

**VILLAGE OF HUNTLEY**  
**VILLAGE BOARD WORKSHOP**  
**June 19, 2015**  
**MINUTES**

**CALL TO ORDER:**

The Village Board Strategic Plan Workshop was called to order on Friday, June 19, 2015 at 8:00 a.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, Director of Development Services Charles Nordman, Police Chief John Perkins, Director of Finance and Human Resources Jennifer Chernak and Village Engineer Tim Farrell.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) 2016 – 2020 Strategic Plan

Each Trustee shared what they thought the Village's strengths were and if the strength was internal or external to the organization or community.

**TRUSTEE GOLDMAN:**

1. History of financial responsibility and accountability which protect tax payers equity  
INTERNAL
2. Strong Board and management team who work cooperatively with each other INTERNAL
3. Transparency through shared data and information via newsletters, e-newsletters, website, publicity releases and videotaping of meetings EXTERNAL
4. Reasonable preservation of Huntley's historical and cultural heritage EXTERNAL
5. Member of multi-community electric aggregation program EXTERNAL
6. Provides community-based events for residents: Farmers Markets, December holiday event; 4<sup>th</sup> of July fireworks and other cultural and recreational opportunities EXTERNAL
7. Cognizant of the need to provide diverse and affordable housing EXTERNAL
8. Aggressive in seeking out new businesses to locate or relocate in Huntley EXTERNAL
9. Supportive with providing transportation alternatives EXTERNAL
10. Honors residents including groups, community organizations, students, non-profit groups, and adult residents for special contributions which enhance the quality of life for all residents  
EXTERNAL

**TRUSTEE HOEFT:**

1. Staff INTERNAL
2. Leadership INTERNAL
3. Community Activities, Farmers Market, Christmas on the Square, Fireworks, Etc. EXTERNAL
4. Planning INTERNAL
5. Transparency INTERNAL and EXTERNAL
6. Public Safety throughout the Village INTERNAL and EXTERNAL

**TRUSTEE LEOPOLD:**

1. Financial soundness
2. Village Staff
3. Police Department
4. Residential Development standards
5. Commercial development assistance
6. Plan for downtown redevelopment
7. Locations

**TRUSTEE PIWKO:**

1. Diverse group of Board members. They represent the various groups of people that live in Huntley. (INTERNAL)
2. The Village is located along the “Golden Corridor” of Interstate 90. This allows for residents and visitors alike to travel to and from Huntley. (EXTERNAL)
3. The Village employs a great group of people to run the day to day operations of the Village from the Village manager’s office on down. (INTERNAL)
4. The Village has a lot of undeveloped land. This allows the Board to plan the future properly and correctly. (EXTERNAL)
5. The Village Board and staff has been fiscally responsible over the past several year allowing the Village to maintain current levels of service in these uncertain times. (INTERNAL)
6. The Village Square provides for a gathering place for the residents. This allows for the Village to have family friendly events, giving that country charm to the town. It will be more of a destination as additional businesses come to the downtown area. (INTERNAL)
7. High Quality of Life (EXTERNAL)
8. Good school system. (EXTERNAL)
9. A full interchange at Route 47 & I 90 (EXTERNAL)
10. Businesses are starting to move and grow in town (EXTERNAL)

**TRUSTEE WESTBERG:**

1. New Business Development
2. Strong management
3. Police Department

The Trustees identified the organizational and community weaknesses and whether or not the weakness is internal or external to the organization or community.

**TRUSTEE GOLDMAN:**

1. Reduction in funds necessary to maintain roads as well as future development of Algonquin Road to the west EXTERNAL
2. Prepare for disaster and emergency events via an expansion of CERTS and public information seminars EXTERNAL

3. Maintain up-to-date technology to meet increased demands of record-keeping, bill paying, documentation with enhanced firewall protection INTERNAL
4. Maintain a higher profile in Kane County via political, governmental and other functions EXTERNAL
5. Review and update outdated policies, ordinances, and procedures INTERNAL
6. Work with and monitor the inspection findings of Kane and McHenry counties restaurants and other food establishments regarding safety and cleanliness EXTERNAL
7. Need to do increased development north of Algonquin Road such as a gas station, food store, etc. EXTERNAL
8. Need to develop policies regarding rental properties INTERNAL

