

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
February 4, 2010
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, February 4, 2010 at 7:00 p.m. in the Municipal Complex Village Board Room located at 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

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

ABSENT: Trustee Jay Kadakia

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read and Village Attorney Mike Coppedge.

PLEDGE OF ALLEGIANCE: Representatives from each Cub Scout Pack and Boy Scout Troop in Huntley presented the colors. The Pledge of Allegiance was led by Cub Scout Nathan French of Cub Scout Pack 467.

SPECIAL PRESENTATION:

- a) Proclamation Commemorating the 100th Anniversary of the Boy Scouts of America

PUBLIC COMMENTS:

Mr. Sean Smith, 9921 Chetwood Drive, Huntley, acknowledged the 100th Anniversary of the Boy Scouts. Mr. Smith also asked the Village to consider the videotaping of meetings and placement on the Village's website or availability of DVDs for the public.

ITEMS FOR DISCUSSION:

- a) Discussion – January 14, 2010 Village Board and January 21, 2010 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the January 14th Village Board Meeting Minutes or the January 21st Committee of the Whole Meeting Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the January 14, 2010 Village Board and January 21, 2010 Committee of the Whole Meeting Minutes.

- b) Discussion – February 11, 2010 Bill List in the amount of \$288,709.05

Mayor Sass asked if the Committee had any questions regarding the February 11th Bill List; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the February 11, 2010 Bill List in the amount of \$288,709.05.

- c) Discussion – Resolution (R)2010-02.05 - Granting the issuance of a Temporary Sign Permit and the Waiving of Fees to the Huntley Area Chamber of Commerce for the installation of temporary banners for the Home and Business Expo

Mayor Sass reported that the Village is in receipt of a request from the Huntley Area Chamber of Commerce for the display of seventeen (17) directional signs and one (1) banner for the Home and Business Expo. The Expo will take place on Saturday, February 27th and Sunday, February 28th at the Huntley Park District Recreation Center.

Staff Analysis

The following signs would be installed on Friday, February 26th in the afternoon and taken down on Sunday, February 28th. The directional signs are being requested for the following intersections:

2 @ Main Street & Sting Ray Bay entrance	1 @ Main Street & Huntley/Dundee Road
1 @ Main Street & Ruth Road	1 @ Algonquin Road & Ruth Road
1 @ Harmony & Hemmer Road	2 @ Hemmer & Main Street
3 @ Main Street & Route 47	2 @ Route 47 & Mill Street
2 @ Algonquin Road & Route 47	1 @ Route 47 & Kreutzer Road
1 @ Route 47 & Reed Road	

The 4' x 10' double sided banner is being requested to be posted two weeks prior to the event over Main Street near the railroad tracks (same as the Fall Fest and Christmas in the Square banner location). The Chamber has requested that the Village of Huntley install and remove the banner.

Mayor Sass explained to the petitioner that the Board of Trustees may only approve those signs within the corporate limits and within the Village of Huntley rights of way. The other signs are listed for informational purposes only.

Financial Impact

The fee for the double sided banner is \$75 plus \$.50 per square foot (80 sq. ft. = \$40) for a total of \$115. The Chamber is requesting that all fees be waived. The fees have been waived previously. It was noted that the Chamber has waived the Village's Expo booth fees as Village Staff will be installing and removing the banner over Main Street.

Legal Analysis

The Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit for temporary signs as follows: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 15 feet above ground, 3) not to be displayed on a fence or tree, and 4) not located in the Rights-of-Way. Therefore, a variation from the Ordinance will need to be granted for locating the signs in the Village's rights-of-way.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-02.05 - Granting the issuance of a Temporary Sign Permit and the Waiving of Fees to the Huntley Area Chamber of Commerce for the installation of temporary signs and banner for the Home and Business Expo.

Mayor Sass reported that Ms. Rita Slawek and Ms. Bernice Bakley from the Chamber of Commerce were in attendance to answer questions.

Trustee Piwko asked if the Chamber has discussed traffic control with the Park District. Ms. Bakley stated that traffic has never been an issue for the Expo and noted that Route 47 Taxi will be offering shuttle service from Sun City to the Expo.

Trustee Fender stated that the Chamber should speak with Thom Palmer from the Park District about reserving the entire row of parking along the front of the building for handicapped spaces. Ms. Bakley stated that she would work with the Park District on this issue.

There were no other questions or comments.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-02.05 - Granting the issuance of a Temporary Sign Permit and the Waiving of Fees to the Huntley Area Chamber of Commerce for the installation of temporary banners for the Home and Business Expo.

- d) Discussion – Transmittal of Downtown Revitalization Plan Draft Interim Document and Vision Statement

Village Manager David Johnson reported that the Village's planning consultant, Houseal Lavigne, has provided Staff with a draft Interim Document that represents the first four sections of the Downtown Revitalization Plan. The draft document includes the introduction, explanation of the public input process, an inventory of existing conditions and a market analysis. The draft document also includes a review of the downtown's functional subareas, which essentially proposes the establishment of the project/downtown boundaries.

Staff also provided the Village Board with a draft Vision Statement the consultant ha prepared based on feedback received throughout the public input process. The Vision Statement serves to articulate the downtown desired by the Village and its residents and capture the long-range aspirations of the community.

Village Manager Johnson stated that the planning consultant will be attending the Committee of the Whole meeting on February 18th to address questions and comments from the Board regarding the draft documents. The consultant will also present downtown plan alternatives for the Board's consideration. The Board's feedback at this meeting will provide the consultant direction for preparing the remaining sections of the Downtown Revitalization Plan.

Following the Board's review of the Interim Document and Vision Statement, the consultant will proceed with the preparation of the following elements of the plan:

- Vision, Goals and Objectives
- Land Use and Infill Redevelopment Strategies Plan
- Transportation and Parking Plan
- Community Facilities Plan
- Beautification and Urban Design Plan
- Design and Development Guidelines
- Benchmarks and Implementation Strategies

Action Requested

Village Manager Johnson stated that should the Board have questions regarding the draft Interim Document and Vision Statement that they would like the consultant to specifically address in the presentation on February 18th to contact staff so that all questions may be sent to the consultant to address at the meeting.

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

Trustee Mercer stated that he would like the Village’s Walkability Study given to the consultant for inclusion in the plan.

There were no other questions or comments.

No action was required to be taken by the Committee of the Whole on this agenda item.

- e) Discussion – Quarterly Financial Reports – Transmittal of the Fourth Quarter Financial Reports for the Village of Huntley

Village Manager David Johnson reviewed a Power Point Presentation and reported that transmitted for review and acceptance was the Village’s Fourth Quarter 2009 Financial and Investment Reports. Final FY2009 financial performance will be presented in the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended December 31, 2009.

Staff Analysis

Other than where the Village purposely budgeted a deficit for transfers to fund capital improvement projects and equipment replacement, all operating funds are projected to have a surplus balance.

General Fund Revenues

- Sales tax revenues do not include current distributions to the TIF district due to the lag in reporting from the State of Illinois. The final 2009 quarterly report from the State will not be received until April 2010. Final adjustments will be included in the 2009 CAFR.
- State shared revenues based upon population increased in June 2009 due to the 2008 special census. However, distributed State shared revenues overall have declined by an average of 13% from original IML projections. Income taxes are received only through October 2009, due to the fact that distributions to municipalities are lagging. Final adjustments will be included in the 2009 CAFR.

- 100% of the property tax receipts have been received for the year. Historically, the Village budgets conservatively in this line item, therefore the report shows a slight increase of revenues over budgeted amounts for the year.
- As was reported throughout FY2009, building permit revenue ended up 30% less than originally budgeted.

General Fund Expenditures

- Overtime is high in the Public Works/Street and Underground Utilities Department due to the number and timing of snow events experienced in 2009.
- Legislative Department includes Special Census salaries paid in January as the project came to a conclusion. Most of the expense in this line item will be reversed and become a 2008 expense. Also, an unbudgeted \$510 expense recorded in the Capital line item represents a final office space, copier, gas and electric payment for the Census office.
- Finance and Human Resources line item for Computer Services includes one time annual fees for service contracts and software licensing.
- Streets and Underground line item for Road Salt is at 90.8% of the total budget of \$200,000.
- Police Department line item for Crime Lab Services includes one time annual fees for services and building costs. The fee is based upon population (\$1.30 per person) which was budgeted at our prior certified number of 16,719. The Crime lab invoices were calculated on an estimated population of 19,936.

Water Operating Fund

Water operating revenues are estimated to be \$1,973,632 while expenditures for the year are estimated to be \$1,728,272 (less transfers of \$1,360,577).

Sewer Operating Fund

Sewer operating revenues are estimated to be \$1,880,990 while expenditures for the year are estimated to be \$1,866,924 (less transfers of \$557,035).

Investment Report

Village Manager Johnson reported that the Village's investment report as of December 31, 2009 provides detail of the Village's cash position by financial institution, maturity and allocation by fund. No additional property tax revenues will be received until June 2010; therefore a liquid cash balance is required for operations at this time. All funds are fully insured and/or collateralized and placed in interest bearing accounts as allowed by State Statutes.

Legal Analysis

Not required.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board to accept and place on file the Fourth Quarter 2009 Financial Reports for the Village of Huntley.

Mayor Sass asked if the Committee had questions or comments.

Trustee Leopold asked if the Board should reconsider the implementation of the 2% CPI increase in the Water/Sewer bills. Village Manager Johnson reminded the Committee that the policy was amended and included in the budget and that this is something that can be reviewed

during the strategic planning process. Mayor Sass stated that he would like to leave the water and sewer fees as they are presently.

Trustee Fender asked about the Sewer Capital Expenses and stated that the Village does not need to expand water service until growth increases. Village Manager Johnson reported that the Village has an estimated \$3.5 million obligation for the completion of the I-90 Lift Station to provide sanitary sewer service south of the Interstate. Trustee Fender asked if the Public Liability Fund was for insurance; Village Manager Johnson concurred that the fund is for insurance. Trustee Fender asked how staff anticipates the forecast of the FY2010 Budget in light of the final fund balances for 2009. Village Manager Johnson stated that Staff will keep on-target with expenditures and any changes that might occur will come before the Board for consideration. Mayor Sass reported that the Village is looking into grants and other funding for the Lift Station and that he and Village Manager Johnson met with a representative from Senator Burris' office regarding this project and the possibility of future stimulus funds.

There were no other questions or comments.

It was the consensus of the Committee of the Whole to forward on to the Village Board to Accept and Place on File the 2009 Fourth Quarter Financial Reports.

f) Discussion – Village of Huntley Strategic Plan

Village Manager David Johnson reviewed a Power Point Presentation and reported that as directed by the Village Board in the FY2010 Budget Workshop, staff has prepared a draft framework for a Strategic Plan as the starting point for discussion and direction by the Village Board.

Staff Analysis

The strategic planning process can be a valuable exercise in the current turbulent times. Annually, as part of the budget process, the Village establishes goals and objectives. Strategic planning can enhance the Village's current process by identifying and resolving issues/obstacles that may be a threat to the Village in the future.

Strategic Planning identifies *where* the Village should be going so that all organizational efforts are pointed in the right direction. The Strategic Planning process provides an opportunity to review our: Strengths, Weaknesses, Opportunities and Threats.

Generally, most strategic plans focus on both an internal review of department processes and communications and external review of how the municipal "system" works for the constituents. This may include staff input as to the workings of the organization and public input as to customer service, overall services provided and new services and programs requested by the residents.

Common Threads of Strategic Plans

- Mission Statement and Values
- Vision for the Future
- Identification of Critical Issues
- Analysis of External Challenges and Opportunities

- Assessment of Internal Strengths and Weaknesses
- Development of Strategic Goals and Objectives
- Development and Evaluation of Alternative Strategies
- Financial Projections

A Strategic Plan answers the questions of “what”, “why”, “when”, “where” and “how”.

Mission Statement Components

- A mission statement describes the nature and concept of the future functions of the Village
- It identifies what the Village plans to do and for whom, and establishes the basic premises under which the Village will operate
- The mission statement serves to provide clear focus for all within the organization and clearly communicates to those outside the organization the direction to be pursued

Village Manager Johnson noted the inclusion in the Board’s Packet of an example of what a “first-round” draft strategic plan might look like using goals and information found in the FY2010 Budget and asked how the Board would like to proceed with the following:

Strategic Planning Process Direction

- a) When do we meet? Village Board meeting nights, different evening, weekends?
- b) Complete Mission Statement
- c) Prepare Vision for the Future
- d) Identify a Public Survey Methodology

Mayor Sass reviewed the strategic planning process options. The consensus of the Committee was to meet commencing at 6:30 p.m. on Village Board Meeting nights to complete individual sections of the plan. The first planning meeting will take place at the March 25th Village Board Meeting.

Trustee Leopold asked if the Board members should come up with a Mission Statement. Village Manager Johnson said yes if they wish to and/or modify the example. It was decided that Staff would provide a worksheet prior to the first strategic planning meeting to help prepare for the various sections to be discussed.

No action was required to be taken by the Committee of the Whole on this agenda item.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported on the meeting with Senator Burris’ office and the discussion of the relocation of the Huntley Post Office.

Mayor Sass reported on the Chamber of Commerce Dinner which the Village Board attended.

Mayor Sass stated that he and Village Manager Johnson will be traveling to Springfield with McCOG on March 3rd and 4th to meet with legislators.

UNFINISHED BUSINESS:

Trustee Mercer commented on the videotaping of meetings and stated that he would be interested in pursuing this media. Mayor Sass directed staff to research the costs involved.

NEW BUSINESS: None

EXECUTIVE SESSION:

A MOTION was made at 7:48 p.m. to enter into Executive Session for a) Probable or Imminent Litigation and Pending Litigation.

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

A MOTION was made at 8:17 p.m. to exit Executive Session.

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

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM:

A MOTION was made to authorize the Village Attorney to pursue collecting payment for the Phase III West Wastewater Treatment Plant recapture from Klein Development.

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

ADJOURNMENT:

There being no further business to discuss, a MOTION was made to adjourn the meeting at 8:18 p.m.

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

Respectfully submitted,

Barbara Read
Recording Secretary