

PUBLIC MEETING NOTICE AND AGENDA
VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING




THURSDAY, FEBRUARY 4, 2010
7:00 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Special Presentation
 - a) Proclamation Commemorating the 100th Anniversary of the Boy Scouts of America
4. Public Comments
5. Items for Discussion
 - a) Discussion – 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
 - 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
 - d) Discussion – Transmittal of Downtown Revitalization Plan Draft Interim Document and Vision Statement
 - e) Discussion – Quarterly Financial Reports – Transmittal of the Fourth Quarter Financial Reports for the Village of Huntley
 - f) Discussion – Village of Huntley Strategic Plan
6. Village Attorney's Report
7. Village Manager's Report
8. Village President's Report
9. Unfinished Business
10. New Business
11. Executive Session
 - a) Probable or Imminent Litigation and Pending Litigation
 - b) Contractual

- c) Property Acquisition
 - d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
 - e) Collective Bargaining
 - f) Appointment, Discipline or Removal Public Officers
 - g) Purchase, Sale or Lease of Real Estate
 - h) Appointment of a Public Officer
 - i) Review of Closed Session Minutes
 - j) Other
12. Possible Action on any Closed Session Item
13. Adjournment

MEETING LOCATION
Village of Huntley Municipal Complex
10987 Main Street
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Mr. David Johnson, Village Manager at 847-515-5200. The Village Board Room is handicap accessible.

 1/28/10
David J. Johnson, Village Manager

Agenda Item: **Special Presentation**



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

Agenda Item: **January 14, 2010 Village Board and January 21, 2010 Committee of the Whole Meeting Minutes**

Department: **Village Manager's Office**

Introduction

The following meeting minutes are being presented for Village Board approval:

- January 14, 2010 Village Board
- January 21, 2010 Committee of the Whole

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval the above referenced meeting minutes.

Petition: **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**

Petitioner: **Huntley Area Chamber of Commerce**

Department: **Village Manager’s Office**

Introduction

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.

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.

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.

Exhibits

- Draft Resolution

Agenda Item: **Transmittal of the Downtown Revitalization Plan Draft Interim Document and Vision Statement**

Department: **Development Services – Planning and Zoning Division**

Introduction

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 is also providing the Village Board with a draft Vision Statement the consultant has 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.

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

Prior to the February 18th meeting, please review the draft Interim Document and Vision Statement and direct any questions to Staff. All questions will be sent to the consultant so they are prepared to address them at the meeting.

Agenda Item: **Transmittal of the Fourth Quarter 2009 Financial Reports for the Village of Huntley**

Department: **Finance Department**

Introduction

Transmitted for review and acceptance are 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

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.

Agenda Item: **Village Strategic Plan**

Department: **Village Manager's Office**

Introduction

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.

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
- Developing a vision for the future
- Analyzing external challenges and opportunities
- Assessing internal strengths and weaknesses
- Developing Strategic goals and objectives
- Identifying strategic issues
- Developing and evaluating alternative strategies
- Developing action plans

Internal/External Involvement:

Direction is needed as to the extent of involvement for development of the plan. The following groups can be utilized to provide input during the process:

- Front line employees
- Middle management
- Senior management
- Representatives from advisory boards
- Village Board
- Residents/Business Owners

Attached for your review is an example of what a "first-round" draft strategic plan might look like using goals and information found in the FY2010 Budget.