

**VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING  
December 1, 2011  
MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, December 1, 2011 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, IL 60142.

**ATTENDANCE:**

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

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read, Village Clerk Rita McMahon, Director of Finance and Human Resources Jennifer Chernak, Chief John Perkins, Sergeant Linda Hooten and Village Attorney Mike Coppedge.

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

**PUBLIC COMMENT:**

Mr. Tom Dwyer, PO Box 928, Huntley, spoke on behalf of the Dwyer Family regarding the reconfiguration of Dwyer Street due to the Route 47 Widening Project. Mr. Dwyer requested that Coral Street from Church Street to Route 47 be renamed Dwyer Street. Mayor Sass responded that if Dwyer Street was eliminated that the Dwyer Family would have a valid concern; however, Dwyer Street is still in tact and that the Village will be improving the signage to make it more clear. Mayor Sass stated that it would not be fair to those residents and businesses on Coral Street to have to require their addresses to be changed.

All other individuals that signed in to make a public comment were part of Agenda Item C and will speak during those discussions.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a. Appointment of Members to the Plan Commission and Zoning Board of Appeals:
  - Lori Nichols, Plan Commission
  - JR Westberg, Plan Commission
  - Tom Kibort, Plan Commission Chairman
  - Tim Hoeft, Zoning Board of Appeals

Mayor Sass proposed the following appointments to the Plan Commission and Zoning Board of Appeals: Lori Nichols and JR Westberg Plan Commission, Tom Kibort as Plan Commission Chairman; and Tim Hoeft to the Zoning Board of Appeals (ZBA).

Mayor Sass stated that all candidates have expressed an interest in serving the Village. Additional information regarding the appointments follow:

- Ms. Nichols was appointed to the ZBA in March 2011.
- Mr. Westberg is involved in community groups such as the Jaycees and the American Legion.
- Mr. Kibort, at twelve years is the longest serving member of the Plan Commission. Mr. Kibort will replace Trustee Hahn as Chairman of the Plan Commission.
- Mr. Hoeft is also involved in community groups.

Mayor Sass asked Village Clerk Rita McMahon to administer the Oath of Office to Ms. Nichols, Mr. Westberg and Mr. Hoeft and noted that it is not necessary for Mr. Kibort to re-take the Oath as he changes positions on the Plan Commission.

Village Clerk McMahon administered the Oaths of Office.

- a. Approval of the November 10, 2011 Village Board Meeting Minutes

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

**A MOTION was made to approve the November 10, 2011 Village Board Meeting Minutes.**

**MOTION: Trustee Leopold**

**SECOND: Trustee Fender**

**AYES: Trustees Fender, Hanson, Kanakaris, Leopold and Piwko**

**NAYES: None**

**ABSTAIN: Trustee Hahn**

**The motion carried: 5-0-1**

- b. Approval of Ordinance (O)2011-12.50 - An Ordinance Approving Site Plan Review to allow for the drive-through canopy relocation and relief for associated site improvements in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq. / BMO Harris Bank N.A.

Senior Assistant to the Village Manager Lisa Armour reviewed a Power Point Presentation and reported that the BMO Harris Bank site at the southeast corner of Route 47 and Algonquin Road has been impacted by the reconstruction/widening of these two roadways. The Algonquin Road reconstruction necessitated the petitioner to propose “shifting” the bank’s drive-through canopy to the south along the east elevation of the structure and reconfiguration of parking and drive aisles within the site. Relocation of the drive-through canopy will reduce the slope of the driveway leading to/from Algonquin Road and the request for relief from the building setback and parking area requirements will address impacts to the building and site as a result of right-of-way taken for the adjacent roadways.

The following elements of relief are required from the Village’s Zoning Ordinance to accommodate the right-of-way taken from the subject site:

- An encroachment of 9.34 feet into the required twenty (20) foot side yard setback from the Algonquin Road right-of-way (property line).
- Relief to reduce the required number of parking spaces from 33 to 29.
- An encroachment of eight (8) feet into the required ten (10) foot parking setback at the northwest corner of the site.

#### *Site Plan Review*

The BMO Harris Bank drive-through canopy relocation entails shifting the existing canopy approximately forty-three (43) feet to the south along the east elevation of the bank building thereby increasing the distance between the canopy and Algonquin Road. The increased distance accommodates the redesign of the driveway to include a gentler slope (from approximately 11% to just over 5%) more easily navigated by vehicular traffic entering and exiting the site.

The existing drive-up teller drawer will remain in use at the teller windows and a roof eave will be extended to provide protection from the weather. The teller window drawer will also be lowered to correspond with the reconfigured driveway slope. Furthermore, the drive-aisle closest to the building under the newly relocated canopy will not be used to avoid any conflict with the use of the existing drive-up teller window drawer.

The recent reconstruction of Algonquin Road reduced the setback between the right-of-way and the north side of the bank building. The “B-3” Shopping Center Business-zoned property has a corner side-yard setback minimum of twenty (20’) feet that is now approximately 10.96 feet thereby requiring relief of 9.04 feet from the setback requirement.

The proposed plan also includes a masonry dumpster enclosure with metal gates at the southeast corner of the site. The new trash enclosure will replace the existing wooden enclosure currently located on the south side of the site.

#### *Parking*

The Village’s parking requirements dictate 3.5 parking spaces per 1,000 square feet of building space and require a ten (10) foot setback from the parking lot to adjacent property lines. The 9,350 square foot building therefore requires 33 parking spaces including two (2) handicap spaces. The proposed site plan indicates 29 parking stalls (including two (2) handicap spaces) and parking setback as little as two (2) feet at the northwest corner of the site. Therefore, relief is required to accommodate four (4) fewer parking spaces than required and relief of eight (8) feet from the ten (10) foot parking setback requirement. Prior to the right-of-way taking for the Route 47 widening project there were fifty-two (52) parking spaces.

