

VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
November 16, 2017
MINUTES

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, November 16, 2017 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Timothy Hoeft, John Piwko and JR Westberg.

ABSENT: Trustees: Niko Kanakaris and Harry Leopold

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Finance Cathy Haley, Chief Robert Porter and Village Attorney John Cowlin.

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

DISCUSSION/COMMENTS:

a) Proposed 2017 Property Tax Levy

Village Manager David Johnson reported that on November 2, 2017, the Board of Trustees provided policy direction, by a consensus of 4 – 3, to levy \$4,684,303 for 2017. The 2016 property tax levy extension was \$4,500,000; therefore, the proposed levy is \$184,303 or 4.1% more than 2016. The proposed 2017 levy does not require a “Truth in Taxation” notice to be published in the local newspaper; however, the Village is eliciting public comment on the 2017 levy.

The Tax Levy will be included on the December 7, 2017 Village Board agenda for consideration in conjunction with the Fiscal Year 2018 Annual Budget.

The following Power Point was reviewed:

- The Village held its property tax levy flat for 6 consecutive years from 2010 to 2015.
- The Village’s levy increase in 2016 was to capture the full value of the southern TIF’s expiration.
- The proposed 2017 property tax levy follows the Village’s financial policies in that the increase will be allocated to cover the cost of the actuarial calculated increase in the Village’s police pension obligation of \$184,303 or 29%.

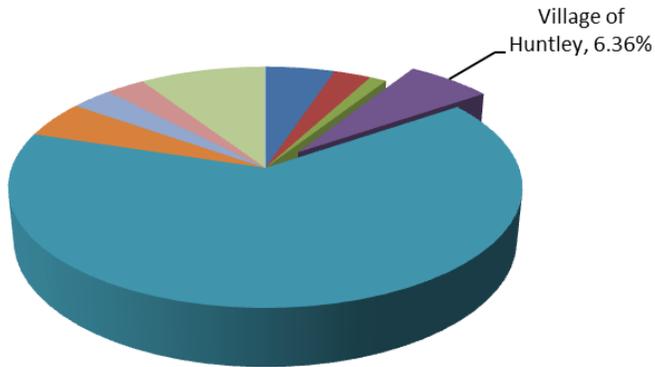
2017 ESTIMATED TAX LEVY - Police Pension Increase Only	2016 Tax Levy Extensions	2017 Estimated Tax Levy Request	\$ Increase/ Decrease over prior year	% Increase/ Decrease over prior year
Corporate	\$3,070,917	\$3,070,917	\$0	0.00%
IMRF	\$250,000	\$250,000	\$0	0.00%
Social Security	\$250,000	\$250,000	\$0	0.00%
Liability Insurance	\$300,000	\$300,000	\$0	0.00%
Audit	\$0	\$0	\$0	0.00%
Cemetery	\$0	\$0	\$0	0.00%
Police Pension	\$629,083	\$813,386	\$184,303	29.30%
TOTAL	\$4,500,000	\$4,684,303	\$184,303	4.10%
Levy Year	Rate	EAV	Dollars	Increase
2016	0.5478	821,394,208	\$4,500,000	
2017	0.5285	886,278,666	\$4,684,303	\$184,303

- In all likelihood, the Village would not be proposing a levy increase if the State had not reduced the Village's share of State Shared revenues by almost \$300,000 as a part of the State budget.
- The benefits and benefit levels for the Police Pension Fund are governed by State Statute and can only be amended by the General Assembly.
- The current statutory requirement is that the Village's Police Pension Fund be at least 90% funded by 2040.
- The Village is committed to meeting its pension obligations.
- A review of neighboring communities reveals that Huntley's property tax rate continues to be one of if not the lowest. On a per capita basis, Huntley's property tax levy again is at or is near the bottom.

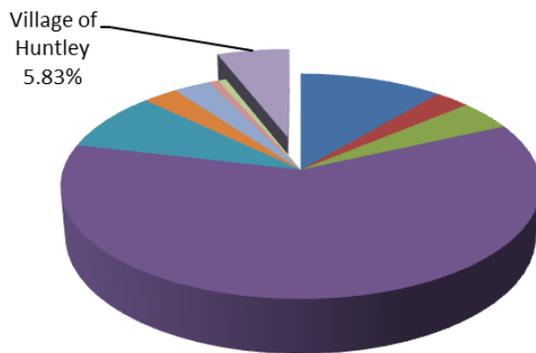
Property Tax Comparable Communities

Municipality	Total Population	Total EAV	Total Property Tax Rate (Per \$100 of EAV)	Village / City Only
	25,528	\$429,872,847	\$13.566800	2.061500
	26,992	\$410,634,563	\$12.297612	0.784645
	18,371	\$405,984,125	\$11.933100	0.619300
	40,743	\$979,392,388	\$11.868600	1.213000
	7,648	\$108,850,273	\$11.388036	1.433194
	37,691	\$507,642,343	\$11.001300	2.605200
	29,228	\$612,565,991	\$10.842900	0.894900
	2,860	\$87,070,158	\$10.798800	6.541000
	30,046	\$233,744,307	\$10.500521	0.656995
	30,046	\$618,621,433	\$9.574656	0.656995
Huntley/McHenry	26,632	\$535,592,777	\$9.469221	0.551560
	5,563	\$138,815,939	\$9.265133	0.523440
	4,532	\$163,936,308	\$9.193700	0.257400
Huntley/Kane	26,632	\$285,801,431	\$8.236779	0.523507

2017 Kane County Tax Bill



2017 McHenry County Tax Bill



- The estimated impact of the Village's proposed property tax levy on homeowners with a home value of \$250,000 is \$10 annually.

Impact on a Homeowner Option #1

PROPERTY TAX COMPUTATION CALCULATION				
COMPARISON BETWEEN 2016 AND 2017 Full Pension Contribution Option #1				
2016 Market Value		2016	2017	Difference
\$ 150,000.00	Home EAV	50,000	53,005	\$.017 - Per Day
	Tax Rate	0.5478%	0.5285%	\$.52 - Per Month
	Tax Bill	\$274	\$280	\$6 - Annually
\$ 200,000.00	Home EAV	66,667	70,673	\$.023 - Per Day
	Tax Rate	0.5478%	0.5285%	\$.69 - Per Month
	Tax Bill	\$365	\$374	\$8 - Annually
\$ 250,000.00	Home EAV	83,333	88,342	\$.028 - Per Day
	Tax Rate	0.5478%	0.5285%	\$.87 - Per Month
	Tax Bill	\$457	\$467	\$10 - Annually

EAV % Increase not attributable to new construction = 6.01% total EAV Increase 7.90%

Levy	Rate EAV	%Chng
2008	\$843,255,156	8.77%
2009	\$876,512,659	3.94%
2010	\$796,378,817	-9.14%
2011	\$790,820,406	-0.70%
2012	\$711,860,053	-9.98%
2013	\$673,475,479	-5.39%
2014	\$678,590,982	0.76%
2015	\$727,796,554	7.25%
2016	\$821,394,208	12.86%
2017 est	\$886,278,665	7.90%

MISSION STATEMENT

The mission of the Village of Huntley, its elected officials and staff is to achieve excellence in the management and delivery of municipal services in a reliable, efficient, fiscally, and socially responsible manner.

PUBLIC COMMENTS:

John Mayerhofer, 12231 Tuliptree Lane, Huntley complimented Village Manager David Johnson for his performance and stated that he lives in Sun City and that many of the residents are on pensions or Social Security and are on fixed budgets. Mr. Mayerhofer stated that pensions are a challenge and asked the Village not to hire more employees but to have the current employees work more overtime. Mr. Mayerhofer stated that the street lighting in Sun City is marginal and asked the Village to consider adding arms with additional lights or change to LED bulbs.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Approval of the October 19, 2017 Committee of the Whole and October 26, 2017 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 October 19, 2017 Committee of the Whole and October 26, 2017 Village Board Meeting Minutes.

- MOTION: Trustee Hoeft**
- SECOND: Trustee Goldman**
- AYES: Trustees: Goldman, Hoeft, Piwko and Westberg**
- NAYS: None**
- ABSENT: Trustees: Kanakaris and Leopold**
- The motion carried: 4-0-2**

b) Consideration of a Resolution Approving a Professional Services Agreement – Catty Building Facility Assessment / Dewberry Architects, Inc.

Village Manager David Johnson reported that the Village purchased the Catty property earlier this year and has since undertaken a variety of actions including removal of the metal building, securing the main building to prohibit unauthorized entrance, interior clean-up and disposal of garbage, and additional groundwater sampling to obtain a letter of No Further Remediation (NFR) from the IEPA. In addition, Christopher Burke Engineering has completed an evaluation of the site in regard to parking and stormwater management requirements.

Staff Analysis

The next step in the process is conducting a facility assessment of the structure to identify options and costs associated with redevelopment of the building. The work would be completed within approximately six weeks after receiving notice to proceed. The assessment report would then be incorporated into a Request for Proposals (RFP) that would be used to solicit development proposals for the site. A draft RFP would be reviewed with the Board prior to distribution.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote New Business Development, Retention, and Expansion* as a priority, “continue downtown revitalization efforts” as a goal, and “redevelop Catty property” as an objective.

Financial Impact

The Village Board approved a budget amendment earlier this year after the purchase of the Catty property to accommodate additional expenditures required with work related to preparing the site for redevelopment. The Downtown TIF Fund, Professional Services Line Item 16-10-2-6320 was increased to provide funding for these expenditures. A lump sum amount of \$14,750 is proposed, plus reimbursables. A preliminary cost analysis will be developed for the recommended facility and site improvements independent of any future modifications that may be made based on the future use of the building.

Village Manager Johnson reported that Mr. Daniel Atilano from Dewberry Architects, Inc. was in attendance to answer questions.

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

Trustee Westberg stated that he was happy to have this taking place and asked what the reimbursables were that are additional. Mr. Atilano stated reimbursables would include payments to structural and mechanical engineers for gas and IPASS expenses.

There were no other comments or questions.

A MOTION was made to approve a Resolution Authorizing a Professional Services Agreement – Catty Property Facility Assessment / Dewberry Architects, Inc.

MOTION: Trustee Hoeft

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Piwko and Westberg
NAYS: None
ABSENT: Trustees: Kanakaris and Leopold
The motion carried: 4-0-2

- c) Consideration of a Resolution Adopting the Updated McHenry County Natural Hazards Mitigation Plan

Chief Porter reported that the Village of Huntley is subject to natural hazards such as: floods, tornadoes, severe winter and summer storms that can damage property, close businesses, disrupt traffic, and present a public health and safety hazard. On April 14, 2011, the Village Board adopted Resolution (R) 2011-04.15, authorizing the Village of Huntley to participate in the McHenry County Natural Hazards Plan. In 2016 the McHenry County Hazards Mitigation Committee began the process of updating the McHenry County Natural Hazards Mitigation Plan. The plan has been updated as of August of 2017 and a draft is now available.

Staff Analysis

The McHenry County Natural Hazards Mitigation Committee has prepared a natural hazards mitigation plan for the County and all interested municipalities and other local government agencies in the County. This plan identifies activities that can be undertaken at all levels of government and by the private sector that can reduce the safety and health hazards and property damage caused by natural hazards. This plan will meet the hazard mitigation planning requirements of the Disaster Mitigation Act of 2000 (DMA 2000 (42 USC 5165)) and other programs administered by the Federal Emergency Management Agency (FEMA).

Financial Impact

In order for the Village to be eligible for pre- or post-disaster funds from FEMA, a DMA 2000 plan must have been developed and adopted. FEMA allows counties to prepare multi-jurisdictional or countywide plans, provided the communities participate fully in the planning process.

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

A MOTION was made to approve a Resolution Adopting the Updated McHenry County Natural Hazards Mitigation Plan.

MOTION: Trustee Piwko
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoeft, Piwko and Westberg
NAYS: None
ABSENT: Trustees: Kanakaris and Leopold
The motion carried: 4-0-2

- d) Consideration of a Resolution Authorizing Submittal of a Project Application to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) - Reed Road Multi-Use Path

Assistant Village Manager Lisa Armour reported that the Illinois Department of Transportation (IDOT) is now accepting applications for the Illinois Transportation Enhancement Program (ITEP), with 11.16.17 VB Minutes

applications due by December 1st. Federal funds will provide reimbursement up to 50% for right-of-way and easement acquisition costs, and up to 80% for preliminary engineering, utility relocations, construction engineering, and construction costs. The required local match is the responsibility of the project sponsor. The maximum award for any project is \$2 million.

Staff Analysis

This path would connect the existing path from its terminus at Vine Street east to Route 47 along the north side of Reed Road. This extension is identified on the Park District Park and Pathway Plan.

The Village submitted this project for an ITEP grant in 2016 but was unsuccessful. In 2017, the Village contracted with Christopher B. Burke Engineering (CBBEL) to complete Phase I Preliminary Engineering for the project. Having the Phase I complete may increase the potential for an ITEP project award.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a priority, and “explore grant opportunities in each department to offset costs of programs and capital improvements” as an objective.

Financial Impact

Project costs will be incorporated into future budgets.

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

Trustee Westberg asked if the project required acquisition of property; Assistant Village Manager Armour reported that the path would fit within the current right-of-way. Trustee Westberg asked about the anticipated cost of the project; Assistant Village Manager Armour stated that the total cost is anticipated at \$240,000 and up to 80% would be reimbursed.

There were no other comments or questions.

A MOTION was made to approve a Resolution Authorizing Submittal of Project Applications to the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP).

MOTION: Trustee Piwko
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoeft, Piwko and Westberg
NAYS: None
ABSENT: Trustees: Kanakaris and Leopold
The motion carried: 4-0-2

- e) Approval of Payout Request No. 1 (Final) in the amount of \$67,941.77 to Visu-Sewer for 2017 Sewer Televising and Lining Program

Mayor Sass reported that on April 13, 2017 the Village Board of Trustees awarded a contract for the 2017 Sewer Televising and Lining Program to Visu-Sewer. The contract amount was \$75,000.00. Visu-Sewer has completed the work and has submitted the first and final payout request for the 2017 Sewer Televising and Lining Program. The final project cost is \$67,941.77 (9.4%) below the budgeted amount. The contractor lined 1,599 linear feet of 8” sanitary sewer and lined 16 manholes. Village staff

has reviewed the request and recommends approval of Payout Request No. 1 (Final).

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1 (Final)	\$67,941.77	\$0.00	\$0.00	\$67,941.77

Financial Impact

The FY17 Budget includes \$75,000 for the Sewer Televising and Lining Program in the Sewer Capital Fund 30-90-4-6955.

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

A MOTION was made to approve Payout Request No. 1 (Final) in the amount of \$67,941.77 to Visu-Sewer for the 2017 Sewer Televising and Lining Program.

- MOTION: Trustee Westberg**
- SECOND: Trustee Hoeft**
- AYES: Trustees: Goldman, Hoeft, Piwko and Westberg**
- NAYS: None**
- ABSENT: Trustees: Kanakaris and Leopold**
- The motion carried: 4-0-2**

- f) Consideration of Ordinances Abating Special Service Area Taxes for Special Service Area Numbers Six, Seven, Eight, Nine and Ten for the 2007 bonds through the term of the issuances:
 - 1. Approval of an Ordinance Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) for the Series 2007 bonds.
 - 2. Approval of an Ordinance Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) for the Series 2007 bonds.
 - ii. Approval of an Ordinance Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) for the Series 2007 bonds.
 - iii. Approval of an Ordinance Abating Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) for the Series 2007 bonds.
 - iv. Approval of an Ordinance Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) for the Series 2007 bonds.

Director of Finance Cathy Haley reported that the Village Board is being requested to abate taxes for each Special Service Area (SSA) in the Village of Huntley for the 2007 issuances. The abatement ordinances are required pursuant to the Bond Ordinances that were just adopted for the Series 2017 Bonds to avoid having a levy in place that exceeds the total authorized amount permitted by the Establishing Ordinances.

Staff Analysis

Currently, due to the refunding, each authorizing bond ordinance for each series of bonds (Series 2007 Bonds and Series 2017 Bonds) levies the maximum amount permitted under the related establishing

ordinance. This ordinance abates the entire Series 2007 bonds levy since they are no longer outstanding. The abatement ordinances that will be adopted at the December 7, 2017 Village Board meeting will abate the remaining levy that is in place for the Series 2017 Bonds to the amount needed to pay actual debt service and expenses.

Financial Impact

Abating the Series 2007 bonds in their entirety are necessary in order to avoid having a levy in place that would exceed the total amount permitted by the original ordinances. This abatement must be done prior to the abatement and levy for the Series 2017 issuances at the December 7, 2017 Village Board meeting.

Legal Analysis

The Village's bond counsel prepared the proposed ordinances.

Mayor Sass asked if the Village Board had any comments or questions; there were none

A MOTION was made to approve an Ordinance Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) for the Series 2007 bonds.

- MOTION:** Trustee Westberg
- SECOND:** Trustee Hoeft
- AYES:** Trustees: Goldman, Hoeft, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustees: Kanakaris and Leopold
- The motion carried: 4-0-2**

A MOTION was made to approve an Ordinance Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) for the Series 2007 bonds.

- MOTION:** Trustee Goldman
- SECOND:** Trustee Westberg
- AYES:** Trustees: Goldman, Hoeft, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustees: Kanakaris and Leopold
- The motion carried: 4-0-2**

A MOTION was made to approve an Ordinance Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) for the Series 2007 bonds.

- MOTION:** Trustee Piwko
- SECOND:** Trustee Hoeft
- AYES:** Trustees: Goldman, Hoeft, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustees: Kanakaris and Leopold
- The motion carried: 4-0-2**

A MOTION was made to approve an Ordinance Abating Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) for the Series 2007 bonds.

- MOTION:** Trustee Hoeft
- SECOND:** Trustee Piwko
- AYES:** Trustees: Goldman, Hoeft, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustees: Kanakaris and Leopold

The motion carried: 4-0-2

A MOTION was made to approve an Ordinance Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) for the Series 2007 bonds.

MOTION: Trustee Westberg

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Piwko and Westberg

NAYS: None

ABSENT: Trustees: Kanakaris and Leopold

The motion carried: 4-0-2

g) Approval of the November 16, 2017 Bill List in the amount of \$329,676.45

Mayor Sass reported that \$67,941.77 of the total Bill List is attributable to Payout#1(Final) to Visu-Sewer for the 2017 Sewer Televising and Lining Program.

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

A MOTION was made to authorize the payment of the November 16, 2017 Bill List in the amount of \$329,676.45.

MOTION: Trustee Goldman

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Piwko and Westberg

NAYS: None

ABSENT: Trustees: Kanakaris and Leopold

The motion carried: 4-0-2

h) Review of 2016 – 2020 Strategic Plan Priorities, Goals, and Objectives

Village Manager David Johnson reported that the Village Board adopted the 2016-2020 Strategic Plan in October, 2015. The plan includes five vision statements, five strategic priorities, and goals and objectives in support of those priorities. Budget goals identified in the FY2017 budget will be based upon the priorities outlined in the Strategic Plan. As part of the budget preparation process, it is important to review and revise, as needed, the goals and objectives of the Strategic Plan.

Village Manager Johnson reviewed highlights of the current plan and updates on items that have been accomplished to date which was included in the Board's packet.

It is important to note that while some goals may not have specific accomplishments identified; 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.

Preserve and Enhance Quality of Life for Village Residents

Improve Appearance of Public and Private Properties

Goal Leaders – Development Services, Public Works & Engineering, Police

11.16.17 VB Minutes

2017	Utilized code enforcement officer via a shared services agreement with the Village of Algonquin; Formalized process to emphasize fairness and consistency
------	---

Develop and implement annual maintenance plans for subdivision entryways not maintained by a homeowner’s association

2017	Contracted out maintenance of entryways at Wing Pointe and Southwind, which improved aesthetic appearance in a cost efficient manner
------	--

Improve maintenance of public rights-of-way including Route 47 and Algonquin Road medians and investigate the possibility of adding landscaping in the medians subject to approval of the Illinois Department of Transportation and McHenry County Division of Transportation

2017	Additional financial resources were allocated to control weeds and promote healthier growth of Route 47 medians
------	---

Protect the Safety and Well-Being of all People Residing in, Working in, or Visiting the Village
 Goal Leaders – Police, Public Works & Engineering

2017	Transitioned from LITH dispatch to SEECOM dispatch
------	--

2017	A feasibility study for the use of body cameras was conducted to identify future potential costs
------	--

Explore feasibility and costs associated with implementing a reverse 911 notification system

2017	Broadened community-wide notification system efforts with the roll out of the NIXLE360 program
------	--

Obtain CALEA re-accreditation in 2016 with the intent of becoming a “Gold Standard” agency by 2020

2017	Successfully completed the first annual CALEA file review
------	---

Promote Neighborhood Watch, Citizen’s Police Academy, Community Emergency Response Team, National Night Out, Bike Huntley and other community programs and events to increase community involvement

2017	Two new neighborhoods were added to the Neighborhood Watch program
------	--

Continue education of residents and businesses on crime prevention methods, including cyber crimes

2017	Broadened communication efforts with business community by assigning a liaison to the hospital, downtown business district, and chamber of commerce
------	---

Trustee Westberg asked about the possibility of a Reverse 911 program; Village Manager Johnson reported that with the declining use of landlines Staff has reviewed various ways of communication with residents and recently the Police Department upgraded to Nixle 360 and Public Works is using Nixle as well.

Trustee Westberg suggested a program where residents would be able to text the Police Department if they are in trouble. Chief Porter reported that SEECOM will be looking into that system in the future.

Trustee Goldman asked if the Nixle 360 program was costly; Chief Porter stated that there was a cost to using that program but through it the Police Department was able to locate a missing Sun City resident.

Trustee Goldman asked if people have the original Nixle if they have to re-register; Chief Porter did not think so but stated that he would look into it.

Investigate options for additional street lighting on Route 47 at the intersections of Kreutzer Road, Regency Parkway, and Del Webb Boulevard and improve street light maintenance program throughout the Village

2017	Street lights on Automall Drive, Freeman Road, Jim Dhamer Drive and adjacent streets, Ruth Road, and Main Street were replaced with LED lights through ComEd assistance program; 161 light fixtures were replaced; light fixtures at Municipal Complex were also upgraded to LED lights
------	---

Identify additional locations and funding sources for multi-use paths and pedestrian crossing overpass across Route 47

2017	Completed \$1.93 million multi-use path on the east side of Rt. 47 from Kreutzer Road south to Del Webb Blvd., including signalized pedestrian crossings at Regency Parkway and Del Webb Blvd.
------	--

Trustee Piwko asked when the Route 47 multi-use path would be signalized; Village Manager Johnson reported that the traffic signal mast arm at Huntley Crossings was installed the previous week and it will, hopefully, be signalized in the next 30 days.

Trustee Piwko requested that the barriers are kept looking nice; Village Manager Johnson stated that Staff will see how it weathers over the upcoming winter and take measures in the spring to make sure it continues to look good.

Work with property owners to complete multi-use path connection from Regency Parkway to Princeton Drive with sidewalk on the north side and bike path on the south side of the roadway

2017	Sidewalk installation completed on north side of roadway, connecting to new sidewalk and controlled pedestrian crossing signal on Route 47
------	--

Continue efforts to secure a commitment for rail service from Metra and/or AMTRAK

Trustee Piwko stated that with everything heard at McCOG meetings and being on the McCOG Transportation Committee that the AMTRAK project and a Metra Station possibility no longer viable. Trustee Westberg stated that this should be removed from the Strategic Plan.

Protect Natural Resources

Goal Leaders –Public Works & Engineering

Implement recommendations of 2015 Comprehensive Water and Wastewater Systems Master Plan

2017	Debt issued and construction commenced on \$2.94 million in wastewater treatment facilities improvements
------	--

Develop and implement annual management plans for Village-owned wetland and stormwater management facilities

2017	Completed 2017 ecological restoration program for Wing Pointe Subdivision wetlands with consultant including weed control, brush clearing, and supplemental seeding
------	---

Review current ordinance requiring homeowner maintenance of parkway trees and develop long-term

strategy for future maintenance

2017	Pruning operations continued, with over 1,000 trees trimmed north of Kreutzer Road and pruning activity started in Sun City
------	---

Trustee Westberg asked for the status of the parkway tree pruning project and noted that there are still parkway tree obstructing stop signs; Village Manager Johnson stated that staff will continue to work on removing the trees obstructing stop signs. Village Manager Johnson also reported that the pruning project continues in Sun City.

PRIORITY NO. 2 Promote Sound Financial Management and Fiscal Sustainability

Identify New Sources of Revenue to Reduce Impact of State's Fiscal Condition

Goal Leaders – Village Manager's Office, Finance/HR, Development Services, Public Works & Engineering, Police

Review water/sewer rate structure, including use and impact of second water meters

2017	Water/sewer rate structure, including rates for second meters revised to increase revenue available for maintenance and replacement of infrastructure
------	---

Explore grant opportunities in each department to offset costs of programs and capital improvements

2017	Utilized Street Light Incentive Program offered by the Illinois Department of Commerce and Economic Opportunity to implement LED lighting replacement of 161 light fixtures
------	---

Evaluate Alternative Staffing Models to Provide Most Efficient and Highest Quality Service to Residents

Goal Leaders – Village Manager's Office, Finance/HR, Public Works & Engineering

Continue to balance and evaluate the use of full-time, part-time, and contractual arrangements to provide services to Village residents

2017	Development Services Department utilized combination of contracted services and intergovernmental agreements to provide for Chief Building Official, Plumbing Inspection, and Property Maintenance services; other services such as information technology, landscape maintenance, and snow removal supplemented through contractual arrangements
------	---

Evaluate the long-term impact of utilizing 12-hour shifts within the Police Department

2017	Possibility of permanent shift assignments researched and reviewed; elected not to implement any change at this time
------	--

Enhance Capital Improvement Planning Process

Goal Leaders – Village Manager's Office, Finance/HR, Public Works & Engineering

Revise 5-Year Capital Improvement Program (CIP) and update annually

2017	Ranking system developed to prioritize projects included in CIP
------	---

Enhance asset management program to sustain level of service at economical life cycle cost

2017	Completed 2017 water main replacement program; sewer lining program
------	---

Identify sustainable revenue sources to meet the future demands of maintaining, improving, and replacing the Village's infrastructure

2017	Capital planning workshop – infrastructure fee; increased video gaming licensing fees; increased liquor license fees
------	--

Monitor State/Federal Legislation and Plan for Financial Impacts

Goal Leaders – Village Manager's Office, Finance/HR, Engineering, Public Works & Engineering, and Police

Monitor environmental regulations and identify costs associated with compliance and incorporate as needed into Capital Improvement Program and annual budget

2017	Debt issuance completed and construction commenced on phosphorus removal
------	--

2017	Completed lead water service line inventory
------	---

Monitor public safety regulations and identify costs associated with compliance and incorporate as needed into Capital Improvement Program and annual budget

2017	New radios purchased and operational; bullet proof vests replaced for entire department
------	---

Maintain commitment to meeting the Village's pension obligations while monitoring future legislation and laws to address potential negative financial impacts

2017	Increased Police pension contribution by 29% from FY16 to FY17 to meet the statutory requirement to be at least 90% funded by 2040; Pension obligation is 53.3% funded
------	--

PRIORITY NO. 3 Promote Innovation Through Technology

Increase Options for Utilizing On-Line Services and Applications to Conduct Business

Goal Leaders – Development Services, Finance/HR, Public Works & Engineering

Update Village website design and enhance information provided

2017	Websites re-designed and new sites launched in August
------	---

2017	New financial software evaluation process completed and contracts approved with consultant and new software provider, which will improve on-line transaction capabilities
------	---

Identify and implement user-friendly options for online issuance of building permits, inspection scheduling, and permit status updates to improve customer service

2017	New financial software selected for implementation in FY18 and FY19 will assist with improvements to customer service for these functions
------	---

Update and Monitor Internal Management Systems

Purchase and deploy new financial management software that meets needs of all departments

2017	Proposals were reviewed, short list of vendors identified and interviewed, and recommendation made to move forward in FY18 with new software
------	--

Continually monitor network security system to protect against cyber attack

2017	Network consultant continually monitoring network to identify threats and implement software security updates as needed
------	---

Continue to build Geographic Information System (GIS) and add public portal

2017	Asset Management applications were reviewed and VueWorks will be implemented in FY18 to build the GIS into an Asset Management system
------	---

Trustee Westberg requested that Staff look into the possibility of village-wide Wi-Fi.

PRIORITY NO. 4 Promote New Business Development, Retention, and Expansion

Work with property owner to revitalize or redevelop the Huntley Outlet Center

2017	Westernmost structure razed; Continued discussions with ownership on redevelopment opportunities; A new redevelopment prospect has emerged and is being vetted
------	--

Work with commercial property owners to attract additional restaurants and shopping opportunities

2017	Panera Bread and Panda Express received approval for new restaurants; PLENTY boutique and Huntley Music Academy opened in downtown; Construction commenced on BBQ King
------	--

Secure a commitment for the construction of hotel

2017	Staff continued working with prospective developers on hotel possibilities
------	--

Identify opportunities to attract additional medical offices and other support services as a result of Centegra Hospital-Huntley opening in 2016

2017	MOB at Centegra completed, with tenants including Huntley Dialysis Center and Rosalind Franklin University of Medicine and Science training campus; Advocate Health Care outpatient facility opened; White Oaks unit opened at Heritage Woods; Alden facilities nearing completion; Advocate Health Care opened new facility
------	--

Improve Business Retention Visitation Program and conduct annual visits with top 10 employers and taxpayers

2017	Retention contacts made with targeted businesses in 2017
------	--

Update and implement Economic Development Strategic Plan

2017	Substantially completed I-90/Rt. 47 Gateway Area Planning document to guide development efforts in this area
------	--

Clean up or redevelop businesses along Route 47 corridor north of Main Street

2017	“North” McDonald’s being remodeled; Microbrewery contemplated for southern portion of Union Special property; parking lot improvements made at Bowl-Hi, with draft Façade Grant application submitted for the property; Enforcement action being taken on northwest corner of Algonquin Rd. and Rt. 47
------	--

Trustee Westberg asked if there was any activity at the vacant Wisteds location; Village Manager Johnson reported that the Village has not been made aware of any activity at that site.

Continue Downtown Revitalization Efforts

Goal Leaders – Village Manager’s Office, Development Services, Public Works & Engineering

Promote development and redevelopment opportunities within the Downtown Tax Increment Finance District

2017	Approved Redevelopment Agreement with BBQ King Smokehouse, with construction underway; Approved Façade Improvement Grants to assist with American Legion expansion, improvements to Suites on Main, Parkside Pub, and the Post Office building; McDonald's expanding north location on Rt. 47
------	---

Redevelop Catty property located at 11117 S. Church Street

2017	Village purchased property and received a letter of No Further Remediation (NFR) on environmental issues; Facility Assessment of building underway by architectural firm
------	--

Redevelop the + 17-acre former school site at Route 47 and Mill Street

2017	Plan presented conceptually in public to the Committee of the Whole, Plan Commission, and in neighborhood meeting
------	---

Promote adaptive re-use of residences adjacent to the downtown

2017	Boutique shop, PLENTY, completed renovations and opened for business
------	--

Approve and implement beautification plans for the northeast and southwest corners of Route 47 and Main Street

2017	Property at southwest corner purchased; additional landscaping improvements made to the northeast corner of Route 47 and Main Street
------	--

Expand community events held downtown to attract residents and visitors, making the downtown a destination location

2017	Continued events with additional concerts, Homecoming Parade, pet parade
------	--

Complete and adopt Form-Based Code for downtown and adjacent Route 47 corridor

2017	Staff working with consultant to finalize draft
------	---

Diversify Residential Development Options

Goal Leaders – Village Manager's Office, Development Services

Identify areas of the Village to accommodate various housing types

Pursue new residential development

2017	Discussions underway with a homebuilder regarding acquisition of the remaining lots at Talamore
------	---

PRIORITY NO. 5 Promote and Improve Organizational Development Efforts

Enhance development and mentoring programs of employees to develop future leaders throughout all departments so that they can lead their departments in providing better service to residents

2017	Sergeant completing Staff and Command School; Assistant to the Public Works Director completed Illinois Public Service Institute
------	--

Effectively Manage the Transition from Long-Tenured Department Heads in the Police, Public Works

and Finance/Human Resources Departments to New Leaders
Goal Leaders – Village Manager’s Office, Finance/HR

2017	Finance Department transitioned to new department head Identify and develop internal employees for potential promotion opportunities
2017	Promoted Accounting Supervisor to Assistant Director of Finance Recruit highly qualified external candidates to fill positions not filled from within the organization
2017	Development Engineer added to Development Services, Part-Time Accountant added to Finance Department

Update Personnel Policies and Procedures
Goal Leaders – Village Manager’s Office, Finance/HR

Complete and adopt update of Personnel Manual

2017	Update completed and adopted by Village Board Review and update social media policies
2017	Updated and amended Personnel Manual addresses use of social media

Mayor Sass asked if the Village Board had any additional comments or questions; there were none.

No action was required as policy direction was requested and received from the Village Board regarding revisions to the 2016-2020 Strategic Plan.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:50 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary