

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



**THURSDAY, SEPTEMBER 16, 2010**  
**7:00 P.M.**  
**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Items for Discussion
  - a) Discussion – Approval of the August 26, 2010 Committee of the Whole Meeting Minutes
  - b) Discussion – September 23, 2010 Bill List in the amount of \$460,522.93
  - c) Discussion – Ordinance (O)2010-09.49 – Acceptance of Public Improvements for Centegra Health Care Campus Subdivision, Lots 1 and 2
  - d) Discussion – Payout Request No. 1 in the amount of \$72,957.60 – Big Time Construction, Inc. – Northbridge Subdivision Public Improvement Concrete Repairs
  - e) Discussion – Policy Direction – Regulation of Objects in Village Right of Way
  - f) Discussion – Adoption of Village of Huntley Strategic Plan
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.

  
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David J. Johnson, Village Manager

Agenda Item:            **August 26, 2010 Committee of the Whole Meeting Minutes**

Department:           **Village Manager's Office**

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**Introduction**

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

- August 26, 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.

Agenda Item:            **September 23, 2010 Bill List in the amount of \$460,522.93**

Department:            **Finance Department**

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Included in the agenda packet is the September 23, 2010 Bill List. The Bill List has been reviewed by Staff. All is in order for Village Board approval at this time.

- |  |    |              |
|--|----|--------------|
| • Bill List - Detail Board Report            | \$ | 390,429.44   |
| • Bill List – Manual Checks Issued - 8/03/10 | \$ | 1,037.73     |
| • Bill List – Manual Checks Issued - 8/11/10 | \$ | 4,143.66     |
| • Bill List – Manual Checks Issued - 8/13/10 | \$ | 7,780.39     |
| • Bill List – Manual Checks Issued - 8/19/10 | \$ | 390.00       |
| • Bill List – Manual Checks Issued - 8/23/10 | \$ | 65,654.71    |
| • Bill List – Petty Cash Checking Account    | \$ | <u>87.00</u> |
| Total for approval:                          | \$ | 460,522.93   |
- Vendor Summary Report

**Village Board Action**

A motion of the Village Board to authorize the payment of the September 23, 2010 Bill List in the amount of \$460,522.93

Reviewed by:  9/9/10  
Village Manager

Reviewed by:  9/9/10  
Finance Director

Agenda Item:           **Ordinance (O)2010-09.49 – Acceptance of Public Improvements for Centegra Health Care Campus Subdivision, Lots 1 and 2**

Petitioner:           **Centegra Health System**

Department:       **Engineering Department**

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**Introduction**

The Village Board routinely accepts subdivision public improvements for ownership and maintenance once the improvements have been successfully constructed and inspected.

The Village has received a request from Centegra Health System for acceptance of Centegra Health Care Campus Subdivision, Lots 1 and 2. Upon acceptance, the current letter of credit in the amount of \$1,098,285.51 will be reduced to \$252,583.95, which is the 10% maintenance security required for three years following acceptance. The original letter of credit was in the amount of \$2,525,389.49.

**Staff Analysis**

The public improvements correction list generated by the Village has been successfully completed by Centegra Health System. It is recommended that the Village accept the public improvements for Centegra Health Care Campus Subdivision, Lots 1 and 2, as follows:

<b>Project</b>	<b>Current Performance Bond Amount</b>	<b>Proposed Disposition</b>	<b>Maintenance Security Required (10%)</b>
Centegra Health Campus Subdivision, Lots 1 and 2	\$1,098,285.51	Reduce	\$252,583.95

**Financial Impact**

All applicable escrow accounts shall be current prior to release of the performance bond.

**Legal Analysis**

Not required.

**Action Requested**

A consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2010-09.49 – Acceptance of Public Improvements for Centegra Health Care Campus Subdivision, Lots 1 and 2

**Exhibits**

- Letter of Request from Centegra Health System
- Draft Ordinance

Agenda Item:           **Payout Request No. 1 in the amount of \$72,957.60 – Big Time Construction, Inc. – Northbridge Subdivision Public Improvement Concrete Repairs**

Department:           **Engineering Department**

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**Introduction**

At the August 27, 2009 Village Board meeting the Village Board authorized the Village Manager to execute a Letter of Understanding with Lennar, Inc. for the repair of public driveway approaches, sidewalk and curb/gutter in the Northbridge Subdivision. The cost of design and construction engineering is included in the amounts cited in the Letter of Understanding.

On October 2, 2009 the Village received bids for the project. Big Time Construction, Inc. was the low bidder with \$117,867.90 for the alternate bid at 29.7% below the Engineer's Estimate and included the base bid plus the application of a protective coat to protect the concrete against salt damage. On December 17, 2009, the Village Board awarded the contract for the Northbridge Subdivision Public Improvement Concrete Repairs to Big Time Construction, Inc. in an amount not-to-exceed \$117,867.90. Payout Request No. 1 includes work completed on Concord, Greywall, Lenox Ct., Sawgrass, Cortland, Eastwood, Cambria Court and Aldridge.

**Staff Analysis**

The Engineering Department and CBBEL recommend payment to Big Time Construction, Inc. in the amount of \$72,957.60.

**Financial Impact**

The necessary funds for the project have been received from Lennar. No Village funds are proposed to be used for the project. [Capital Projects Fund (Special Projects) #02-10-4-6925]

<u>Pay Request</u>	<u>Completed Work</u>	<u>Retention (10%)</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$81,064.00	\$8,106.40	-0-	\$72,957.60

Pay Request No. 1 reflects a 10% retention amount. Waivers of Lien and payroll certifications have been received.

**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. 1 in the amount of \$72,957.60 to Big Time Construction, Inc. for Northbridge Subdivision Public Improvement Concrete Repairs.

Agenda Item:           **Discussion – Policy Direction – Regulation of Objects in Village Right-of-Way**

Department:           **Public Works**

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### **Introduction**

Subdivision Regulations Section 155.032, Landscaping, addresses maintenance of the parkway areas, including the placement of mailboxes and support structures. The Subdivision Regulations specifically state “no person shall cause, create or make an encroachment or obstruction including the placement of boulders, posts, signs, or structures deemed inappropriate by the Director of Public Works upon the public streets or municipal property within the Village.” In addition, the regulations state that “installation of organic or inorganic materials within the parkway shall be subject to the approval by the Village of Huntley Public Works Department. No item shall be installed/placed within 2’ of a sidewalk, or a sidewalk ramp. No illumination items are allowed that, in the opinion of the Public Works Department, constitutes a hazard or a nuisance.”

The primary concern with placement of items in the right-of-way is the potential safety hazard created during snow removal operations. For example, rocks placed around a mailbox or landscape area can easily be hit by a snowplow and act as a projectile that could hit a person or a window. Tall or dense plantings in the parkway can also create a hazard by blocking the view of a snow plow driver who may not see a mailbox, or possibly a child.

The Public Works Department has identified various locations throughout the Village with materials in the parkway that are considered a hazard. These include boulders, loose rocks, landscape block taller than 4”, plantings that are taller than 9”, and evergreen plantings. In addition to the landscape materials, it is estimated that approximately 400 mailboxes are not in compliance.

### **Action Requested**

Staff is seeking policy direction regarding notification to residents to remove landscape items considered hazardous and to bring mailboxes into compliance with the Subdivision Regulations.

### **Exhibits**

- Mailbox Installation Instructions
- Pictures

Agenda Item:           **Transmittal of Draft Strategic Plan for 2011 - 2015**

Department:           **Village Manager's Office**

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**Introduction**

As part of the planning process for the Fiscal Year 2010 Budget, the Village Board identified development of a strategic plan as one of its goals for 2010. Beginning in February, the Village Board conducted a series of workshops to review and discuss the various elements of the plan. The attached timeline and excerpts of meeting minutes provide a summary of the discussion to date.

The final draft plan is attached for review and adoption on September 23<sup>rd</sup>.

**Exhibits**

Draft Strategic Plan  
Back Up Documentation