#### *Landscaping*

The proposed landscape plan calls for replacing and augmenting existing plant material throughout the site. The plan places emphasis on the northwest corner of the site near the Route 47/Algonquin intersection, the southwest corner of the building, around the new dumpster enclosure and along the drive aisles on the south and east sides of the site.

Landscaping adjacent to the Route 47/Algonquin Road intersection and along the north elevation of the building will include a variety of groundcover plantings with small shrubs, shade and ornamental trees. Planting within the island at the ingress/egress drive to Algonquin Road will include two (2) flowering Crabapple trees and low-lying Black-Eyed Susan and Prairie Dropseed. Landscaping will also be located around the base of the new monument sign.

An eight (8) foot tall Apple Serviceberry will replace the five (5) Ash trees near the entrance to the bank facility with this area further adorned with Wintercreeper evergreen shrubs, Beach Blanket Rose and Gro Low Sumac groundcover and ornamental grasses continuing around the rear of the building.

### *Lighting*

The existing parking lot light fixtures will be replaced with U.S. Architectural Lighting Stealth series, shoe box-style lighting fixtures. The fixtures will be installed on the existing concrete light pole bases and utilize the existing poles. Additional fixtures will also be added to the site to augment the existing light fixture locations. The petitioners contend the use of existing lighting infrastructure will serve to minimize costs and the duration of the site's reconstruction. The photometric plan for the site meets the requisite 2.0 foot-candle average for the parking area and 0.5 foot-candle maximum along the property lines.

### *Signage*

The bank's sign package will replace existing signs with the new "BMO Harris Bank" signage. This includes construction of a new monument sign at the northwest corner of the site that will be framed in brick to match the building. Wall signage will also be added to the west and north building elevations. All proposed signage conforms to the requirements of the Sign Ordinance.

### Plan Commission Action

The Plan Commission conducted a public hearing and reviewed the petition at their November 14, 2011 meeting. The site lighting fixtures and the possibility of updating the exterior of the existing bank facility were issues raised by two (2) Plan Commission members. They strongly suggested the use of a decorative-style site lighting fixture be investigated along with improvements to the exterior of the structure to improve its "dated" aesthetic. In response to these comments, a consultant representing the bank stated that the bank's plans at this time were strictly related to improving the safety of the traffic flow on the site and that there were no plans to make any aesthetic improvements. Having fully heard and considered testimony, the Plan Commission recommended approval of the request by a vote of 4 to 1, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management.
4. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
5. No building plans or permits are approved as part of this submittal.
6. No sign permits are approved as part of this submittal.

Ms. Armour reported that since the Plan Commission meeting, Staff has been in discussion with the petitioner and they have agreed to use the same type of lighting fixtures that are at the new location south on Route 47.

Ms. Armour reported that representatives from BMO Harris were in attendance to answer questions.

Mayor Sass asked if the Village Board had comments or questions.

Trustee Fender stated that she was a Harris Bank customer and she loved the staff. She reported that in her opinion the remodeling, or lack thereof, of this building is not acceptable. She stated that the bank went all out when constructing the new building on the south end of town making it a LEED Certified building. Trustee Fender reported that this site is dangerous and the building doesn't work for Huntley's future and needs to be remodeled or torn down. Trustee Fender requested that BMO Harris do a complete remodel in the next two years.

Trustee Kanakaris stated that he had no problem with the request of the petitioners and the building could use updating but he does not want to spend other people's money.

Trustee Piwko agreed with Trustee Fender and stated that he was very disappointed that nothing would be done to the outside of the building; the landscaping improvements are minimal considering that this area is an entry way into the Village. Trustee Piwko stated that if work is being done on the inside that they should also improve the outside and modernize the building.

Trustee Hanson stated that he is in agreement with the canopy, signage, landscaping and requested relief from requirements of the Zoning Ordinance; he also stated that he would like to see a plan to improve the exterior of the building within the next two (2) years.

Trustee Leopold stated that he recognizes the need to remodel due to the relocation of the drive-up canopy but requested assurances, time certain, to remodel the inside and outside of the building.

Trustee Hahn stated that he agreed with Trustees Leopold and Hanson and approved the moving of the canopy and requests for relief.

Mayor Sass stated that he agrees with the proposed changes and noted that the Board would like a two-year window to improve or modernize the exterior of the building. Mayor Sass asked if someone from BMO Harris would like to respond.

Trustee Fender asked Village Attorney Mike Coppedge for a clarification if the Board is allowed to request the exterior improvements. Attorney Coppedge stated that this is a different scenario of the earlier requests from Tobacco Hut as those properties had property maintenance violations. Attorney Coppedge stated that the Village would be walking a dangerous line by imposing aesthetic changes without violations of the Property Maintenance Code. Attorney Coppedge reported that the petitioner is only requesting relief to address the hardships imposed by the Route 47 Widening Project.

Trustee Hanson stated that the Board would like to see a plan of what Harris has planned for that bank location in the future.

Trustee Fender stated that she believes that since BMO is playing a larger part in Harris Bank right now that everything she has been told for the last four (4) years regarding the construction of a new bank building has changed. Trustee Kanakaris stated that Harris was not in violation. Trustee Fender stated that she thought they were in violation with the two-foot setback. Village Manager Johnson said that the two-foot setback was a zoning violation and with all petitioners the Village asks that they make changes that will follow the Village's established Design Guidelines; it is typically a give and take situation. Village Manager Johnson stated that we hope the petitioner considers those guidelines and the feedback from the Board.

Mr. Richard Cohler, attorney for the petitioner, stated that he asked Village Attorney Coppedge after the Plan Commission Hearing if there were any ordinances, codes or statutes that would force a business to change the aesthetics of their building; Attorney Coppedge said that if there were property maintenance code violations that aesthetic concerns would be eradicated.

Mr. Cohler stated that Staff identified three exceptions in order to address the safety improvements to the site and the Plan Commission approved the three exceptions; if the Village Board votes against the request they will be voting against the Plan Commission and holding off safety issues to be resolved.

Trustee Leopold stated that BMO Harris is a big player in Chicagoland but so are Walmart and other businesses such as Walgreens and they have been willing to work with the Village. Trustee Leopold asked Mr. Cohler to convince the Board that BMO Harris is willing to work with the Village.

Mr. Cohler stated that BMO Harris will be making safety improvements only and that the Village is trying to legislate aesthetics with no law, rule or legal principle to force a business to change aesthetics.

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

Trustee Fender stated that she would vote yes under duress.

There were no other comments or questions.

**A MOTION was made to approve Ordinance (O)2011-12.50 – Granting Approval of the Site Plan Review to allow for the drive-through canopy relocation and relief for associated site improvements in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

**AYES: Trustees Fender, Hahn, Hanson, Kanakaris and Leopold**

**NAYES: Trustee Piwko**

**ABSTAIN: None**

**The motion carried: 5-1-0**

- c. Approval of Resolution (R)2011-12.39 – Authorization to Waive the Formal Bidding Process and to Purchase the COBAN In-Car Camera System

Police Chief Perkins stated that Sergeant Linda Hooten researched the purchase of this equipment and would present their findings to the Village Board.

Sergeant Hooten reported that the current in-car camera system used by the Police Department is the Digital Patroller and it is over five years old. The company, DTS, has gone out of business and replacement parts are difficult to find. It has become a challenge to keep the cameras operable and the situation will worsen as the system ages and requires more maintenance.

A total of 11 in-car camera systems are needed to equip all the marked squads including the Community Service Officer's vehicle.

### Staff Analysis

Over the last two years, Police Department staff has researched 6 different in-car camera systems to determine the best vendor to meet our specifications. Four of the systems were installed in police cars and field tested over several weeks. The following systems were reviewed:

- Watch Guard Digital – DV1 – DVD system did not qualify
- Digital Safety Technology – DP2 system (field tested)
- ICOP system (field tested) – cost \$63, 000 – since testing the company is out of business
- COBAN Edge (field tested) - \$70,000
- Digital Patroller 3 (field tested) – cost \$65,000
- KCI Communications – no quote given – now out of business

All of the systems were competitively priced and offered different advantages. The COBAN system stood out above and beyond the others. COBAN is Windows based and allows playback while still recording. It has a dual camera capability that will allow for two officers to be recorded simultaneously. COBAN is the only system with a mapping feature and it is the most user-friendly when burning a video onto a DVD. The camera records at 30 frames per second and provides high definition video as well as low light recording. In addition, COBAN has a video tagging feature. The COBAN offers some very nice options that can be added on in the future. This includes a license plate reader. No other vendor met all of these specifications.

A major consideration when selecting a new in-car camera system was the vendor reliability. As previously mentioned, DTS is out of business and this has shortened the years of use for our current system. Several companies that produce in-car camera systems have gone out of business in recent years including two that we tested, ICOP and KCI. COBAN is a major player in the field and has the sole contract for the Chicago Police Department. They also have a certified installer in Bartlett. It is believed that with such a large presence in the area, COBAN will provide stability and good service.

### Financial Impact

The total project cost is estimated to be approximately \$70,000. The project is being divided over a 2 year period with \$35,000 being allocated in the equipment replacement fund for both FY11 and FY12.

In FY11, the server system and rack will be purchased through Dell for \$7,582.63. This represents a substantial savings compared to buying the server and rack through COBAN. Four camera systems along with system software will be purchase through COBAN for \$27,400.00; installation is included. In FY12, the remaining cameras will be purchased through COBAN to complete the project.

Funds for this project will come from the Village's Equipment Replacement Fund line item: 48-10-4-7750.

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

Trustee Leopold asked what the difference in cost was for the equipment that did not meet the standards; Sergeant Hooten said there was a \$10,000 difference.

Trustee Hahn asked if they checked with other local departments regarding satisfaction with the equipment; Sergeant Hooten stated that they spoke with Chicago Police Department who are happy with

the equipment. Sergeant Hooten stated that they spoke with other departments regarding the equipment which did not meet the Police Departments needs.

There were no other comments or questions.

**A MOTION was made to approve (R)2011-12.39 – Authorization to Waive the Formal Bidding Process and to Purchase the COBAN in car camera system.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Hanson**

**AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko**

**NAYES: None**

**ABSTAIN: None**

**The motion carried: 6-0-0**

d. Discussion – Review of 2011 – 2015 Strategic Plan

Village Manager David Johnson reviewed a Power Point Presentation and reported that the Village Board adopted the 2011-2015 Strategic Plan in September, 2011. The plan includes eight vision statements and goals and objectives in support of those statements. Budget goals identified in the FY2012 budget have been brought forward in support of the priorities outlined in the Strategic Plan. It is also important as part of the budget process to review and revise, as needed, the Strategic Plan.

Staff Analysis

Staff is recommending the following revisions:

Deletion of Objective 5 under Vision 7, Goal 1 – Secure Amtrak station in the downtown; The State of Illinois Department of Transportation has selected another route south of Huntley for the potential extension of Amtrak service to Galena

It is important to note that while some goals may not have specific FY2012 action items listed; Staff continues to work on these goals. Many of them are related to on-going programs and activities that go beyond an individual budget year. In addition, the Strategic Plan covers a time period of five years, and goals and accomplishments will be spread across this timeframe.

2011 – 2015 STRATEGIC PLAN VISIONS, GOALS, AND OBJECTIVES

VISION 1	Setting the standard for managing and providing quality municipal services while maintaining a commitment to preserving our history, environment, and unique demographic make up
<i>Goal 1</i>	<i>Improve Service Delivery Methods Throughout All Departments</i>
Objective 1	Evaluate current technology and procedures and update as needed
2012	Continue review and update of Village Code of Ordinances
2012	Update the Tree and Landscape Regulations of the Zoning Ordinance
2012	Complete a comprehensive analysis of the health insurance program as part of the 2012 renewal process
2012	Update the Employee Personnel Manual

2012	Implement the 2012 Information Technology Update
2012	Continue MXU meter reading device replacement program
2012	Continue to promote the Backflow Testing Program through the Development Services Department
2012	Purchase 5 replacement vehicles for Police Department fleet
2012	Complete Police Department in-car camera system in Phase II
2012	Replace 3 hand held radar units
2012	Contract replacement of lighting at Public Works Bakley Street facility
2012	Replace furnaces at Well #8 and #9 Treatment facilities
2012	Replace roof at West Wastewater Treatment facility
2012	Conduct Curbside Branch Pick-Up
2012	Purchase Asphalt Paving Machine and 10-ton tag trailer
2012	Upgrade 5-Yard Dump Truck
2012	Complete painting of Well #9 interior
2012	Re-Paint Water Tower No. 1 (Huntley Center)
2012	Re-Paint Water Tower No. 4 (W. Main Street)
2012	Pull and service Well #9 Well and Well Pump
2012	Computerize Daily Water Well Rounds
2012	Continue Sewer Lining Program
2012	Replace East Plant Digester Domes
2012	Upgrade East Plant UV System
Objective 2	Utilize the Village's web site to conduct more transactions on-line
2012	Research and implement an e-bill system for distribution of water bills
Objective 3	Investigate other forms of technology and service delivery methods to identify areas for improvement
2012	Contract landscape maintenance of grass mowing, fertilizing, and weed control for Municipal Complex
2012	Continue Televising of Sanitary Sewers
<i>Goal 2</i>	<i>Enhance communications with residents, businesses, and others</i>
Objective 1	Expand use of the Village web site and internet to disseminate and collect information
2012	Enhance public information efforts through various communication forms
2012	Complete a Resident/Customer Service Survey
2012	Establish an Engineering Department web page to provide additional information and educational resources to residents and developers
2012	Explore opportunities for on-line submittal of required engineering plans and documents

2012	Submit the Village's FY 2011 financial report to the Government Finance Officers Association (GFOA) for the purpose of obtaining the Certificate of Achievement in Financial Reporting (CAFR)
2012	Submit the Village's FY 2012 budget document to the Government Finance Officers Association (GFOA) for the purpose of obtaining the Distinguished Budget Presentation Award
2012	Conduct Police Department community needs and satisfaction survey
Objective 2	Actively seek opportunities to speak to community groups
Objective 3	Host public information meetings for residents on important community projects
2012	Host tours for various community groups of the wastewater treatment facilities
<i>Goal 3</i>	<i>Maintain and enhance commitment to organizational development</i>
Objective 1	Update the Organization and Staffing study to reflect current and projected operating conditions
Objective 2	Invest in on-going training of elected officials, employees, and volunteers as budget allows
2012	Continue customer service program training
2012	Conduct the employee POWER Fitness Test
2012	Conduct the bi-annual Health Fair
2012	Conduct Village-wide software training
2012	Complete 40 hours in-service training per Police Department employee
2012	Ensure Public Works employees attend a wide range of technical training sessions
Objective 3	Review location and capacity of existing Village facilities to determine space needs and identify areas for potential satellite facilities if needed
2012	Complete Huntley/Algonquin Joint Firearms Training Facility
<i>Goal 4</i>	<i>Establish a balance between preserving unique historical structures while encouraging redevelopment opportunities</i>
Objective 1	Establish criteria to determine candidate properties for preservation and rehabilitation
Objective 2	Identify properties to be preserved and properties more suitable for redevelopment
Objective 3	Work to ensure new development is complementary to adjacent development
<i>Goal 5</i>	<i>Enhance the financial position of the Village</i>
Objective 1	Conduct a comparative analysis of license and permit fees with other communities
2012	Conduct a comparative analysis of license and building permit fees with other communities
Objective 2	Identify potential new sources of revenue to reduce reliance on State shared revenues
2012	Adopt a Legislative Agenda for 2012
Objective 3	Monitor legislation at the state level that would impact Village finances

