

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



THURSDAY, FEBRUARY 18, 2010
7:00 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. 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
 - b) Discussion – February 25, 2010 Bill List in the amount of \$270,879.28
 - c) Discussion – Downtown Revitalization Plan Draft Interim Document and Vision Statement
 - 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
 - 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
 - f) Discussion – 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
 - h) Discussion – Route 47 Widening Project Public Information 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
 - 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
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.

 2/11/10

David J. Johnson, Village Manager

Agenda Item: **January 28, 2010 Liquor Commission Hearing, January 28, 2010
Village Board and February 4, 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 28, 2010 Liquor Commission Hearing
- January 28, 2010 Village Board
- February 4, 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: **Downtown Revitalization Plan Draft Interim Document and Vision Statement**

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

Introduction

As reported at the February 4th Committee of the Whole Meeting, the Village’s planning consultant, Houseal Lavigne, has provided for Village Board review 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.

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.

Action Requested

No action is required at this time; this item is for discussion purposes only.

Agenda Item: 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

Department: Engineering Department

Introduction

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)

Action Requested

A 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

Exhibits

- Proposal for Professional Design Engineering and Construction Observation Services for the Brier Hill Road Resurfacing Project
- Location Map
- Draft Resolution

Agenda Item: 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

Department: Engineering Department

Introduction

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 provide 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.

Action Requested

A 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

Exhibits

- Professional Survey and Design Engineering Services for the Pedestrian Path Extension
- Location Map
- Draft Resolution

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

Department: Finance and Human Resources

Introduction

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 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.

Action Requested

A 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.

Exhibits

- Draft EEO Policy
- Draft Ordinance

Agenda Item: **Village of Huntley 2010 Legislative Agenda**

Department: **Village Manager's Office**

Introduction

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.

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.

Action Requested

Staff is requesting Village Board consensus regarding the proposed Village of Huntley 2010 Legislative Agenda.

Exhibits

Draft 2010 Legislative Agenda

Agenda Item: **Route 47 Widening Project – Public Information Program**

Department: **Village Manager's Office**

Introduction

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.

Action Requested

Direction by the Village Board to proceed with the Route 47 Widening Project Public Information Program.

Exhibit

- Business Information Letter
- Business List