#### TRUSTEE HOEFT

1. Some Developers / End-Users still see Huntley as a small community. Example: Hotel Development EXTERNAL

#### TRUSTEE LEOPOLD:

1. Consistent maintenance of street lighting
2. Control over blighted properties
3. Control over dead trees, overgrowth of weeds and shrubs
4. Control over State Shared Revenues

#### TRUSTEE PIWKO:

1. The Village has a lot of undeveloped land within the Village limits as well as in its FPA. This does not do anything for the Village with respect to increasing our tax base, thus putting more financial burden on the current residents. (EXTERNAL)
2. Limited job opportunities although this is improving with more major businesses moving to town. (EXTERNAL)
3. A lack of cultural venues. (EXTERNAL)
4. Lack of public transportation. (EXTERNAL)
5. Code enforcement needs to increase in order to maintain overall general appearance and safety. (INTERNAL)

#### TRUSTEE WESTBERG

1. New Home Development
2. Lack of amenities to attract residents to the Downtown area
3. Technology
4. Public Communication
5. Aging Staff
6. Increasing tax base without increasing taxes to the residents
7. Underfunded pension
8. Communication with other taxing bodies

The Department Managers reviewed goals and answered questions of the Trustees:

#### Development Services Department:

Director Nordman reported that the Village received CMAP Grant for Form Based Code which will re-

write the Zoning Ordinance for the Downtown. Trustee Goldman asked if the code will be rewritten for business or residential. Director Nordman stated that the focus will be on commercial properties.

Trustee Leopold asked if any other Ordinances will be updated. Director Nordman stated that Staff is working on updating the Building Codes (now following 2006 and want to move to 2012).

Mayor Sass would like Staff to continue with the fast track turn around on new projects as was done with Weber while continuing to be thorough.

Permitting Process – Director Nordman reported that Staff is working on streamlining the process. Trustee Westberg stated that residents would like to go on-line for over the counter permits. Director Nordman agreed and reported that permits such as roofing do not need interaction with Staff.

Village Manager Johnson reported that the Chief Building Inspector is a contracted position and works 37.5 hours per week and the Village currently has two (2) full-time building inspectors as the Plumbing Inspector had resigned; the Village now uses the services of Algonquin, B&F and TPI for plumbing inspections.

Trustee Leopold asked if Staff was satisfied with the Building Permit Fees; Director Nordman reported that the Village's fees are comparable with the surrounding communities.

Mayor Sass suggested that the backflow inspection fees should increase; Village Manager Johnson agreed due to the fact that with the resignation of the Plumbing Inspector those inspections are now done by contractors and the Village is losing money. The Village currently does 1,000 backflow inspections and charges \$45/one and \$60/both. Trustee Hoeft asked if the Village is looking to replace the Plumbing Inspector; Village Manager Johnson stated that the Village will continue to contract that position. Trustee Leopold suggested that the Village stop offering the backflow inspections and also asked what percentage of those inspections are in Sun City. Village Manager Johnson reported that 98% of the 1,000 inspections take place in Sun City. Director Nordman reported that the inspections are mandated by the State; Director Nordman also reported that the Village is currently losing \$11 per inspection. Trustee Hoeft suggested that the rate be raised and include a yearly cost of living increase. Village Manager Johnson suggested that the rates be increased to \$60/one and \$75/both.

Trustee Westberg asked about feedback on inspections/inspectors. Director Nordman reported that the department had started a Customer Service Survey for those individuals having interaction with the department and noted that they did not receive any negative comments and only positive responses. Trustee Westberg asked if the Village received any responses regarding the contracted inspectors; Director Nordman reported that they did not receive any negative responses. Village Manager Johnson reported that TPI has been contracted to do all the hospital inspections and TPI reports directly to the Village's Chief Building Official (Phil) and Centegra is charged for TPI services.

- Planning & Zoning Projects / Goals:
  - Trustee Kanakaris stated that the minimum size of garages should be increased in new residential developments as many residents with larger vehicles such as mini-vans and pickup trucks cannot fit two (2) in their garage
  - Trustee Kanakaris stated that he would like new residential developments to include wider side-yard setbacks. Village Manager Johnson reported that the Village currently

has existing Annexation Agreements so if those developers come forward the Village would have to honor the restrictions outlined in the Annexation Agreement. Mayor Sass stated that in the days of the major developments, the Village was able to work more with the developers but it is no longer as easy.

- Trustee Kanakaris stated that many of the streets are too narrow and in future developments the streets should be wider. Village Manager Johnson reported that Bike Lanes could be marked on the streets during pavement management but that the Village will need to find additional revenue sources to pay for road maintenance and noted that the Village has been very conservative with expenditures. Trustee Goldman asked if vehicle stickers increased revenue for the Village; Finance Director Chernak reported that some Villages add that fee onto the water bill. Village Manager Johnson reported that an additional one-half percent sales tax would add \$1M but would still be less than neighboring communities.
- Trustee Westberg stated that he would like the Village to consider increasing the size requirement for larger / wider parking stalls. Director Nordman reported that the previous requirement for drive aisles was 25 feet and now it is 24 feet; the size of parking spaces continues to be 9 feet wide by 19 feet deep. Trustee Kanakaris stated that the width of the parking spaces should be made wider; Village Manager Johnson noted the width of the parking spaces at Costco as an example.
- Trustee Goldman stated that the Village should increase enforcement of blighted properties; Village Manager Johnson stated that it appears that the Village Board would like a new Code Enforcement position.
- Trustee Kanakaris asked about residential parkway tree pruning; Village Manager Johnson reported that Staff met with Acres Group regarding a pruning program and also conducting it as part of the yearly Street Improvement Program. Village Manager Johnson reported that the residential parkway trees in Talamore are the responsibility of the HOA.
- Trustee Piwko stated that with regards to off-site signage that there should be a limit of signs and a renewal requirement. Village Manager Johnson stated that Staff will do an audit of existing off-site signs.

#### Engineering/Public Works:

Village Engineer Tim Farrell reported that Staff and the consultant are currently completing the water and sewer master plan which will be coming before the Village Board at an upcoming meeting. Village Manager Johnson reported that the preliminary findings of the master plan show that the Village will need to add a deep well in the future at a probable cost of \$7M. Village Manager Johnson stated that this expenditure may be held off if water conservation efforts increased; this can be done with better education of the benefits of conservation. Trustee Westberg agreed with better educating the residents. Village Manager Johnson stated that the Village's water rates are low. Mayor Sass noted that in the past, the expense of new plants, etc. was paid by developers. Trustee Leopold suggested adding an additional cost to the second water meter. Trustee Westberg agreed with having a little higher water/sewer rates. Village Engineer Farrell explained that there is a 22% increase in water usage during the summer. Village Manager Johnson stated that with the slowdown of development, the Village has

enough water and sewer capacity at this time but may need to jump start a new well and water treatment behind Walmart.

- Engineering / Public Works Goals:
  - Trustee Westberg suggested the construction of a pedestrian bridge over Route 47. Trustee Leopold asked what value it would bring and suggested that Staff do a cost benefit analysis. Trustee Piwko stated that the Village needs a path to connect the Haligus path down Main Street to Central Park Blvd. Trustee Kanakarlis suggested a master plan be prepared of all the bike/pedestrian paths. Trustee Piwko stated that a path is needed on Kreutzer Road from Route 47 to St. Mary Church property; Village Manager Johnson reported that an issue with adding a path would be with the widening of the bridge on Kreutzer. Village Manager Johnson reported that the Village has also had requests to construct a path on Main Street to the Harmony Road campus.
  - Trustee Piwko recommended increasing the lighting on Route 47 to the Tollway including the intersection of Route 47 at Kreutzer Road. Trustee Leopold stated that Regency and Del Webb Blvd at Route 47 also need better lighting.
  - Trustee Westberg asked when the Federal Signage mandate will take effect and asked Staff to review the speed limits throughout the Village and the truck routes in the downtown area. Trustee Piwko suggested perhaps adding flashing stop signs at non-lit intersections. Chief Perkins reported that adding flashing stop signs has short-term merit as drivers get used to them and no longer notice the flashing.
  - Trustee Leopold asked if branch pickup is cost effective for the Village to continue; Village Manager Johnson reported that it was a cost effective service to the residents. Trustee Westberg suggested that the pickup dates be later in the spring.
  - Trustee Westberg suggested that the entries of the subdivisions without HOAs need attention; Village Manager Johnson reported that the Village is responsible for part of the Wing Pointe entrance and the Southwind entrance. Village Manager Johnson reported that the Village collects approximately \$22,000/year via Southwind SSA. Trustee Westberg suggested that subdivision entrance plans be prepared. Trustee Piwko suggested that an entrance plan be prepared for Route 47 at the southernmost entrance to the Village.
  - Trustee Kanakarlis noted that all ponds should have rip-rap as in Southwind and all look clean by adding aerators, if needed. Trustee Piwko agreed and suggested preparing a maintenance program for the ponds.
  - Trustee Westberg suggested pursuing grants to go green.

Trustee Westberg asked for the status of the Village's GIS. Village Manager Johnson reported that the Police Department added crime mapping and Assistant Village Manager Armour reported that all final permits plats were added (for internal use only).

## Finance / Human Resources

Director Chernak reported that her staff is looking at software upgrades and are updating the Personnel Manual. Trustee Westberg suggested that the Personnel Manual also include restrictions on Social Media.

Trustee Leopold asked how many hits the Village's website gets; Director Chernak reported that numbers can be traced to pages only and Village Manager Johnson stated that Staff will report those numbers back to the Board.

Trustee Leopold also requested a list of fees and the actual cost per service.

Trustee Goldman asked if an Intern may be needed in Finance; Director Chernak reported that the front counter position was a job share in the past but now it is handled by one person to provide better service and to be more consistent. Director Chernak reported that there are always two people at the front counter.

Trustee Leopold asked if the Village is seeing savings by using the Lock Box and having less staff.

Village Manager Johnson reported that if the State moves forward with cutting 10% of the revenues to the Village that would equate to a \$1.2 M decrease to the General Fund. The macro picture is in a holding pattern now but it is real and there is a possibility of cuts.

Trustee Leopold asked about bidding out the Audit Firm; Director Chernak reported that the Village prepares a Request for Proposals (RFP).

## Police Department:

Village Manager Johnson reported that the Village will be making a public announcement about the retirement of Chief Perkins next week; however, an internal announcement had already been made with internal applications due by July 23<sup>rd</sup>.

## Police Department Goals:

- Trustee Goldman suggested an upgrade in the Nixle system; Chief Perkins reported that Nixle is a signup program and that the Village is not yet at a level to upgrade. Trustee Westberg asked how the Village could do a mass calling; Chief Perkins said it could be handled with Reverse 911.
- Trustee Goldman asked if there should be increased CERT training; Chief Perkins reported that the Village's CERT members have the maximum training for what they would be needed to do and that the system is already in place with the Mutual Aid Programs.
- Trustee Westberg asked about youth training; Chief Perkins reported that his staff is currently putting together a Police Explorers troop.
- Trustee Westberg suggested village-wide public Wi-Fi and the ability to text 911; Chief Perkins

reported that the technology is not there yet to know where the person is. He also reported on the new legislation limiting the number of PSAPs in the County. The Village will need to be exploring other dispatch alternatives. Village Manager Johnson reported that if the Village were to be part of SEECOM, it would cost approximately \$500,000 per year; it currently costs approximately \$147,000 to use the Lake in the Hills dispatch.

- Trustee Piwko asked what else the Village could do to involve the residents besides CERT and CPA.

Due to time constraints, it was decided to continue discussions at a later time.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEMS:** None

**ADJOURNMENT:**

**There being no further items to discuss, the workshop adjourned at 10:40 a.m.**

Respectfully submitted,

Barbara Read  
Recording Secretary