

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
March 3, 2106  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, March 3, 2016 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Village Engineer Timothy Farrell, and Village Attorney John Cowlin.

**PLEDGE OF ALLEGIANCE:** Mayor Sass led the Pledge of Allegiance.

**SPECIAL PRESENTATION:**

Engineering Excellence Award – Village of Huntley Comprehensive Water and Wastewater Systems Master Plan

Engineer Jeff Freeman from Engineering Enterprises, Inc. presented the Engineering Excellence Award to the Village for the Village's Sustainable Master Planning Project which included a sustainable source water assessment and also quantified the financial benefits a minimal amount of water conservation could attain. The Master Plan identified over \$32 million in capital cost savings with only a 15% reduction in average water use per person for the planning period.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of the February 4, 2016 Committee of the Whole, February 11, 2016 Village Board, February 12, 2016 Village Board Workshop and February 18, 2016 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee had any 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 February 4, 2016 Committee of the Whole, February 11, 2016 Village Board, February 12, 2016 Village Board Workshop and February 18, 2016 Committee of the Whole Meeting Minutes.***

b) Discussion – Approval of the March 10, 2016 Bill List in the Amount of \$312,377.97

Mayor Sass reported that \$34,693.15 of the bill list expenditures was from the FY15 Budget and the remaining \$277,684.82 is from the FY16 Budget; \$34,693.15 (or 11%) of the total bill list is attributable to Payout#4 to Elmund & Nelson Co. for the Downtown Dry Utility Replacement Project.

Mayor Sass asked if the Committee had any comments or questions regarding the Bill List; there were none.

***It was the consensus of the Committee of the Whole to forward on for approval the March 10, 2016 Bill List in the Amount of \$312,377.97.***

c) Discussion – Conceptual Review of a Proposed Site Plan and Building Elevations for Sherwin-Williams on Outlot 7 of Huntley Crossing Phase I and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Sherwin-Williams is proposing construction of a 3,500 square foot retail building on the northern 1.13-acre portion of Outlot 7 of the Huntley Crossings Phase I Subdivision, immediately south of the recently constructed Culver's restaurant.

The site is zoned "B-3-PUD" Shopping Center Planned Unit Development. The annexation agreement approved in November 2006 assigned the zoning designation and development requirements for projects within the Huntley Crossings subdivision.

*Plat of Resubdivision*

The proposed development will require the resubdivision of Outlot 7, Huntley Crossings Phase I which is currently a 3.42-acre parcel. The proposed resubdivision will create a 1.13-acre ( $\pm 135'$  x  $\pm 365'$ ) lot for Sherwin-Williams and a 2.29-acre lot ( $\pm 272'$  x  $\pm 365'$ ). The 1.13-acre ( $\pm 49,222$  square foot), 135-foot wide lot for Sherwin-Williams will require relief from the minimum lot size (80,000 square feet) and minimum lot width (200') requirements within the "B-3" Shopping Center Business district. The remaining 2.29-acre lot conforms for the minimum lot area and width requirements for the "B-3" district.

*Site Plan*

As proposed the site plan adheres to the building and parking setbacks. Ingress and egress to the subject 1.13-acre site will be via a twenty-seven (27') foot wide access drive from the north-south Huntley Crossings service road. The parking area includes twenty-five (25') foot wide drive aisles with cross-access to Culver's and future development to the south. The Annexation Agreement requires a minimum of 4.3 parking stalls per 1,000 square feet of floor area, therefore, requiring fifteen (15) parking spaces for the proposed retail paint store. The proposed site plan provides twenty-five (25) parking spaces.

The facility's trash enclosure is proposed at the rear southeast corner of the building with gates facing north. The trash enclosure is required to be masonry to match the principal structure with metal gates.

*Building Elevations*

The proposed Sherwin-Williams building elevations provide a combination of face-brick, brick columns with light-sconces, brick soldier course and blue awnings on the front (west) and side (north) elevations.

### *Landscaping*

The Annexation Agreement governing the commercial subdivision requires adherence to the Village Design Guidelines including the foundation landscaping and perimeter plantings. A landscape plan was not provided for concept review, but shall be provided when the project proceeds through the formal development review process.

