extracted from the fiscal year 2010 Village of Huntley Comprehensive Annual Financial Report and included in the Board’s packet, as follows:

Page 1 - 2 Independent Auditor’s Report: Less than 3/10 of 1% of all government agencies nationwide and only 1 out of 20 in the State of Illinois receive a “clean” unqualified opinion. The auditor’s review of the Village’s financial records confirms the information contained in the report is fairly and accurately presented without any misrepresentations or areas of concern.

MD&A4: Table 1; the statement of net assets on this page includes the outstanding TIF debt. There are no assets associated with the TIF debt; therefore, the total net assets shown in this table are not “balanced” nor is it indicative of the Village’s financial position.

MD&A5: Table 1a shows the same information *excluding the TIF activity*. The statement of net assets is an indicator of the Village's financial position. By removing the TIF debt from the table, net assets are shown as a true indicator of the Village's overall positive financial position.

Page 3: The Village is in a strong financial position with cash and investments totaling over \$30 million dollars at the end of 2010. The Village Board is governing an operation that has assets in excess of \$242 million dollars!

Page 4: The Statement of Activities shows the cost of providing services to our constituents. In 2010, the cost to provide Huntley residents services at current levels was over \$18 million dollars. The change in net assets increased over \$11 million dollars and is attributable to contributions of capital assets or infrastructure from new development.

Page 5: The Balance Sheet for the Governmental Funds shows an ending fund balance of \$26 million dollars. The fund reserve policy requirement is \$3.7 million; \$2.7 million is allocated for future operational and capital costs and \$1,451,176 is the capital transfer allocation. Mr. Lantz suggested that the Village review the Fund Balance Policies in the future with the new economy.

Page 7: Excess of revenues over expenditures displays the resources or the cash available to the Village during the year to pay expenses. The General Fund had \$1,282,085 in revenues over expenditures at the end of 2010 compared to \$351,190 at the end of 2009. The increase can be attributed to unexpected higher revenues in Building Permits and related fees, reduced expenditures mainly attributable to staffing changes and vacancies during 2010.

Trustee Fender asked if the Village should re-think the Home Rule status due to the economic conditions; Mr. Lantz stated that the Village may want to review consideration of Home Rule for the Village.

Page 10: The change in net assets for proprietary funds (water/sewer); are operating at a loss net accumulated depreciation during 2010. After depreciation is removed from the equation (non-cash transaction) the water funds realize a gain in operating income of \$477,907 and the sewer funds realize a gain in operating income of \$390,255. The low volume of current users associated with the treatment plant expansions continues to remain a factor in the operation costs of the plants.

Page 13: The Village of Huntley Police Pension Fund recognized a net increase of \$451,348. The Police Pension Fund contains assets over \$3 million as of 12/31/10 and the Pension Board hired an independent investment advisory firm in December 2010.

Page 22: The Village has a strong position in cash and investments. There is little interest risk or exposure to credit risk due to the Village's investment policy requiring collateralization of Village deposits in excess of FDIC insurance. Cash and investment balances are designated and restricted as defined in each fund operation.

Page 25 - 29: Long term debt schedules show principal payments of the TIF, PW Installment Contract, Municipal Complex debt certificates (2008B) and Water/Sewer Fund certificates (2008A) used to pay for the Sewer Interceptor Project during 2010. The Public Works Installment Contract was refinanced in January 2011 with a net interest rate of 1.5%.

Page 41: The Illinois Municipal Retirement Fund was 78.60% funded at the end of 2010. The 2010 employer contribution rate was 9.96% and the 2011 rate is 9.95%.

Page 42: The Police Pension Fund was 45.07% funded at the end of 2010, a commendable ratio for a young fund (established in June 2001).

Mayor Sass asked if the Committee had any additional comments or questions in addition to those asked throughout Mr. Lantz's presentation.

Mayor Sass asked how the TIF was doing. Mr. Lantz reported that it brought in \$2.5 million with \$2.4 in payments going out; he also stated that Bond Series A & B should be paid off by 2016. Trustee Fender asked that in 2016 will the other taxing bodies begin receiving their portion of the taxes; Mr. Lantz stated that this will be a Village Board decision.

Trustee Leopold asked staff if the Village receives questions from residents regarding the audit as it is posted on the website; Ms. Chernak stated that the Village has not received questions regarding the audit.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board to Accept and Place on File the Comprehensive Annual Financial Report for Fiscal Year Ended December 31, 2010.

- g) Discussion – Authorization to Defer the Capital transfer in the Amount of \$1,451,176.00

Village Manager David Johnson reported that in September 2003, the Village Board adopted a one-time revenue policy. The policy is an integral part of the audit and budget process. This policy prohibits the use of one-time General Fund revenues to fund operations. Revenues in excess of budgeted revenues and expenditures less than budgeted expenditures can be transferred for the use of one-time expenditures. These transfers can be used to fund a capital project, new/additional equipment purchases or any other non-operational purpose.

Staff Analysis and Financial Impact

The 2010 Comprehensive Annual Financial Report (CAFR) designates the following General Fund reserves for Village Board allocation: 2010 Capital transfer from General Fund: \$ 1,451.176.00

Village Manager Johnson stated that due to the status of outstanding payments owed to the Village of Huntley by the Illinois Department of Revenue, it is recommended that the transfer be deferred and the surplus remain in the General Fund until such time payments have been paid in full for fiscal year 2011. As of June 7, 2011, the Village is owed \$747,965.96.

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

Trustee Leopold asked if all is in order with funding the Village's Capital Projects this year. Village Manager Johnson stated that funding is in place this year but full funding of the Interchange and Kreutzer Road projects in the future could be a challenge. Trustee Leopold asked if transfers are allowed to be made mid-year; Village Manager Johnson stated that it would be okay to do this year.

Trustee Fender asked if this dollar amount is a cushion in the budget; Trustee Leopold stated that it is more like a raincoat.

Mayor Sass asked if there were additional comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board to approve a request to defer the transfer of the 2010 capital transfer amount of \$1,451,176.00 from the General Fund until all State-shared revenue payments have been received from the Illinois Department of Revenue for fiscal year 2011.

- h) Discussion – Ordinance (O)2011-06.29 – Adoption of the Village of Huntley Identity Protection Policy

Director of Finance and Human Resources Jennifer Chernak reported that The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). An explanation of instances when the Village would collect Social Security information was included in the draft Statement of Purpose which was included in the Board's packet. Ms. Chernak stated that in response to 5 ILCS 179/1 *et seq.* (the "Act"), this policy is being adopted to ensure compliance with the Illinois Identity Protection Act.

VILLAGE OF HUNTLEY IDENTITY PROTECTION POLICY

This policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 *et seq.*) to protect social security numbers from unauthorized disclosure.

PROHIBITED ACTS

No Village employee may do any of the following:

1. Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.
2. Print an individual's social security number on any card required for the individual to access products or services provided by the Village.
3. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope's having been opened.

5. Collect, use, or disclose a social security number from an individual, unless:
 - required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
 - the need and purpose for the social security number is documented before collection of the social security number; and
 - the social security number collected is relevant to the documented need and purpose.
6. Require an individual to use his or her social security number to access an Internet website.
7. Use the social security number for any purpose other than the purpose for which it was collected.
8. Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

EXCLUSIONS FROM PROHIBITIONS

The above-listed prohibitions do not apply in the following circumstances:

1. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.
2. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.
4. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
5. The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.
6. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

FREEDOM OF INFORMATION ACT REQUESTS

Consistent with the Illinois Freedom of Information Act, Village employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

APPLICABILITY

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Village employee that complies with the federal law shall be deemed to be in compliance with this policy.

IDENTITY PROTECTION PROCEDURES

All Village employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Village employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Village is collecting and using the social security number shall be provided to the individual.

DISTRIBUTION OF POLICY

A written copy of this policy has been provided to the Village's elected officials.

Each current Village employee shall be provided and shall acknowledge receipt of a copy of this policy. Each employee hereinafter hired by the Village shall be provided and shall acknowledge receipt of a copy of this policy upon commencing his or her employment. A copy of this policy shall be made available to any member of the public, upon request. If the Village Board amends this policy, the Village shall file a written copy of the amended policy with the Village Manager, shall also advise all Village employees of the existence of the amended policy and make a copy of the amended policy available to each of its employees. The acknowledged copy of this policy shall be filed and maintained in each Village employee's personnel file.

What does the Village of Huntley do with your Social Security Number?
Statement of Purpose for Collection of
Social Security Numbers - Identity Protection Policy

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Village of Huntley to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services; and/or
- Other:

What do we do with your Social Security number?

- We will only use your SSN for the purpose for which it was collected.
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose

Write to the Village of Huntley:

Jennifer Chernak, Director of Finance and Human Resources

Village of Huntley

10987 Main Street

Huntley, IL 60142

847-515-5233

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-06.29 – Adoption of the Village of Huntley Identity Protection Policy.

- i) Discussion –Village of Huntley Police Pension Board
 - i) Appointment of David Richardson
 - ii) Re-appointment of Nancy Topalovich

Mayor Sass submitted for review and discussion by the Committee of the Whole, the appointment of Mr. David Richardson and the re-appointment of Ms. Nancy Topalovich to the Village of Huntley Police Pension Board.

Mayor Sass reported that Mr. Richardson is retiring this month from his current position of Finance Director and Treasurer for the Village of Streamwood, a position he has held since 1984. From 1977 to 1984 he served as a manager for a Wheaton based CPA firm specializing in providing audit services to local governments. Mr. Richardson has an undergraduate accounting degree from Illinois State University and a master's degree in public administration from Roosevelt University. He also is a certified public accountant (CPA) and a Certified Public Finance Officer (CPFO). Mr. Richardson is a member of the Illinois CPA Society, the Government Finance Officers Association of the United States and Canada (GFOA) and the Illinois Government Finance Officers Association (IGFOA). He is a past member of IGFOA's Executive Board and GFOA's Standing Committee on Retirement and Benefits Administration. His expertise in the area of municipal financial and investments would be extremely beneficial to the Police Pension Board. In addition, it should be noted that Mr. Richardson was the President of the Municipal Insurance Cooperative Agency (MICA) Executive Board and was extremely helpful during the Village's transition from McMRMA to MICA. Mr. Richardson will fill the vacancy created by the resignation of Joe Buralli.

Mayor Sass that Ms. Topalovich has been on the Police Pension Board since its origination in 2001. Ms. Topalovich is the Vice President of Retail Banking at American Community Bank for the past seven (7) years and has been part of the Huntley banking community for the past 13 years. Ms. Topalovich is active in many community groups including the Huntley Rotary Club and is the Treasurer of the Huntley Area Chamber of Commerce.

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

Trustee Hanson asked if appointees to the Pension Board had to reside in Huntley; Director of Finance and Human Resources said that it was not required. Village Manager Johnson stated that Plan Commission members must live within Village limits but residency is not required for the Police Pension Board.

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 the appointment of Mr. David Richardson and the re-appointment of Ms. Nancy Topalovich to the Police Pension Board.

j) Discussion – Resident Customer Service Survey

Village Manager David Johnson reported that during the 2010 Strategic Planning Project, the Village distributed a resident survey via E-News, Village Website and paper copies at the reception desk.

As part of the FY11 budget, and the Village's continuous strategic planning process, it was proposed that a survey once again be distributed to residents. If approved by the Village Board, the survey will be again distributed via the E-News, placed on the Village's website and available at the reception desk. Responses will be collected and once collated will be presented to the Village Board.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the Resident Customer Service Survey.

- k) Discussion – Approval of Payout Request No. 2 to Arrow Road Construction Co. for the 2011 MFT Street Program

Mayor Sass reported that on January 13, 2011 the Village Board accepted and approved the Professional Design Engineering and Construction Observation Services contract with Christopher B. Burke Engineering, Ltd. (CBBEL) for the 2011 MFT Street Program.

On March 24, 2011, the Village Board approved Resolution (R)2011-03.11 - To appropriate \$760,847.00 in Motor Fuel Tax Funds for Contract Construction for the 2011 Street Improvement Program and Resolution (R)2011-03.12 - Execution of the Construction Contract to the lowest responsible bidder, Arrow Road Construction, Co., in the amount of \$1,111,412.35. Change order No. 2 approved by the Board on April 28th added \$105,358.90 to the contract to complete the milling and replacement of binder and spot curb repair on Kiley Drive for a total contract cost of \$1,216,771.25.

CBBEL has submitted the second payout request under the 2011 MFT Street Program.

Staff Analysis

On June 9, 2011 the Village Board approved Payout Request #1. The program is approximately 30% complete as of Payout Request #2. Waivers of Lien and payroll certifications have been received.

<u>Pay Request</u>	<u>Completed Work</u>	<u>Retention (10%)</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$145,006.10	\$14,500.61	-0-	\$130,505.49
#2	\$365,929.00	\$36,592.90	\$130,505.49	\$198,830.61

Financial Impact

The FY2011 Budget includes funding for the 2011 MFT Street Program in the amount of \$1,380,847. The funding sources are through the Motor Fuel Tax Fund (\$760,847), the Capital Projects Fund (\$310,000), and the Street Improvement Fund (\$310,000).

The Engineering Department recommends payment to Arrow Road Construction Co. in the amount of \$198,830.61.

Mayor Sass asked if the Committee had any comments or questions regarding the payout; 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 to Arrow Road Construction Co. in the amount of \$198,830.61 for work completed under the 2011 MFT Street Program.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Trustee Leopold asked if Montemayor will ever be finished with the underground work; Village Manager Johnson reported that Staff met with them on June 16th and it is anticipated that they will be done with the underground work in early July.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that Clarke Mosquito will be spraying the first adult control application this evening, weather permitting.

Mayor Sass reported that State legislators are returning to Springfield on Wednesday, June 22nd, to approve a clean Capital Bill.

Mayor Sass asked Trustee Fender to give a report on the McCOG meeting. Trustee Fender reported that a presentation on the Regional Planning sub-area around Lake Michigan through 2050 was discussed.

Mayor Sass reported that the July McCOG meeting will be hosted by Huntley; the date has been changed to Tuesday, July 26th.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

A MOTION was made AT 7:57 p.m. to enter into Executive Session for a) probable or Imminent Litigation and Pending Litigation; b) Contractual; and c) Property Acquisition, Purchase, Sale or Lease of Real Estate.

**MOTION: Trustee Piwko
SECOND: Trustee Kanakaris
The Voice Vote noted all ayes and the motion carried.**

A MOTION was made at 8:34 p.m. to exit Executive Session.

**MOTION: Trustee Kanakaris
SECOND: Trustee Fender
The Voice Vote noted all ayes and the motion carried.**

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:35 p.m.

**MOTION: Trustee Piwko
SECOND: Trustee Leopold
The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read
Recording Secretary