VISION 2	Protecting and enhancing the quality of life and preserving resources for future generations
<i>Goal 1</i>	<i>Promote responsible property ownership and tenants in all neighborhoods and commercial developments</i>
Objective 1	Implement a rental property inspection program
Objective 2	Maintain an active code enforcement program that acts to prevent complaints rather than reacting to calls
2012	Continue to track and monitor vacant properties and proactively enforce the Property Maintenance Code
Objective 3	Provide educational resources to assist property owners and tenants
Objective 4	Explore incentives to encourage rehabilitation of existing housing
<i>Goal 2</i>	<i>Maintain public safety throughout the Village</i>
2012	Conduct Parkway Compliance Program
2012	Continue Mosquito Abatement Program
2012	Coordinate maintenance and repair of streetlights with contractor
Objective 1	Maintain CALEA accreditation
Objective 2	Expand crime prevention programs for residents and businesses
2012	Reduce domestic violence incidents by 5%
2012	Reduce traffic crashes by 2%
Objective 3	Maintain appropriate staffing levels to meet needs and expectations of the community
2012	Assign an additional detective
Objective 4	Annually review and update the Village's Emergency Operations Plan
2012	Conduct annual fire and tornado drills
2012	Conduct Emergency Preparedness Drill
<i>Goal 3</i>	<i>Protect natural resources</i>
2012	Maintain streets through regular street sweeping and clean out catch basins to minimize local flooding hazards
2012	Continue installation of rip-rap around Scott Drive detention pond basin
Objective 1	Promote sustainable development standards with new development
2012	Continue the 50/50 Residential Tree Replacement Program
2012	Assist with Emerald Ash Borer (EAB) tree removal program
2012	Identify and implement green initiatives in the design of new development and infrastructure
Objective 2	Take an active role in regional discussions concerning groundwater supply
2012	Participate in regional Water Task Force discussions on groundwater supply
2012	Ensure a high standard of water quality by meeting or exceeding standards set by the Illinois Environmental Protection Agency (IEPA)

2012	Continue to meet requirements to receive Fluoridation Award from the Department of Public Health
2012	Continue to obtain the Certificate of Recognition for participation and compliance with the Illinois Environmental Protection Agency's (IEPA) Discharge Monitoring Report Quality Assurance Study Program
VISION 3	Building partnerships and collaborating with the private sector, community organizations, local taxing bodies and other communities to meet challenges and create opportunities for the future
<i>Goal 1</i>	<i>Promote intergovernmental cooperation</i>
Objective 1	Identify opportunities to share resources for service delivery and to avoid duplication of efforts
2012	Identify opportunities to share services with other units of government to maximize public resources
2012	Host IEPA wastewater exams at Public Works facility
2012	Continue participation in the Fox Valley Operators Association and other regional groups
Objective 2	Actively participate in local, state, and regional groups such as McHenry Council of Governments to work together to pursue common goals
2012	Adopt a Legislative Agenda for 2012
2012	Continue as the lead agency through the Phase II Engineering to ensure construction of the I-90/Rt. 47 interchange begins in 2012
2012	Implement an opt-out municipal aggregation program for the purchase of electricity for residential and small commercial customers
<i>Goal 2</i>	<i>Expand Business Retention Program</i>
Objective 1	Work with Chamber of Commerce and other organizations to provide assistance to local businesses
Objective 2	Expand business visitation program
<i>Goal 3</i>	<i>Secure facilities to meet the needs of aging community</i>
Objective 1	Work with developers to attract a quality, full service nursing home
Objective 2	Work with area medical providers to secure location of a hospital within the Village
VISION 4	Providing for a variety of housing options for all ages and income groups
<i>Goal 1</i>	<i>Consider affordable senior housing opportunities</i>
Objective 1	Explore local, state, and federal programs to assist with development of affordable senior housing
Objective 2	Identify developers of quality senior housing and establish contacts
Objective 3	Identify appropriate areas of the Village to locate senior housing

<i>Goal 2</i>	<i>Consider mixed-use developments that offer different types of housing choices</i>
Objective 1	Identify appropriate areas of the Village for different housing types
Objective 2	Review and revise land use ordinances to ensure that different housing types can be accommodated
VISION 5	Maintaining and enhancing the business environment to attract quality commercial, office, service, and business park development, creating more opportunities for residents to work and shop in Huntley
<i>Goal 1</i>	<i>Attract quality employers and retailers that create economic strength and employment options</i>
Objective 1	Identify businesses seeking to grow and expand within the Chicago metropolitan region
Objective 2	Develop an aggressive marketing program to reach targeted businesses
2012	Develop and adopt a comprehensive Economic Development Plan to attract new retail, commercial, and industrial development
2012	Implement Fiber Optic/Broadband Initiative to enhance economic development opportunities
Objective 3	Conduct a tour of the community for potential investors to showcase development opportunities
<i>Goal 2</i>	<i>Facilitate location and expansion of businesses to retain and create new jobs</i>
Objective 1	Review and update the economic incentive policy as needed
Objective 2	Maintain a streamlined development review process to expedite approval times
Objective 3	Maintain a streamlined building permit review process to expedite approval times
VISION 6	Attracting new dining, entertainment, and lodging facilities that serve not only Huntley residents, but also serve to draw visitors to the community
<i>Goal 1</i>	<i>Attract quality entertainment establishments that attract visitors and serve residents</i>
Objective 1	Work with developers in Route 47 corridor to attract a quality movie theater
Objective 2	Continue aggressive marketing program to national and regional dining facilities
<i>Goal 2</i>	<i>Attract quality lodging establishments that attract visitors and spin-off investment</i>
Objective 1	Work with developers in Route 47 corridor to attract a quality hotel
Objective 2	Identify potential sites for a large banquet hall and seek a developer
Objective 3	Conduct a feasibility study for a conference center
VISION 7	Preserving and revitalizing downtown Huntley, as well as fostering redevelopment along the Route 47 corridor and infill development in other areas

<i>Goal 1</i>	<i>Establish downtown Huntley as a destination location for residents and visitors</i>
Objective 1	Implement recommendations of Downtown Revitalization Plan
2012	Continue Implementation of the Downtown Revitalization Plan
2012	Completion of a Downtown TIF Feasibility Analysis
2012	Update Zoning Ordinance use, bulk, and area regulations for the Downtown area
Objective 2	Continue community events held downtown, i.e. Farmers Market, Memorial Day parade, 4 <sup>th</sup> of July event
Objective 3	Expand the Village Square to accommodate larger events
Objective 4	Identify financial incentives to assist small businesses locate and expand downtown
2012	Implementation of the façade improvement assistance program
<del>Objective 5</del>	<del>Secure Amtrak station in the downtown</del>
<i>Goal 2</i>	<i>Pursue redevelopment opportunities along Rt. 47</i>
Objective 1	Complete demolition of former Marathon building and identify new use for site
Objective 2	Complete demolition of vacant building on the northeast corner of Rt. 47 and North Street
Objective 3	Attract a developer to redevelop the Marlowe Feed property
Objective 4	Promote redevelopment of vacant property at northwest corner of Mill St. and Rt. 47 (former school)
Objective 5	Prepare revitalization plan for Rt. 47 corridor from Kreuzer Road to Algonquin Road
2012	Complete Installation of Decorative Banners and Street Name Signs along Rt. 47 Corridor
<i>Goal 3</i>	<i>Promote adaptive re-use of residences adjacent to the downtown</i>
Objective 1	Review land use ordinances and building codes to identify challenges to re-use of existing buildings
Objective 2	Revise land use ordinances and building codes, as feasible, to facilitate redevelopment
VISION 8	Working with area and regional colleges and universities to establish local facilities offering a wide range of educational and employment training opportunities, including degree programs at all levels
<i>Goal 1</i>	Establish contacts with area schools
Objective 1	Identify appropriate contacts with various institutions and meet with them to introduce Village of Huntley
Objective 2	Maintain regular communication with school officials to position Huntley for future expansion
Objective 3	Work with School District 158 to assess needs of graduating students and to explore establishing programs such as a Police Cadet Program
<i>Goal 2</i>	Develop outreach and marketing program

Objective 1	Work with local property owners and developers to identify available sites
Objective 2	Conduct community survey to assess interest in educational opportunities offered within the community
Objective 3	Host an event in the Village for area schools to showcase available sites and opportunities

## **FY2012 BUDGET GOALS BY DEPARTMENT**

Note: **V** refers to Strategic Plan Vision Number  
**G** refers to Strategic Plan Goal Number  
**O** refers to Strategic Plan Objective Number

### **VILLAGE MANAGER'S OFFICE**

- Adopt a Legislative Agenda for 2012 (V3, G1, O2)
- Continue as the lead agency through the Phase II Engineering to ensure construction of the I-90/Rt. 47 interchange begins in 2012 (V3, G1, O2)
- Enhance public information efforts through various communication forms (V1, G2, O1)
- Complete a Resident/Customer Service Survey (V1, G2, O1)
- Develop and adopt a comprehensive Economic Development Plan to attract new retail, commercial, and industrial development (V5, G1, O2)
- Implement Fiber Optic/Broadband Initiative to enhance economic development opportunities (V5, G1, O2)
- Continue review and update of Village Code of Ordinances (V1, G1, O1)
- Implement an opt-out municipal aggregation program for the purchase of electricity for residential and small commercial customers (V3, G1, O2)
- Identify opportunities to share services with other units of government to maximize public resources (V3, G1, O1)
- Continue the 50/50 Residential Tree Replacement Program (V2, G3, O1)
- Complete Installation of Decorative Banners and Street Name Signs along Rt. 47 Corridor (V7, G2, O5)

### **ENGINEERING GOALS**

- Update the Tree and Landscape Regulations of the Zoning Ordinance (V1, G1, O1)
- Identify and implement green initiatives in the design of new development and infrastructure (V2, G3, O1)
- Establish an Engineering Department web page to provide additional information and educational resources to residents and developers (V1, G2, O1)
- Explore opportunities for on-line submittal of required plans/documents (V1, G1, O2)

### **FINANCE AND HUMAN RESOURCES**

- Research and implement an e-bill system for distribution of water bills (V1, G1, O2, O3)
- Complete a comprehensive analysis of the health insurance program as part of the 2012 renewal process (V1, G1, O1)

- Continue customer service program training (V1, G3, O2)
- Update the Employee Personnel Manual (V1, G1, O1)
- Submit the Village's FY 2011 financial report to the Government Finance Officers Association (GFOA) for the purpose of obtaining the Certificate of Achievement in Financial Reporting (CAFR) (V1, G2, O1)
- Submit the Village's FY 2012 budget document to the Government Finance Officers Association (GFOA) for the purpose of obtaining the Distinguished Budget Presentation Award (V1, G2, O1)
- Implement the 2012 Information Technology Update (V1, G1, O1)
- Conduct the employee POWER Fitness Test (V1, G3, O2)
- Conduct the bi-annual Health Fair (V1, G3, O2)
- Conduct Village-wide software training (V1, G3, O2)
- Conduct annual fire and tornado drills (V2, G2, O4)
- Continue MXU meter reading device replacement program (V1, G1, O1)

### **DEVELOPMENT SERVICES GOALS**

- Continue Implementation of the Downtown Revitalization Plan (V7, G1, O1)
- Completion of a Downtown TIF Feasibility Analysis (V7, G1, O1)
- Implementation of the façade improvement assistance program (V7, G1, O1, O4)
- Update Zoning Ordinance use, bulk, and area regulations for the Downtown area (V7, G1, O1)
- Continue to track and monitor vacant properties and proactively enforce the Property Maintenance Code (V2, G1, O2)
- Continue to promote the Backflow Testing Program through the Development Services Department (V1, G1, O1)
- Conduct a comparative analysis of license and permit fees with other communities (V1, G5, O1)

### **POLICE DEPARTMENT**

- Conduct community needs and satisfaction survey (V1, G2, O1)
- Complete 40 hours in-service training per employee (V1, G3, O2)
- Reduce domestic violence incidents by 5% (V2, G2, O2)
- Reduce traffic crashes by 2% (V2, G2, O2)
- Assign an additional detective (V2, G3, O3)
- Conduct Emergency Preparedness Drill (V2, G2, O4)
- Purchase 5 replacement vehicles for fleet (V1, G1, O1)
- Complete in-car camera system in Phase II (V1, G1, O1)
- Replace 3 hand held radar units (V1, G1, O1)
- Complete Huntley/Algonquin Joint Firearms Training Facility (V1, G3, O3)

### **PUBLIC WORKS GOALS**

- Contract landscape maintenance of grass mowing, fertilizing, and weed control for Municipal Complex (V1, G1, O3)
- Contract replacement of lighting at Public Works Bakley Street facility (V1, G1, O1)
- Replace furnaces at Well #8 and #9 Treatment facilities (V1, G1, O1)
- Replace roof at West Wastewater Treatment facility (V1, G1, O1)
- Conduct Curbside Branch Pick-Up (V1, G1, O1)

- Conduct Parkway Compliance Program (V2, G2)
- Continue Mosquito Abatement Program (V2, G2)
- Maintain streets through regular street sweeping and clean out catch basins to minimize local flooding hazards (V2, G3)
- Assist with Emerald Ash Borer (EAB)/50-50 Tree Replacement Program (V2, G3, O1)
- Coordinate maintenance and repair of streetlights with contractor (V2, G2)
- Purchase Asphalt Paving Machine and 10-ton tag trailer (V1, G1, O1)
- Upgrade 5-Yard Dump Truck (V1, G1, O1)
- Continue installation of rip-rap around Scott Drive detention pond basin (V2, G3)
- Participate in regional Water Task Force discussions on groundwater supply (V2, G3, O2)
- Ensure a high standard of water quality by meeting or exceeding standards set by the Illinois Environmental Protection Agency (IEPA) (V2, G3, O2)
- Ensure employees attend a wide range of technical training sessions (V1, G3, O2)
- Complete painting of Well #9 interior (V1, G1, O1)
- Re-Paint Water Tower No. 1 (Huntley Center) (V1, G1, O1)
- Re-Paint Water Tower No. 4 (W. Main Street) (V1, G1, O1)
- Pull and service Well #9 Well and Well Pump (V1, G1, O1)
- Computerize Daily Water Well Rounds (V1, G1, O1)
- Continue to meet requirements to receive Fluoridation Award from the Department of Public Health (V2, G3, O2)
- Continue to obtain the Certificate of Recognition for participation and compliance with the Illinois Environmental Protection Agency's (IEPA) Discharge Monitoring Report Quality Assurance Study Program (V2, G3, O2)
- Host IEPA wastewater exams at Public Works facility (V3, G1, O1)
- Continue participation in the Fox Valley Operators Association and other regional groups (V3, G1, O1)
- Host tours for various community groups of the wastewater treatment facilities (V1, G2, O3)
- Continue Sewer Lining Program (V1, G1, O1)
- Continue Televising of Sanitary Sewers (V1, G1, O3)
- Replace East Plant Digester Domes (V1, G1, O1)
- Upgrade East Plant UV System (V1, G1, O1)

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

Trustee Leopold suggested that a goal should be to continue to pursue a Metra Station in the Village; Village Manager Johnson stated that Staff would remove the Amtrak goal and include pursuing a Metra Station.

There were no other comments or questions.

***This agenda item was for discussion only and no Village Board action was required.***

e. Presentation - Village of Huntley Fiscal Year 2012 Annual Operating Budget

Village Manager David Johnson reviewed a Power Point Presentation and reported that the budget discussions to date for FY12 have focused on Capital Projects and Purchases. The purpose of this presentation is to present the operating budgets for the General Fund, Water Fund and Sewer Fund.

Staff Analysis

The following are highlights of the FY operating budgets.

*General Operating Fund*

- In accordance with Village Financial and Budget Policies, the proposed budget for the General Operating Fund Budget is balanced with \$8,554,768 in revenues and expenditures.
- The General Operating Fund Budget is decreased \$2,790,578 or 24.6% from the FY11 Budget.
- The same turbulence in external economic factors such as unemployment, a weak housing market and uncertainty about the financial status of the State of Illinois remain a concern in formulating the budget. As an example, building permit revenue accounted for 18% for the Village's General Fund revenue in 2007. It is estimated that the percentage will be 3.5% in 2012.
- The Village is considering a freeze to the property tax levy; therefore, property tax revenue is expected to remain flat at \$3,498,000.
- Based on estimated FY11 sales tax revenue projections, the FY12 Budget includes a \$250,000 increase in sales tax to \$1,600,000.
- State Shared Revenues (Local Use, Income and Replacement Taxes) are expected to remain flat from FY11 to FY12 even after the Illinois Municipal League projected an increase on a per capita basis for these taxes. The Village may be adversely impacted by the State's decision to pay Regional School Superintendent's from Replacement Tax receipts.
- The combination of Telecommunications Taxes (\$145,000) and Cable Franchise Fees (\$305,000) are expected to remain flat at \$450,000.
- FY11 Building Permit Fees are expected to double the FY11 Budget estimate of \$300,000; however, based on the weakness of the housing market in general and the fact that Sun City Huntley is built out, the FY12 Budget proposes \$300,000 in revenue.
- The Village is a service business and approximately 75% of the operating budget is personnel related.
- The number of full-time equivalent positions proposed for the FY12 budget is 89.5, which is 1.5 less than the 2011 budget.
- Based on the Village's population of 24,291, this equates to the Village employing 3.7 employees per 1,000 population.
- For comparison purposes, the proposed FY12 staffing level is 5.5 positions less than the authorized FY08 staffing level.