### *Signage*

The proposed signage includes a wall sign on the front (west) and both sides (north and south elevations) thereby requiring relief for the two (2) wall signs on the side elevations which do not have street frontage. The ground sign proposed for the southwest corner of the site must be in adherence to the monument sign template approved with the Preliminary PUD for the commercial subdivision.

### *Lighting*

The previous Outlot developments within Huntley Crossing Phase I utilized the Sternberg prairie-style light fixtures for parking lot lighting. The Village's lighting ordinance requires a 2.0 foot-candle average for the parking area and 0.5 foot-candle maximum at the property line. A fixture specification and photometric plan shall be submitted with the formal development application.

### Staff Analysis

The proposed resubdivision and development Outlot 7, Huntley Crossing Phase I will require the following review and approval by the Plan Commission and Village Board:

1. Plat of Resubdivision
2. Final Planned Unit Development (PUD), including necessary relief

The following relief will be considered as part of the Final PUD process:

1. Relief from the 80,000 square foot minimum lot area required in the "B-3" zoning district to allow a 49,222 square foot lot.
2. Relief from the 200 feet minimum lot width required in the "B-3" zoning district to allow a lot with of 135 feet.
3. Relief is required for the two (2) additional wall signs proposed for the east and south sides of the building.

Director Nordman reported that Kevin Vernick from Vernick & Associates was in attendance on behalf of Sherwin-Williams to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Piwko stated that he thought the building looked too plain and suggested that the petitioner add faux windows to the south side of the building.

Trustee Leopold stated that he agreed with Trustee Piwko's recommendation for the south side of the building. Trustee Leopold also suggested that the ground sign be allowed to be larger so it can be seen from the street and noted that the Culver's ground sign is too small. Trustee Leopold also asked if the rooftop equipment was going to be hidden; Director Nordman reported that the rooftop equipment would be hidden.

Trustee Kanakaris stated that the outside of the building needs a lot of work and also asked what the parking space sizes were. Director Nordman reported that the parking spaces are 9’ wide by 19’ long. Trustee Kanakaris stated that he wants the spaces to be wider.

Trustee Goldman stated that the building looks very boxy and did not like the west elevation.

Trustee Westberg suggested real windows be added on the south elevation with awnings so that there is more natural light inside the building.

Trustee Hoeft stated that he liked Trustee Westberg’s recommendation.

Mr. Vernick reported that they had designed the building to coordinate with Rookies, Starbucks and Sleepy’s on the west side of Route 47. Mr. Vernick reported that the building is all brick and had bumpouts as well as additional lighting. Mr. Vernick stated that he believed that the Aldi and Sleepy buildings do not have windows on the side of the building. Mr. Vernick reported that they could not put real windows on the south elevation as it would interfere with the interior set up of the business.

Trustee Kanakaris recommended adding another light fixture on the east side of the building to make it more symmetrical.

Mayor Sass advised the petitioner to revise the elevations as discussed.

- d) Discussion – Consideration of a Resolution Accepting the Residential Parkway Tree Planting Bid from Apex Landscaping, Inc. for the Village’s 2016 50/50 Parkway Tree Replacement Program

Management Assistant Barbara Read reported that a bid notice was published for the purchase and installation of trees for the Village’s 50/50 Residential Parkway Tree Replacement Program. The bids were opened and read aloud on Thursday, February 18, 2016. Bids were received from the following vendors:

Vendor	Average Cost Per Tree Size (caliper)			Overall Average Cost Per Tree
Acres Group Wauconda, IL	2.5” \$301	3.0” \$372	4.0” \$820	\$498.00
Alaniz Landscape Group Elgin, IL	2.5” \$306	3.0” \$339	4.0” \$451	\$365.00
Apex Landscaping, Inc. Hawthorn Woods, IL	2.5” \$343	3.0” \$380	4.0” \$429	\$384.00
Trees Unlimited, Inc. Hampshire, IL	2.5” \$467	3.0” \$509	4.0” \$606	\$527.00

Staff Analysis

The bids received provided prices for the following trees: Cleveland Select Pear (Spring planting only), Deborah Norway Maple, Red Sunset Maple, Accolade Elm, Northern Red Oak, Bald Cypress, Sugar Maple, State Street Maple and Skyline Honey Locust in 2.5” caliper, 3.0” caliper and 4.0” caliper sizes. The price per tree included the following:

- Excavate and remove unnecessary soil from sites
- Install trees as specified
- Backfill trees and properly mulch sites
- Clean up and haul away debris
- Initial watering

The bid form also asked bidders to include additional parkway tree recommendations and prices so that residents could be offered a wide variety of trees.

Staff has reviewed the proposals and Apex Landscaping provided overall the most competitive pricing and variety of trees.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Improve Appearance of Public and Private Properties*.

#### Financial Impact

The Village Board approved \$75,000 for the 50/50 Parkway Tree Replacement Program as part of the 2016 Budget and is included in the Street Improvement Fund, 04-10-4-7510. It is estimated that approximately 400 trees may be planted in 2016.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Westberg asked if the trees came with a guarantee; Management Assistant Read reported that the trees come with a one-year guarantee.

There were no other comments and questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution Authorizing a Bid Award to Apex Landscaping of Hawthorn Woods, IL for the Villages 2016 50/50 Residential Parkway Tree Replacement Program.***

- e) Discussion – Consideration of a Resolution for Approval to Waive the Public Bidding Process and Award Change Order No. 2 to Alliance Contractors, Inc. Downtown Streetscape Improvement Project Contract for the Downtown Square Improvements

Village Manager David Johnson reported that on May 14, 2015 the Village Board of Trustees awarded a contract for the Downtown Streetscape Improvements to Alliance Contractors, Inc. (ACI). The contract amount was \$2,857,772.58. On October 22, 2015, the Village Board of Trustees approved Change Order No. 1 adjusting the contract amount to \$2,801,968.04. The total amount invoiced and paid to date is \$2,629,273.70. The project has not yet been closed out.

The work in the Downtown Square is within the geographical limits of the Downtown Streetscape Improvements and the nature of work is similar. Utilizing ACI to complete the improvements to the Downtown Square requires approval to waive the public bidding process to award a change order to ACI for the work. Extending ACI's contract will reduce the costs and shorten the timeframe for completion by eliminating the need to contract with a consultant to complete bidding documents and the time associated with bidding. Furthermore, ACI is working with the Huntley Area Veterans Foundation to complete concrete work for the Veterans Memorial and utilizing ACI for the work within the Square

work will provide continuity and coordination of both projects.

#### Staff Analysis

The proposal from ACI has been reviewed and evaluated. Change Order No.2 to the Downtown Streetscape Improvement Project is \$137,722.50. The waiver of the public bidding process will secure the favorable construction bid prices and promote the timely completion of the Downtown Square Improvements. This item will require a separate vote of the Village Board as a super majority is required by law.

Village staff will lead the construction observation services but may consult with CBBEL if the need arises.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies Promote New Business Development, Retention, and Expansion as a Strategic Priority, and “Complete Town Square Improvements, including Veterans Memorial” as an objective.

#### Financial Impact

The FY2016 budget includes \$200,000 for Downtown Square Improvements in the Downtown TIF Fund 16-10-4-7712. Additional costs associated with the Square improvements include the purchase and installation of the large trees and evergreens, benches, and the clock.

#### Legal Analysis

The Village Attorney has reviewed the change order and bid waiver requirement.

Mayor Sass asked if the Committee had any 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 a Resolution to Waive the Public Bidding Process and Award Change Order No. 2 to Alliance Contractors, Inc. Downtown Streetscape Improvement Project Contract for the Downtown Square Improvements in the amount of \$137,722.50.***

- f) Discussion – Consideration of a Resolution Authorizing Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$19,500 for Design Engineering and \$18,000 for Construction Engineering Services

Village Engineer Timothy Farrell reported that the FY2016 Budget included funding for Water Main Replacement. Proposals dated February 12, 2016 were received from Christopher B. Burke Engineering, LTD, for Design and Construction Engineering of Water Main Replacement.

#### Staff Analysis

In the past several years, there have been numerous water main breaks along Giordano Ct. and along the alley behind the Bakley Shopping Center as a result of deteriorating and aging pipe. These main breaks consume staff resources, result in water loss, are costly to repair and are likely to continue unless the pipe is replaced with new pipe meeting current material and construction standards. This project includes replacement of approximately 900 feet of 10” and 12” pipe. The total estimated construction cost is \$285,000 including engineering.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies Promote Sound Financial Management and Fiscal Sustainability as a Strategic Priority, and “enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

Financial Impact

The FY16 Budget includes \$285,000 in the Water Capital Fund, 20-10-4-6900 for Water Main Replacement.

Mayor Sass asked if the Committee had any 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 a Resolution authorizing Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$19,500 for Design Engineering and \$18,000 for Construction Engineering Services.***

- g) Discussion – Approval of Payout Request No. 4 (Final) in the amount of \$34,693.15 to Elmund & Nelson, Co. for Downtown Dry Utility Replacement Plan

Mayor Sass reported that on April 2, 2015 the Village Board of Trustees awarded a contract for the Downtown Dry Utility Replacement plan to Elmund & Nelson, Co. The contract amount was \$529,510.00.

Elmund & Nelson, Co. started working on April 27, 2015 and has submitted a fourth and final pay request for the Downtown Utility Replacement plan. Village staff and the Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$151,424.65	\$15,142.47	\$0.00	\$136,282.18
#2	\$174,743.50	\$17,474.34	\$136,282.18	\$157,269.15
#3	\$524,663.15	\$26,233.16	\$293,551.33	\$204,878.66
#4 (Final)	\$533,123.15	\$0.00	\$498,429.99	\$34,693.15

The final cost is \$3,613.15 (0.7%) over the Bid amount. In most instances, the final quantities were below the Bid unit price line item quantities, however, the electric conduit and cable to the McHenry County Visitor Center was not part of the original scope and was the main expense that extended the project over the bid amount.

Financial Impact

The FY2015 budget included \$4,000,000 for Streetscape Improvements project(s) in the Downtown TIF Fund 16-10-4-7712.

Mayor Sass asked if the Committee had any 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***

***Payout Request No. 4 (Final) in the amount of \$34,693.15 to Elmund & Nelson, Co. for the Downtown Dry Utility Replacement Plan.***

- h) Discussion – Consideration of a Resolution Approving a FY2016 Budget Amendment to the Sewer Equipment Replacement Fund in the amount of \$25,000.00 and Authorization to Purchase a Reconditioned Grinder from JWC Environmental for the West Wastewater Treatment Facility

Village Engineer Timothy Farrell reported that the existing JWC Environmental grinder located in the Headworks of the West Wastewater Treatment Facility is original equipment (2000) and since the beginning of the year has been failing to consistently perform as it should. Operational staff has made efforts to maintain and repair the grinder equipment to restore the solids grinding and removal characteristics of the unit with limited success.

**Staff Analysis**

The grinder is an integral equipment process responsible for removing objects from the waste stream that can cause damage to downstream processes. Currently, the grinder is in operation but is performing at less than 50% efficiency and allowing solids that would otherwise be removed from the wastewater to pass to downstream processes. Therefore, the unit should be replaced as soon as practical to avoid compounding issues. Staff has consulted with the equipment manufacturer's representative and learned that JWC Environmental offers a Grinder Exchange Program where the existing grinder would be replaced with a reconditioned grinder. The reconditioned grinder would become the property of the Village and the existing grinder would become the property of JWC Environmental and be shipped to them. To manage costs, Village staff will self-perform the work involving the removal of the existing equipment and replacement with the reconditioned unit.

Staff has reviewed the proposal from JWC Environmental and determined that the reconditioned grinder is rebuilt to new specifications and tolerances but is offered at a fraction of the cost of a new unit. The cost for the reconditioned equipment is \$22,451.00.

**Financial Impact**

Replacement of the grinder was not budgeted for in the FY2016 budget. Sufficient funds are available within the Sewer Equipment Replacement Fund to purchase the grinder. A budget amendment of \$25,000 is proposed for Line item 12-10-4-7735.

Mayor Sass asked if the Committee had any 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 a Resolution Approving a FY2016 Budget Amendment to the Sewer Equipment Replacement Fund in the amount of \$25,000.00 and Authorization to Purchase a Reconditioned Grinder from JWC Environmental for the West Wastewater Treatment Facility.***

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:**

Village Manager Johnson reported that Staff will be bringing before the Board a request to relocate the warning siren from the Town Square to the south side of the Hackett House parking lot.

**VILLAGE PRESIDENT'S REPORT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEMS:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:33 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Westberg**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary