

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
February 18, 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 18, 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: The Pledge of Allegiance was led by Mayor Sass.

PUBLIC COMMENTS:

Mr. Tim Reincke, 11445 Lansdale Street, Huntley thanked Mayor Sass and the Village Board, Village Manager Dave Johnson, Village Clerk Rita McMahan and the Police Department on behalf of Cub Scout Packs 167, 267 and 467 and Boy Scout Troops 167 and 267 for the Special Presentation at the February 11th Board Meeting and the Flag Ceremony on February 12th in honor of the 100th Anniversary of the Boy Scouts of America.

ITEMS FOR DISCUSSION:

- a) Discussion – January 28, 2010 Liquor Commission Hearing, January 28, 2010 Village Board and February 4, 2010 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the 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 28, 2010 Liquor Commission Hearing, January 28, 2010 Village Board and February 4, 2010 Committee of the Whole Meeting Minutes.

- b) Discussion – February 25, 2010 Bill List in the amount of \$270,879.28

Mayor Sass asked if the Committee had any questions about the 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 25, 2010 Bill List in the amount of \$270,879.28.

c) Discussion – Downtown Revitalization Plan Draft Interim Document and Vision Statement

Village Manager David Johnson reported that at the February 4th Committee of the Whole Meeting, a draft Interim Document that represents the first four sections of the Downtown Revitalization Plan was transmitted. 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 included a review of the downtown's functional subareas, which essentially proposes the establishment of the project/downtown boundaries.

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 the meeting will provide the consultant direction for preparing the remaining sections of the Downtown Revitalization Plan.

Village Manager Johnson introduced Mr. John Houseal and Mr. Devin Lavigne from Houseal Lavigne who reviewed a Power Point Presentation and discussed, in general, the three plan concept alternatives: Preservation, Redevelopment and Expansion, and Hybrid.

Mr. Lavigne noted that during public discussions and key property owner interviews, some individuals had strict preservationist views while others had a more aggressive approach for redevelopment. The three concepts take into account the general comments from the Village Board, public and property owners.

Downtown Concept 1: Preservation Alternative

The Preservation Alternative proposes that the majority of the changes in the Downtown be the result of significant public investment rather than private investment. This alternative strives to maintain the status quo of the Downtown by focusing on the preservation of existing structures combined with extensive infrastructure and streetscaping improvements. This alternative identifies the future of the Downtown to be similar in character to its current conditions with enhancements occurring mainly in the public realm. Significant changes will include the creation of a more inviting, attractive pedestrian atmosphere, and more efficient pedestrian and vehicular circulation. Adaptive reuse and façade improvements are envisioned to occur as well.

Downtown Concept 2: Redevelopment and Expansion Alternative

Throughout the Downtown visioning process, many participants indicated a desire to create a new image for Downtown Huntley through extensive redevelopment in the area. This alternative presents an innovative approach to revitalizing the Downtown by creating a clean slate around the existing Village Square. Property consolidation, relocation, incentives, land use conversions and reconfiguration of existing infrastructure will have a dramatic impact on the Downtown and create a regional destination in the heart of the Village. For this alternative to be successful, a significant population infusion would need to occur in the area. The community will need to become unified in their vision for the Downtown and focus on progressive, visionary projects to initiate and/or fuel this infusion.

Downtown Concept 3: Hybrid Alternative

The Hybrid alternative presents an approach that implements elements from both the Preservation and Extensive Redevelopment alternatives. These alternatives identify two extreme revitalization scenarios (one that is extremely conservative and one that is very

progressive), while the hybrid approach recognizes a more moderate option that utilizes both public and private investment. The Hybrid alternative identifies key sites for redevelopment along with key areas to preserve in the Downtown. The result will be a revived image for Downtown Huntley that continues to connect visitors to the Downtown's historic past.

Mr. Houseal added that there are many ways to go forward with the revitalization plan but the community typically dictates how it wants to move forward.

Mayor Sass asked if the Committee had questions or comments.

Trustee Leopold asked what would be included in the public investment other than streetscape enhancements. Mr. Houseal noted that funds may be provided at no or low interest rates for façade improvements, grants could be provided for development improvements, etc. Trustee Leopold noted that there seems no consensus on what the downtown should be: historic, adaptive reuse area and no identification of what should be the "downtown". Mr. Houseal stated that they divide the downtown into functional sub areas.