*Water Operating Fund*

- The Village operates five (5) deep wells and five (5) elevated storage tanks, and provides water and sewer utility services to 12,028 customers.
- The FY12 Water Operating Fund estimated revenues are \$2,207,400 and expenses are \$1,940,297. The Budget covers personnel expenses, and equipment and materials needed for the operations and maintenance of the water system. In addition, debt service expenses are budgeted for the I-90 utility extension project and the Public Works facility.

### *Sewer Operating Fund*

- The Village owns and operates the following wastewater / sanitary sewer assets:
  - The East Wastewater Treatment Plant which can process up to 1.8 million gallons of wastewater per day.
  - The West Wastewater Treatment Plant which can process up to 2.6 million gallons of wastewater per day.
  - Fourteen (14) lift / pump stations
- The FY12 Sewer Operating Fund estimated revenues are \$2,025,000 and expenses are \$1,877,726. The budget covers personnel expenses and equipment and materials needed for the operations and maintenance of the sewer system. In addition, debt service expenses are budgeted for the I-90 utility extension project and the Public Works facility.

Through the budget preparation and review process, operational goals have been identified for completion in 2012. 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.

### Summary of Proposed Operational Goals and Programs for FY12

- 1) In accordance with the Village's General Fund Balance Reserve Policy, the FY12 budget is presented with the required 50% fund balance reserve (excluding transfers) in the General Fund.
- 2) Continue implementation of the Strategic Plan.
- 3) Complete a Resident/Customer Service Survey.
- 4) Develop and adopt a comprehensive Economic Development Plan to attract new retail, commercial, and industrial development
- 5) Pursue passage of a referendum to approve moving forward with an opt-out municipal aggregation program for the purchase of electricity for residential and small commercial customers.
- 6) Continue review and update of Village Code of Ordinances.
- 7) Update Zoning Ordinance use, bulk, and area regulations for the Downtown area.
- 8) Continue to track and monitor vacant properties and proactively enforce the Property Maintenance Code.
- 9) Continue monitoring of Ash trees on public property and removal of trees infested with the Emerald Ash Borer.
- 10) Administer the Backflow Prevention Program in-house and offer device testing through the Village's Development Services Department.
- 11) Computerize Daily Water Well Rounds.
- 12) Coordinate Adopt-A-Highway Program.
- 13) Conduct Curbside Branch Pick-Up.
- 14) Continue to meet requirements to receive Fluoridation Award from the Illinois Department of Public Health.
- 15) Continue to obtain the Certificate of Recognition for participation and compliance with the EPA's Discharge Monitoring Report Quality Assurance Study Program.
- 16) Submit the Village's FY11 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 FY12 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) Research and implement an e-bill system for distribution of water bills.

- 19) Complete a comprehensive analysis of the health insurance program as part of the 2012 renewal process.
- 20) Continue customer service program training.
- 21) Update the Employee Personnel Manual.
- 22) Implement the 2012 Information Technology Update including the establishment of a paperless packet system from the Village Board of Trustees.
- 23) Conduct the employee POWER Fitness Test.
- 24) Conduct the bi-annual Health Fair.
- 25) Conduct Village-wide software training.
- 26) Conduct annual fire and tornado drills.
- 27) Conduct Police Department Community Needs and Satisfaction Survey.
- 28) Complete 40 hours in-service training per Police Department employee.
- 29) Conduct Emergency Preparedness Drill.

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

Trustee Piwko asked how many permits were pulled for Sun City; Village Manager Johnson reported that to-date 132 permits were pulled which about 70 were for Talamore and the majority of the balance were for Sun City and a few for Cider Grove.

Trustee Leopold asked what the fee was for the Village to perform the backflow device testing; Village Manager Johnson stated it was \$45.

Village Manager Johnson reported that the Village will continue with the proposed yearly 2% increase in water/sewer fees to keep up with the cost of depreciation of the Village's assets and not have to have a large increase at a certain time.

There were no other comments or questions.

*No formal action on this Agenda Item was required. Final approval from the Village Board will take place after the Budget Hearing scheduled for December 8, 2011.*

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:**

Trustee Fender suggested that IDOT do a speed study on Route 47 as cars are going very fast.

Trustee Hanson stated that he has heard from some of the businesses that they are concerned about the ability for drivers to do U-turns. Village Manager Johnson stated that Staff has notified IDOT about the businesses concerns.

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass reported that Saturday, December 3<sup>rd</sup>, is the Christmas on the Square event.

Mayor Sass reported that December 7<sup>th</sup> is the Centegra Hearing and that Centegra is having a rally on site on Friday, December 2<sup>nd</sup>.

Mayor Sass asked that the Trustees RSVP for the McCOG Holiday Dinner.

Trustee Kanakaris asked when the street lights on Route 47 will be turned on; Mayor Sass reported that they will be turned on in 2012 when installation is complete.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Trustee Piwko stated that his family is donating the chocolate house to the Village employees.

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:01 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Fender**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary