

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



THURSDAY, AUGUST 5, 2010
7:00 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Items for Discussion
 - a) Discussion – July 8, 2010 Liquor Commission, July 8, 2010 Village Board, July 15, 2010 Committee of the Whole, July 22, 2010 Liquor Commission Hearing and July 22, 2010 Village Board Meeting Minutes
 - b) Discussion – August 12, 2010 Bill List in the Amount of \$540,556.38
 - c) Discussion – Quarterly Financial Reports – Transmittal of the Second Quarter Financial Reports for the Village of Huntley
 - d) Discussion – Ordinance (O)2010-08.40 - Amendment to the Village of Huntley Investment Policy
 - e) Discussion – Resolution (R)2010-08.34 – Authorization to enter into a Contract with Northern Illinois Municipal Electric Cooperative (NIMEC) to purchase Electric Power for Village Street Lights
 - f) Discussion – Resolution (R)2010-08.35 – McHenry County Council of Governments Local Government Vehicle and Equipment Auction Agreement and approval of the Sale and/or Disposal of Village Owned Property
 - g) Discussion - Payout Request No. 2 (Final) in the amount of \$6,203.05 – Plote Construction, Inc. – Brier Hill Resurfacing Project
 - h) Discussion – Resolution (R)2010-08.36 – Approval of a Bid Award to Chicagoland Paving Contractors, Inc. for the Village of Huntley Marlowe Bike Path Project in the amount of \$48,310.00
 - i) Discussion – Resolution (R)2010-08.37 – Approval of the Bid Award to Behm Pavement Maintenance, Inc. for the Village of Huntley 2010 Crack Sealing Program
 - j) Discussion – Resolution (R)2010-08.38 – Authorization to Submit Applications for Projects for the Illinois Transportation Enhancement Program

5. Village Attorney's Report
6. Village Manager's Report
7. Village President's Report
8. Unfinished Business
9. New Business
10. Executive Session
 - a) Probable or Imminent Litigation and Pending Litigation
 - b) Contractual
 - c) Property Acquisition, Purchase, Sale or Lease of Real Estate
 - 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) Appointment of a Public Officer
 - h) Review of Closed Session Minutes
 - i) Other
11. Possible Action on any Closed Session Item
12. 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.

 7/29/10
David J. Johnson, Village Manager

Agenda Item: **July 8, 2010 Liquor Commission, July 8, 2010 Village Board,
July 15, 2010 Committee of the Whole, July 22, 2010 Liquor
Commission Hearing and July 22, 2010 Village Board Meeting
Minutes**

Department: **Village Manager's Office**

Introduction

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

- July 8, 2010 Liquor Commission
- July 8, 2010 Village Board
- July 15, 2010 Committee of the Whole
- July 22, 2010 Liquor Commission Hearing
- July 22, 2010 Village Board

Action Requested

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

Agenda Item: **Transmittal of the 2010 Financial and Investment Reports for the Village of Huntley as of June 30, 2010**

Department: **Finance Department**

Introduction

Transmitted for review and acceptance are the Village's 2010 Financial and Investment Reports as of June 30, 2010.

Staff Analysis

At the half way point for the year revenues have increased due to the receipt of property tax payments. The State of Illinois is now five months behind in the distribution of income tax collections to the Village. Expenditures are within expected thresholds.

Notes to consider when reviewing this report:

Revenues

- **01-00-0-4020 Sales Tax:** Sales tax receipts are current. December 2009 allocations to the TIF in the amount of \$29,546.00 were paid in 2010 and will be adjusted at the end of the year.
- **01-00-0-4025 Income Tax:** The State of Illinois is currently five months behind in distributions to local governments. As of June 30, 2010 the Village has only received payments for October 2009 through January 2010. The February 2010 voucher was received on July 16, 2010. The State currently owes the Village \$892,182.57.
- **01-00-0-4050 Cable Franchise Tax:** This line item includes revenue for 3rd quarter 2009 of \$77,798.00 which was received in January 2010. An audit adjustment will be made at the end of the year.
- **01-00-2-4210 Building Permits:** Revenue is cyclical. As of June 30, 2010 permit revenue is 90% of the budget amount.
- **Investment Income (all funds):** Investment income is posted on date of maturity and money market interest is posted at end of each month. Available cash funds are invested with varying maturities. Currently over \$16 million dollars will mature July – Sept 2010 and \$2.5 million will mature Oct – Dec 2010.

In summary, as of June 30, 2010, General Fund revenues are 47.23% of the total 2010 budget.

Expenditures

- **01-10-2-6321 Computer Consultants:** Board Room AV repairs.
- **01-30-1-6075 Part-Time Salaries:** This line item includes salaries paid to the part time custodians. Budget is in the full time line item.

- **01-60-3-6665 Road Salt:** Road salt purchases for the year are complete. Storage currently holds approximately 2,000 tons of salt which is projected to carry us through February 2011.
- **01-65-1-6010 Engineering Salaries:** Currently this line item is 63.2% of the budget due to the retirement of the Village Engineer. Expenses in this line item will level off at the end of the year and remain within the budgeted amount.
- **01-60-1-6075 Part-Time Salaries**
10-80-1-6075 Part-Time Salaries (Water Fund)
11-90-1-6075 Part-Time Salaries (Sewer Fund): These line items include salaries paid to winter seasonal snow plow drivers. Budget is in the full time line item (unfilled position).
- **10-80-3-6635 Meters:** Unfunded expense to replace meter reading system units that have failed Village-wide. Units have a lifespan of 8 – 10 years. The majority of these failures have been located in Sun City. These units are being replaced with new models that have a life span of 25 years.

In summary, as of June 30, 2010 General Fund expenditures are at 47.49% of the total 2010 budget.

Investment Report

The Village's investment report as of June 30, 2010 provides detail of the Village's cash position by financial institution, maturity and allocation by fund. A liquid cash balance is required for operations at this time due to the cyclical revenues. 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 2010 Financial and Investment Reports as of June 30, 2010 for the Village of Huntley.

Agenda Item: **Ordinance (O)2010-08.40 – Amendment to the Village of Huntley Investment Policy**

Department: **Finance and Human Resources**

Introduction

Public Act 90-0688 required the Village to adopt an investment policy prior to January 1, 2000. On November 19, 1999 the Village Board adopted the Village's first official policy by Ordinance No. 99-11-18-01.

Staff Analysis

There have been no revisions to the investment policy since its original adoption in 1999. Approved financial institutions are required to adhere to a separate collateralization agreement prior to receiving public funds. Language contained in the collateralization agreements were not consistent with language adopted in the investment policy. In accordance with State Statutes and in conjunction with the recommended language provided by the Illinois Municipal Treasurers Association an updated policy is attached.

Financial Impact

Not applicable.

Legal Analysis

None required.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2010-08.40 – Amendment to the Village of Huntley Investment Policy.

Exhibits

- Investment Policy
- Draft Ordinance

Agenda Item: **Resolution (R)2010-08.34 – Authorization to enter into a Contract with Northern Illinois Municipal Electric Cooperative (NIMEC) to purchase Electric Power for Village Street Lights**

Department: **Finance and Human Resources**

Introduction

On January 1, 2007 Commonwealth Edison (ComEd) began operating solely as a transmission and distribution company due to the State of Illinois deregulation plan. Under this plan, ComEd no longer generates electricity for its customers but continues to provide power through its distribution system. Alternatively, power can be purchased through any of the 23 ICC approved power suppliers.

Staff Analysis

The Village has worked with Northern Illinois Governmental Energy Cooperative (NIGEC) since 2006 to purchase power for the Village's water/sewer plants, pumping operations and lift stations. Our current supplier is Constellation New Energy and the Village has realized substantial savings through this cooperative.

Street lighting, however, has remained with ComEd since 2006 due to the pricing advantage except for those accounts over 400 kw. The pricing advantage ended May 2010 which is when the Village's larger street lighting accounts could no longer purchase power from ComEd under a fixed rate. ComEd now offers a floating rate, which is still slightly higher at this time. If no changes are made, the Village's largest street lighting accounts will move to this floating rate. Over the last two years, this floating rate has averaged 15% higher than our current fixed rate.

Another consortium, Northern Illinois Municipal Electric Cooperative (NIMEC) handles the bidding process for street light load with its suppliers. Currently, one-year rates and three-year rates are nearly identical. The Village has the option to lock in rates for multi-year duration if the pricing is favorable.

The same bidding process is in effect for street lighting as is for the larger water/sewer accounts. The Village Manager or designee will need to have the authority to sign a contract with the lowest cost electricity provider within hours of the bids being received by NIMEC.

Financial Impact

NIMEC currently offers a fixed rate that is comparable to our current rate. The fixed rate would be budget neutral but would avoid the 15% increase if we remain with ComEd.

Legal Analysis

The NIGEC group has hired an attorney to review all contracts prior to execution. Legal fees are shared among the group members. Contracts for the NIMEC group will be reviewed by the Village's attorney.

Action Requested

Consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-08.34 – Authorization to enter into a Contract with Northern Illinois Municipal Electric Cooperative (NIMEC) to purchase Electric Power for Village Street Lights.

Exhibits

- Draft Resolution

Agenda Item: **Resolution (R)2010-08.35 – McHenry County Council of Governments Local Government Vehicle and Equipment Auction Agreement and approval of the Sale and/or Disposal of Village Owned Property**

Department: **Public Works**

Introduction

McHenry County Council of Governments is hosting its annual vehicle and equipment auction at the McHenry County fairgrounds in Woodstock on Saturday, September 11, 2010.

Staff Analysis

Staff is requesting approval to sell or dispose of the vehicles and equipment outlined below. These items have reached the end of their useful life with the Village. The vehicles will be sold in accordance with our Village Vehicle Replacement Policy at an auction being conducted by the McHenry County Council of Governments (McCOG).

Village Board approval is requested for the sale or disposal of the following items:

Vehicles for Auction:

#27	2006 Ford Crown Vic	2FAFP71W76X143996	93,265 miles
#40	2006 Ford Crown Vic	2FAFP71W66X103005	59,307 miles
#1609	2001 Dodge 2500 w/plow & lift gate	3B7KF26Z21M521177	59,294 miles
#1615	2006 Ford Crown Vic	2FTRX17W84CA20813	136,589 miles

Equipment

Miscellaneous office items such as computer parts, old printers, scanners and other old office equipment will be included in the auction.

Financial Impact

Revenue generated from the vehicle sales will go into the Vehicle Replacement Fund.

Action Requested

A motion of the Village Board to approve Resolution ((R)2010-08.35 - the McHenry County Council of Governments Local Government Vehicle and Equipment Auction Agreement and to approve the sale and/or disposal of all Village owned property listed.

Exhibits

- Proposed McCOG Agreement
- Draft Resolution

Agenda Item: **Payout Request No. 2 (Final) in the amount of \$6,203.05 – Plote Construction, Inc. – Brier Hill Resurfacing Project**

Department: **Engineering Department**

Introduction

On March 11, 2010 the Village Board awarded the contract for resurfacing the 2,300 lineal feet of Brier Hill Road under Village jurisdiction to Plote Construction, Inc. in the amount of \$140,840.00.

Staff Analysis

The project is now complete. The final cost of the project is \$124,060.93, which is 12% under contract amount. Payout Request No. 2 (Final) includes payment of all retained amounts. Waivers of Lien, payroll certifications and the required 3-year maintenance bond have been received.

Financial Impact

This project is funded through the Capital Projects Fund, Account #02-10-4-6925.

<u>Pay Request</u>	<u>Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$124,060.93	\$6,203.05	-0-	\$117,857.88
#2 (Final)	\$124,060.93	-0-	\$117,857.88	\$6,203.05

Legal Analysis

Not required.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Payout Request No. 2 (Final) in the amount of \$6,203.05 to Plote Construction, Inc. for the Brier Hill Resurfacing Project.

Agenda Item: **Resolution (R)2010-08.36 – Approval of a Bid Award to Chicagoland Paving Contractors, Inc. – for the Village of Huntley Marlowe Bike Path Project in the amount of \$48,310.00**

Department: **Engineering Department**

Introduction

On July 12, 2010 the Village received bids from four (4) contractors. The results are summarized in the July 12, 2010 letter from Christopher B. Burke Engineering, Ltd. (CBBEL) attached. Chicagoland Paving Contractors, Inc. is the lowest responsible bidder with a bid of \$48,310.00.

Staff Analysis

Chicagoland Paving Contractors, Inc. has extensive experience in this field and it is recommended that the Village Board award the Marlowe Bike Path Project to Chicagoland Paving Contractors, Inc.

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). The bid is \$3,310 higher than the budgeted amount; however, the Village's other major Capital road/pavement projects have come in under budget and there is still opportunity for cost savings on this project that could bring the final project costs under the budgeted amount.

Legal Analysis

Not Required.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-08.36 – Approval of a Bid Award to Chicagoland Paving Contractors, Inc. for the Village of Huntley Marlowe Bike Path Project in the amount of \$48,310.00.

Exhibits

- Location Map
- Draft Resolution

Agenda Item: **Resolution (R)2010-08.37 – Approval of the Bid Award to Behm Pavement Maintenance, Inc. for the Village of Huntley 2010 Crack Sealing Program**

Department: **Public Works Department**

Introduction

On June 30, 2010, sealed bids were opened and read aloud for the 2010 Crack Sealing Program. The bids were evaluated based on a material cost price per pound with a not-to-exceed cost of \$50,000.

The following bids were received:

Behm Pavement Maintenance, Inc. of Crystal Lake, IL	\$1.11 per pound of material
SKC Construction, Inc. of West Dundee, IL	\$1.121 per pound of material

Staff Analysis

The bids have been reviewed by Staff. The Public Works Director recommends that the bid for the 2010 Crack Sealing Program be awarded to Behm Pavement Maintenance, Inc.

The following streets are scheduled for crack sealing this season. These streets were selected during the visual evaluation process supported by the Village's Pavement Management Report. If all of the streets listed are not completed, the remaining streets will be considered as first priority in the 2011 Crack Sealing Program.

The streets to be crack sealed are:

- Countryview Boulevard
- Church Street
- Northbridge Drive
- Hemmer Road

As has been done in previous years, residents in the project area will be notified.

Financial Impact

The Fiscal Year 2010 budget amount for this program is \$50,000. The amount is budgeted for in the Road & Bridge Fund 43-05-4-7501.

Legal Analysis

Not Required.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-08.37 – Approval of the Bid Award to Behm Pavement Maintenance, Inc. for the Village of Huntley 2010 Crack Sealing Program with a not-to-exceed cost of \$50,000.

Exhibits

- Maps of the proposed streets to be crack sealed
- Draft Resolution

Agenda Item: **Resolution (R)2010-08.38 – Authorization to Submit Applications for Projects to the Illinois Transportation Enhancement Program**

Department: **Village Manager's Office**

Introduction

On June 21st, the Illinois Secretary of Transportation announced the availability of approximately \$80 million for the Illinois Transportation Enhancement Program (ITEP). ITEP provides funding for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspects of transportation infrastructure. Project sponsors may receive up to 80 percent reimbursement for eligible project costs. The remaining 20 percent is the responsibility of the project sponsor. There are 12 eligible project categories. Application deadline is August 31st.

Staff Analysis

Staff has indentified a number of projects for which applications will be submitted. These include:

- Main Street West Bike Path – This would extend the bike path from Lois Lane west to Marengo/Harmony Road on the south side of Main Street. It is consistent with the Park District's Park and Pathway Plan that shows the extension of a bike path to District 158's Harmony Road Campus. A small section of the path exists on the south side of Main Street as it was installed as part of the Lions Chase development
- Kreutzer Road East Bike Path – This would extend the bike path from Walmart east to Haligus Road. This extension is identified on the Park District Park and Pathway Plan.
- Downtown Streetscape – This would consist of various improvements on Main Street from Rt. 47 to Church Street, 1st and 2nd Streets, and Woodstock Street. Improvements include pavers, decorative crosswalks, street furniture, and decorative lighting along Main Street and Woodstock Street north to 2nd Street. Improvements farther north on Woodstock and 1st and 2nd Streets would including lighting and landscaping. Gateway signage and entry monuments along Main Street would also be included. The application would build on the recommendations of the Downtown Revitalization Plan.

Financial Impact

Christopher Burke Engineering, Ltd. (CBBEL) has prepared the applications at no cost to the Village. Estimated project costs are being developed. Projects would be budgeted for in the FY2011 budget.

Legal Analysis

Not required.

Action Requested

A motion of the Village Board to approve Resolution (R) 2010-08.38 - Authorization to Submit Applications for Projects to the Illinois Transportation Enhancement Program

Exhibits

- Aerial of Bike Paths
- Draft Resolution