Trustee Fender stated that she prefers the Hybrid Alternative with limits to the First Congregational Church's development. Trustee Fender stated that she would like the Historic Commission to do a study to determine what buildings are historical and which ones are just old. She said she doesn't know how long something like this would take but it would not need to be completed tomorrow. Trustee Leopold stated that the Village could compromise with the Church and construct a shared use parking lot for weekday/weekend uses. Trustee Leopold stated that he did not agree with creating new on-street parking along Main Street.

Mr. Lavigne stated that this study is the Village's roadmap for future changes and would set the vision for future development. Mr. Houseal noted that the report was a summary of what the residents verbalized: pedestrian access and mixed uses.

Trustee Leopold stated that the downtown should have specialty shops and become a destination. Mr. Lavigne agreed and stated that the downtown needs to provide a pedestrian destination with identifying niche stores.

Mayor Sass asked if an alternative could save the Legion's building as going to First Street doesn't increase the Village Square all that much. Mr. Houseal stated that some squares have commercial located all around it.

Mayor Sass asked if there were any other questions or comments; there were none.

Village Manager Johnson stated that as this was the first viewing of the Alternatives, that they would receive a copy in the next packet for further review and discussion at the March 4th Committee of the Whole meeting.

This agenda item required no action by the Committee of the Whole.

- d) Discussion – Resolution (R)2010-02.06 – Proposal for Professional Design Engineering and Construction Observation Services for the Brier Hill Road Resurfacing Project – Christopher B. Burke Engineering, Ltd. – Not-to-exceed \$22,000.00

Village Manager David Johnson reported that with the Final Plat of Subdivision approval for Sun City Neighborhood 37, the Village collected funding from Pulte, Inc. for Brier Hill Road improvements. Coral Township and Hampshire Township have resurfaced their respective sections of Brier Hill Road up to the Village's jurisdiction. The 2,300 lineal feet of roadway under Village jurisdiction in the Village is in poor condition and a maintenance overlay will increase its service life.

Staff Analysis

The scope of engineering services includes field reconnaissance of existing conditions, geotechnical (soils) investigation, preparation of bidding documents and cost estimate, and construction observation.

Financial Impact

The FY2010 Budget includes funding for the project in the amount of \$220,000.00 in the Capital Projects Fund 02-10-4-6925.

Legal Analysis

(Not Required)

Mayor Sass asked if there were comments or questions.

Trustee Leopold asked what the current width of the road was and if it was being widened as part of the project. Village Manager Johnson stated that the road is currently 22 feet wide and will not be widened but only resurfaced. Village Manager Johnson noted that the project has gone out for bid and the apparent low bidder is Plote Construction at \$141,500. The award will come before the Village Board for consideration in the future.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-02.06 – Proposal for Professional Design Engineering and Construction Observation Services for the Brier Hill Road Resurfacing Project – Christopher B. Burke Engineering, Ltd. – Not-to-Exceed \$22,000.00.

- e) Discussion – Resolution (R)2010-02.07 – Proposal for Professional Survey and Design Engineering for the Pedestrian Path Extension – West side of Haligus Road from the Marlowe Middle School entrance to the northern Village Limit – Christopher B. Burke Engineering, Ltd. – Not-to-exceed \$10,500.00

Village Manager David Johnson reported that the project is included in the FY2010 Budget and will complete an existing gap in the pedestrian path along the west side of Haligus Road from the Marlowe Middle School entrance to the north Village limit.

Staff Analysis

The scope of engineering services includes survey work to establish the alignment of the path, construction layout, and a legal description for an easement to be created for the path on School District 158 property. The scope also includes the preparation of bidding documents and the estimate of cost.

Financial Impact

The FY2010 Budget includes funding for the project in the amount of \$45,000.00. The funding sources are through the Capital Projects Fund 02-10-4-6925 (\$22,500.00) and the Street Improvement Fund 04-00-4-7500 (\$22,500.00).

Legal Analysis

An easement document for the path on School District 158 property is required. Verbal approval has been received from School District 158 to move forward with the project.

Mayor Sass asked if the Committee had comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-02.07 – Proposal for Professional Survey and Design Engineering Services for the Pedestrian Path Extension – West side of Haligus Road from the Marlowe Middle School entrance to the northern Village Limit – Christopher B. Burke Engineering, Ltd. – Not-to-exceed \$10,500.00

- f) Discussion – Ordinance (O)2010-02.06 - Amendment to the Village of Huntley Personnel Manual – Section 2, Equal Employment Opportunity

Village Manager David Johnson reported that as part of the CALEA accreditation process, the Village is required to amend the Village's Personnel Manual, Section 2, Equal Employment Opportunity (EEO) Policy. The amendments provide a more detailed description of individuals protected under the EEO as well as expansion of Program Responsibility, EEO Practices, Employee Development and Coordination with State and Federal Laws.

Staff Analysis

The United States Department of Labor, Office of Federal Contract Compliance Programs Executive Order requires that Government contractors take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. Currently the Village of Huntley requires specific EEO compliance language in all contracts. The Village also states EEO compliance in all job advertisements and on job application forms.

Financial Impact

None required.

Legal Analysis

Amending the Personnel Manual - Section 2, Equal Employment Opportunity will bring the Village in compliance with the United States Department of Labor, Office of Federal Contract Compliance Programs Executive Order 11246 and CALEA requirements.

Mayor Sass asked if the Committee had questions or comments; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2010-02.06 – Amendment to the Village of Huntley Personnel Manual – Section 2, Equal Employment Opportunity.

g) Discussion – Village of Huntley 2010 Legislative Agenda

Senior Assistant to the Village Manager Lisa Armour reviewed a Power Point Presentation and reported that the Mayor and Staff will be visiting with state legislators in Springfield on March 3rd and 4th to discuss legislative priorities for the Village. The trip is in conjunction the McHenry County Council of Government's (MCCG) annual drive-down. The Illinois Municipal League (IML) and MCCG have prepared legislative agendas for 2010. Many of the items they have identified are also of concern to the Village of Huntley. Their agendas have been used to prepare a list of legislative priorities for the Village for Board review and discussion. The final list of priorities will be shared with our legislators during the Springfield trip, as well as throughout the year.

**VILLAGE OF HUNTLEY
2010 LEGISLATIVE AGENDA**

1. Maintain current 1/10th Municipal Share of Local Government Distributive Fund (LGDF)
2. Support HB 652, which provides that LGDF monies are deposited directly to the LGDF fund
3. Protect the current structure and amounts of dedicated municipal revenue funds (i.e. sales tax, MFT) and oppose any attempts by the State to balance its budget at the expense of local government
4. Oppose any unfunded or underfunded mandates on local government
5. Support legislation which provides true public safety pension reform to ensure long-term viability of public pension funds while minimizing financial impact on local government and taxpayers
6. Support legislation that enables municipalities, rather than developers, to determine whether a developer must post a bond, letter of credit, or cash bond for public improvements
7. Support legislation that enhances ability to utilize Business Districts as a means of financing development and redevelopment projects, including clarification of eligibility requirements that would allow vacant, undeveloped property to be considered eligible for designation as a Business District
8. Revise the requirements for commercial FOIA requests to allow public bodies to charge for the full cost or market value of records requested by commercial entities and to provide public bodies with discretionary authority to protect resident privacy
9. Support legislation that provides permanent quick-take authority to municipal governments, eliminating the need to seek approval on a case-by-case basis

10. Support legislation that protects the right of municipalities to access and maintain sewer and water pipes on private property in such instances where the original documentation granting access may no longer be found
11. Support legislation that clarifies authorization of golf carts and other low-speed vehicles on municipal roadways – recently revised legislation makes some vehicles prohibited unless allowed, allowed unless prohibited, and some both allowed and prohibited
12. Support legislation that eliminates municipal liability for medical costs incurred by arrestees when the injury is self-inflicted
13. Support continued funding of 911 system upgrades by extending the Wireless Emergency Telephone Safety Act beyond the scheduled expiration date of April 1, 2013
14. Support legislation to add a \$20 fee to court costs incurred with the prosecution of felonies, misdemeanors, and traffic violations, with the fee being remitted to the arresting law enforcement agency to offset the costs associated with an arresting officer's time and labor
15. Support legislation increasing the prosecution fee for violations of municipal ordinances from \$10 to \$25 for violations prosecuted by a municipal attorney in circuit court to offset municipal costs

Staff Analysis

As specific bills are introduced that relate to these items, Staff will update the Board on legislation that is either in support of or in opposition to the Board's established priorities.

