

**VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING  
December 12, 2013  
MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, December 5, 2013 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, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** Trustee Nick Hanson,

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Deputy Chief Todd Fulton, Director of Finance and Human Resources Jennifer Chernak, Director of Development Services Charles Nordman, Public Works Director Jim Schwartz and Village Attorney Mike Coppedge.

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

**PUBLIC HEARING:**

- a) Village of Huntley Fiscal Year 2014 Annual Operating and Capital Budget

**A MOTION was made at 7:00 p.m. to open the public hearing.**

**MOTION:** Trustee Leopold

**SECOND:** Trustee Piwko

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

There were no members of the Public in the audience that wished to make a public comment. Mayor Sass noted that Staff met with each Board member individually to review the budget and then asked if the Village Board wanted to have Village Manager David Johnson review the Power Point Presentation. It was the consensus of the Village Board to waive the Power Point Presentation.

**A MOTION was made at 7:01 p.m. to close the public hearing.**

**MOTION:** Trustee Goldman

**SECOND:** Trustee Piwko

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

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Approval of an Ordinance Adopting the Village of Huntley Fiscal Year 2014 Annual Operating and Capital Budget

Mayor Sass reported that in accordance with Illinois State Statute and direction received from the Village Board of Trustees, the 2014 Annual Operating and Capital Budget is presented for final consideration. Upon final Village Board approval, staff will file the required budget documentation with all appropriate County offices in both McHenry and Kane Counties.

Staff Analysis

Through the budget preparation and review process, operational and capital projects goals have been identified for completion in 2014. Goals have been proposed which are in support of the mission, vision, and values statement of the 2011-2015 Strategic Plan. The operating and capital budgets have been reviewed with the Village Board in the following meetings:

- October 10, Review of Strategic Plan; Financial Policies; Major Capital Revenue Sources; Capital Projects and Projected Capital Fund Balances; and Preliminary Review of the FY14 Capital Projects for the FY14 Annual Budget
- October 24, Village Board Budget Workshop – FY14 Capital Projects
- November 14, Village Board Meeting – Policy Direction Regarding 2013 Tax Levy

The FY14 Operating and Capital Budget totals \$21,568,473 in expenditures for all funds. Compared to the FY13 Budget, the FY14 Budget proposes \$5,253,116 or 20% less in total expenditures. The primary reason for the decrease is that the FY13 Budget included funding for the construction of the Kreutzer Road extension west of Route 47. In accordance with Village Financial and Budget Policies, the proposed FY14 budget for the General Operating Fund is balanced with \$9,793,889 in revenues and expenditures.

Legal Analysis

Pursuant to State law, the draft budget document was made available for public inspection on the Village’s web site and at the front counter of the Municipal Complex beginning Monday, November 25, 2013. In addition, the required public notice was published in the Northwest Herald on December 2, 2013, informing the general public of the budget public hearing scheduled for Thursday, December 12, 2013, at 7:00 p.m. at the regularly scheduled Village Board meeting.

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

**A MOTION was made to approve an Ordinance Adopting the Village of Huntley Fiscal Year 2014 Annual Operating and Capital Budget and to direct the Village Treasurer to file the document accordingly.**

- MOTION:** Trustee Leopold
- SECOND:** Trustee Piwko
- AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustee Hanson
- The motion carried: 5-0-1**

- b) Approval of an Ordinance Authorizing the levy and collection of taxes for the Village of Huntley 2013 Annual Property Tax Levy in the amount of \$3,800,000 and to direct the Village Treasurer to record the document accordingly

Mayor Sass reported that the Village's 2013 Tax Levy request is for \$3,800,000. Once approved by the Village Board, staff will file the property tax levy ordinance with all appropriate offices at both McHenry and Kane Counties.

Staff Analysis

The Village's 2013 Levy request is \$3,800,000. As the request is less than 105% from the prior year, the Truth in Taxation publication and a public hearing were not required.

State law requires that the levy cannot be adopted sooner than twenty (20) days after the initial discussion on the levy, which took place at the November 14, 2013 Village Board meeting.

Financial Impact

Funding for the 2014 Village of Huntley Annual Budget.

**A MOTION was made to approve an Ordinance Authorizing the levy and collection of taxes for the Village of Huntley 2013 Annual Property Tax Levy in the amount of \$3,800,000 and to direct the Village Treasurer to record the document accordingly.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Goldman**

**AYES: Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg**

**NAYS: None**

**ABSENT: Trustee Hanson**

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

- c) Consideration of the following Ordinances allowing for the amendment and abatement of the Village of Huntley Special Service Areas as follows:
  - i: Approval of an Ordinance Amending the Special Tax Roll for Special Service Area Number 5 (Southwind Subdivision) ***in the amount of \$22,000.00***
  - ii: Approval of an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) in the amount of \$458,331.52 of which \$83,331.18 is hereby abated, ***resulting in a Special Tax Requirement of \$375,000.34***
  - iii: Approval of an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) in the amount of \$412,279.07 of which \$102,278.35 is hereby abated, ***resulting in a Special Tax Requirement of \$310,000.72***
  - iv: Approval of an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) in the amount of \$495,805.97 of which \$110,804.15 is hereby abated, ***resulting in a Special Tax Requirement of \$385,001.82***

- v: Approval of an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) in the amount of \$1,234,472.21 of which \$254,466.01 is hereby abated ***resulting in a Special Tax Requirement of \$980,006.20***
- vi: Approval of an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) in the amount of \$681,642.71 of which \$146,641.91 is hereby abated, ***resulting in a Special Tax Requirement of \$535,000.80***
- vii: Approval of an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 11 (Georgian Place Subdivision)
- viii: Approval of an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 12 (Northbridge Subdivision)
- ix: Approval of an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 13 (Covington Lakes Subdivision)
- x: Approval of an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 14 (Lions Chase Subdivision)
- xi: Approval of an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 15 (Cider Grove Subdivision)
- xii: Approval of an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 16 (Talamore Subdivision)

Mayor Sass reported that the Village Board is being requested to amend the tax rolls and abate taxes for each Special Service Area (SSA) in the Village of Huntley. The need to amend the Special Tax Rolls and abatement of SSA taxes is the result of the actual Special Tax requirement in each service area for the 2013 levy year.

Staff Analysis

The Village is not requesting to actually levy taxes for Special Service Areas 6, 7, 8, 9, and 10, but is required to file Special Service Area Ordinances to ensure that adequate funds are available to pay for the annual bond and interest payment of each Special Service Area. The actual levy was requested at the time of bond issuance for each service area.

MuniCap, Inc calculates the special tax requirements for each service area and prepares a report pursuant to the “Rate and Method of Apportionment of the Special Tax” as stated in the bond documents. The 2013 special tax requirement has increased due to decreasing investment rates and increasing principal payments, however the tax is still well below the maximum tax for each service area.

**2013 Tax Levy/2014 Tax Bills**

		<b>Maximum</b>	<b>Abated</b>	<b>Tax</b>	<b>Final</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>Pymt Yr</b>
SSA #6	Southwind	2,193.00	398.74	1,794.26	2024
SSA #7	Southwind	2,193.00	544.06	1,648.94	2027
SSA #8	Southwind	2,247.00	502.06	1,744.94	2028
SSA #8	SW/Townhome	1,125.52	251.58	873.94	2027
SSA #9	Wing Pointe	2,235.50	460.82	1,774.68	2028
SSA #9	WP/Townhome	1,370.00	261.22	1,108.78	2027
SSA #10	Heritage	2,078.00	446.90	1,631.10	2028

Financial Impact

Special Service Areas 5, 11, 12, 13, 14, 15 and 16 are for maintenance of open space and common area in the residential subdivisions. SSA #5 (Southwind) is the only active maintenance SSA levy at this time. The common area and open space in the other six service areas are the responsibility of the homeowner’s associations in each of the respective neighborhoods, and the SSA’s are considered “dormant”. The Village would only enact the SSA’s if the common area and open space was not being maintained properly.

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

**A MOTION was made to approve an Ordinance Amending the Special Tax Roll for Special Service Area Number 5 (Southwind Subdivision) in the amount of \$22,000.00.**

- MOTION:** Trustee Westberg
- SECOND:** Trustee Leopold
- AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustee Hanson
- The motion carried: 5-0-1**

**A MOTION was made to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 6 (Southwind Subdivision) in the amount of \$458,331.52 of which \$83,331.18 is hereby abated, resulting in a Special Tax Requirement of \$375,000.34.**

- MOTION:** Trustee Goldman
- SECOND:** Trustee Leopold
- AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** Trustee Hanson
- The motion carried: 5-0-1**

**A MOTION was made to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 7 (Southwind Subdivision) in the amount of \$412,279.07 of which \$102,278.35 is hereby abated, resulting in a Special Tax Requirement of \$310,000.72.**

- MOTION:** Trustee Kanakaris
- SECOND:** Trustee Westberg
- AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg

**NAYS:** None  
**ABSENT:** Trustee Hanson  
**The motion carried:** 5-0-1

**A MOTION was made to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 8 (Southwind Subdivision) in the amount of \$495,805.97 of which \$110,804.15 is hereby abated, resulting in a Special Tax Requirement of \$385,001.82.**

**MOTION:** Trustee Leopold  
**SECOND:** Trustee Piwko  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
**The motion carried:** 5-0-1

**A MOTION was made to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 9 (Wing Pointe Subdivision) in the amount of \$1,234,472.21 of which \$254,466.01 is hereby abated resulting in a Special Tax Requirement of \$980,006.20.**

**MOTION:** Trustee Piwko  
**SECOND:** Trustee Leopold  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
**The motion carried:** 5-0-1

**A MOTION was made to approve an Ordinance Amending the Special Tax Roll and Abating Special Service Area Taxes for Special Service Area Number 10 (Heritage of Huntley Subdivision) in the amount of \$681,642.71 of which \$146,641.91 is hereby abated, resulting in a Special Tax Requirement of \$535,000.80.**

**MOTION:** Trustee Piwko  
**SECOND:** Trustee Leopold  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
**The motion carried:** 5-0-1

**A MOTION was made to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 11 (Georgian Place Subdivision).**

**MOTION:** Trustee Westberg  
**SECOND:** Trustee Goldman  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
**The motion carried:** 5-0-1

**A MOTION was made to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 12 (Northbridge Subdivision).**

**MOTION:** Trustee Goldman

**SECOND:** Trustee Westberg  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
The motion carried: 5-0-1

**A MOTION was made to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 13 (Covington Lakes Subdivision).**

**MOTION:** Trustee Kanakaris  
**SECOND:** Trustee Westberg  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
The motion carried: 5-0-1

**A MOTION was made to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 14 (Lions Chase Subdivision).**

**MOTION:** Trustee Leopold  
**SECOND:** Trustee Goldman  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
The motion carried: 5-0-1

**A MOTION was made to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 15 (Cider Grove Subdivision).**

**MOTION:** Trustee Piwko  
**SECOND:** Trustee Leopold  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
The motion carried: 5-0-1

**A MOTION was made to approve an Ordinance Abating the Special Service Area Taxes for Special Service Area Number 16 (Talamore Subdivision).**

**MOTION:** Trustee Piwko  
**SECOND:** Trustee Westberg  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
The motion carried: 5-0-1

d) Approval of the December 12, 2013 Bill List in the Amount of \$192,150.56

Mayor Sass reported that \$45,765.55 or (24%) of the total Bill List is attributed to the Final Payout for the 2013 MFT Street Program and Payout #1, 50% deposit for materials, for the Public Works Storage Building.

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

**A MOTION was made to approve the December 12, 2013 Bill List in the Amount of \$192,150.56.**

**MOTION: Trustee Westberg**  
**SECOND: Trustee Leopold**  
**AYES: Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg**  
**NAYS: None**  
**ABSENT: Trustee Hanson**  
**The motion carried: 5-0-1**

e) Approval of Payout Request No. 2 (Final) to Plote Construction, Inc. – 2013 MFT Street Program

Mayor Sass reported that on June 27, 2013, the Village Board approved a resolution appropriating \$300,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2013 Street Improvement Program and Resolution (R)2013-06.26 Authorizing a Bid Award and Construction Contract to Plote Construction, Inc., in the amount not to exceed \$235,267.55 for the resurfacing of Freeman Road. The final project cost came in \$35,326.93 (15%) under budget at \$199,940.62

Plote Construction, Inc. has submitted the final payout request for the 2013 MFT Street Program. The Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout.

Staff Analysis

The program is substantially complete as of Payout Request #1.

<u>Pay Request</u>	<u>Completed Work</u>	<u>Retention (2%)</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$199,923.54	\$3,998.47	-0-	\$195,925.07
#2	\$199,940.62	-0-	\$195,925.07	\$4,015.55

Financial Impact

The FY2013 Budget includes \$275,000 in the MFT line item 42-05-3-6750 for the 2013 Street Improvement Program. The project also included installation of a 12” watermain stub from the southeast corner of Factory Shops Boulevard to the north right-of-way of Freeman Road for future service to the Stade property, which is currently unincorporated. That amount, \$24,560, was charged to the Water Capital Development Fund, 20-10-4-6900.

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

**AMOTION was made to approve Payout Request No. 2 (Final) to Plote Construction, Inc. in the amount of \$4,015.55 for the 2013 MFT Street Program.**

**MOTION: Trustee Goldman**  
**SECOND: Trustee Kanakaris**  
**AYES: Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg**  
**NAYS: None**  
**ABSENT: Trustee Hanson**  
**The motion carried: 5-0-1**

f) Approval of Payout Request No. 1 in the amount of \$41,750.00 to R.A. Pinno & Sons



Construction, Inc. for East Plant Storage Building

Mayor Sass reported that on August 20, 2013, sealed bids were received and opened for the construction of a 40' x 60' storage garage located at the East Wastewater Treatment Plant. The contract was awarded to R.A. Pinno & Sons Const. Inc. for \$83,500.00 on September 26, 2013.

Staff Analysis

Materials for this project have been delivered and R.A. Pinno & Sons are now requesting Payout #1 in the amount of \$41,750.00, which is based on a signed agreement for half of the contract amount upon delivery of materials.

Financial Impact

The FY2013 budget for this project was \$85,000. Funds for this project are identified 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 in the amount of \$41,750.00 to R.A. Pinno & Sons Construction, Inc. for the East Plant Storage Building.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Goldman**

**AYES: Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg**

**NAYS: None**

**ABSENT: Trustee Hanson**

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

g) Approval of a Resolution for Construction in Route 47 Right-of-Way

Mayor Sass reported that any person, firm or corporation desiring to do work on state maintained right-of-way must first obtain a written permit from IDOT. This includes any emergency work on broken water mains or sewers.

A surety bond is required with each permit application to ensure that all work is completed in accordance with state specifications and that the right-of-way is properly restored. For permit work to be performed by employees of a municipality a resolution is acceptable in lieu of the surety bond. The resolution does not relieve contractors hired by the municipality from conforming to the normal bonding requirements nor from obtaining permits.

Staff Analysis

The Village has approved similar resolutions for previous years. The last resolution approved in December, 2011, was in effect for the two year period of 2012 and 2013. It is proposed that the current resolution be approved for the two-year period of 2014 and 2015.

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

**A MOTION was made to approve a Resolution for Construction in Route 47 Right-of-Way.**

**MOTION: Trustee Piwko**

**SECOND:** Trustee Leopold  
**AYES:** Trustees Goldman, Kanakaris, Leopold, Piwko and Westberg  
**NAYS:** None  
**ABSENT:** Trustee Hanson  
The motion carried: 5-0-1

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:**

Trustee Leopold asked when the right-turn lanes going northbound on Route 47 at Kreutzer would be open. Public Works Director Schwartz reported that they still have to pour the bases for the traffic signals at which time the barrels will be moved back; this should take place next week.

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass reported that the Village Board meeting on December 19<sup>th</sup> will be the last one for the year. Mayor Sass also noted that there will be a Liquor Commission hearing and Centegra will be on the Village Board Agenda on December 19<sup>th</sup>.

**UNFINISHED BUSINESS:**

Trustee Piwko thanked staff for the great job coordinating the tree lighting in the Square.

**NEW BUSINESS:** None

**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 7:17 p.m.**

**MOTION:** Trustee Leopold

**SECOND:** Trustee Kanakaris

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

Respectfully submitted,

Barbara Read  
Recording Secretary