Financial Impact

The majority of the proposed priorities are designed to protect existing revenues, enhance some revenues, and protect from mandates that would create additional expenses.

Legal Analysis

None required.

Mayor Sass asked if the Committee had questions or comments.

Trustee Leopold asked if there are any problems with costs incurred with producing F.O.I.A. request responses under the new law. Village Manager Johnson said not as yet but the Village has seen an increase in the number of commercial requests.

Trustee Mercer asked why the Village should support legislation such as No. 9 that provides permanent quick-take authority to municipal governments, eliminating the need to seek approval on a case-by-case basis. Village Attorney Coppedge used an example that should the Village need a right-of-way for a project that it could do a quick-take immediately as opposed to going through a long legislative process. He did note, however, that fair payment would still need to be made to the property owner. Village Manager Johnson stated that in a case of stimulus funding being approved because a project was able to move forward immediately, the Village could use this authority to receive such funds.

Trustee Leopold asked how the fees were determined for No. 14 and 15. Ms. Armour reported that the fees are suggested by the Illinois Municipal League.

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 the proposed Village of Huntley 2010 Legislative Agenda.

h) Discussion – Route 47 Widening Project Public Information Program

Village Manager David Johnson reviewed a Power Point Presentation and reported that in anticipation of the commencement of the Route 47 Widening Project, the Village is preparing a public information program to manage and coordinate the timely distribution of construction information to residents, businesses and other governmental agencies within the Village during all facets of the project. Village staff will be working closely with the Illinois Department of Transportation (IDOT) and their contractors during the project.

The Village's Project Information Team consists of representatives from all Village departments as well as representatives from CBBEL.

Several goals have been discussed and include, but are not limited to:

1. Consistent and timely information distribution to the public and business community.
2. Assist affected businesses and property owners during the process with signage and other issues such as: Water/Sanitary, Electric, Phone and Access to Property
3. Conduct informational meetings for Huntley businesses throughout the process.
4. Conduct informational meetings for Huntley residents throughout the process.
5. Establish a Route 47 Telephone Hotline for updated information to be accessed 24/7 or for callers to have questions answered personally by staff.
6. Establish a Route 47 webpage on the Village's website for updated information.
7. Promote Huntley businesses in the project area.

Media Outlets to be used on a regular basis:

- Press releases
- Village Website
- Village Newsletter
- Village E-News
- Water Bills
- Local Radio Stations
- Facebook

Following the weekly IDOT update meeting, the Project Information Team will meet for a status report and will put into place:

1. Best methods of communicating information to the public and businesses
2. Send e-mail notification of project updates to the following:
 - Village Board
 - Huntley Fire Protection District

- School District 158
- Huntley Public Library
- Huntley Park District
- Chamber of Commerce
- Grafton Township

Business Assistance Plan

1. Reach out to businesses with current information
2. Strategize possible joint marketing initiatives with the affected businesses
3. Consider the temporary signage needs of the businesses during construction

Financial Impact

Sufficient funds are available for a public information campaign based on the bids received for the widening project and our 2010 Budget.

Mayor Sass asked if the Committee had questions or comments; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the Route 47 Widening Project Public Information Program.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Review of the CAM Quarterly Meeting report:

- Wildflower Park – Army Corps approval not yet received: Horizon owns the area on the west side and they must have Army Corps approval before they are no longer responsible for the maintenance. Staff will follow up with Horizon.
- Staff will follow up with Pulte regarding the schedule for the final lift on Sun City Blvd. and Countryview Drive.

Trustee Piwko asked for clarification regarding the Union Pacific permit required for the Route 47 Widening Project. Village Manager Johnson stated that this will not hold up the project.

Trustee Fender asked if additional speed limit signs could be installed along Haligus Road through Wing Pointe. Village Manager Johnson stated the staff will review the ordinance.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reminded everyone that the Chamber Home & Business Expo is the weekend of February 27th and 28th; the Village and Police Department will be sharing a booth.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

A MOTION was made at 8:07 p.m. to enter into Executive Session for b) Contractual.

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

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

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

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

Respectfully submitted,

Barbara Read
Recording Secretary