

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
January 21, 2106  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, January 21, 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.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of the January 28, 2016 Bill List in the Amount of \$644,940.34

Mayor Sass reported that \$596,287.67 of the bill list expenditures was from the FY15 Budget and the remaining \$48,652.67 is from the FY16 Budget; \$144,506.28 (or 22%) of the total bill list is attributable to the payment of development impact fees to other taxing bodies.

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 the January 28, 2016 Bill List in the Amount of \$644,940.34.***

- b) Discussion – Conceptual Review of a Request for a Zoning Ordinance Text Amendment to Add a Veterinary Hospital as a Special Use in the “M” Manufacturing Zoning District and Referral to the Plan Commission to Begin the Formal Development Review Process

Director of Development Services Charles Nordman reported that on November 19, 2015, the Randall Road Animal Hospital appeared before the Village Board to request approval of a Special Use Permit to locate within Regency Square at 12372 Princeton Drive. That request was denied and as a result the petitioner has continued to investigate potential locations for his business. He is now requesting the Village Board’s conceptual review to locate his business within 11804 Route 47 (formerly Manning Concrete). The veterinary office would occupy approximately 2,250 square feet within the office space which fronts Route 47. The remaining office space within the building is currently vacant and the

01.21.16 COW Minutes

property is being marketed for lease and/or sale. The rear of the property continues to function as a material storage yard for Triumph Steel and Cassidy Conveyor.

#### Staff Analysis

A veterinary hospital is not a permitted or special use in the “M” Manufacturing zoning district. Therefore, a Zoning Ordinance text amendment is required to add a Veterinary Hospital as a Special Use in the “M” Manufacturing zoning district. A text amendment would allow this as a special use in any areas zoned “M” Manufacturing (i.e. Kreutzer Road Industrial Park, Wolf Industrial Park).

#### *Required Approvals*

The request will require the following review and approvals from the Plan Commission and Village Board:

- i. Text Amendment to add a Veterinary Hospital as a Special Use in the “M” Manufacturing zoning district.
- ii. Special Use Permit for a Veterinary Hospital in the “M” Manufacturing zoning district.

Mayor Sass reported that Attorney Tom Zank and property owner Tom Manning were in attendance to answer questions.

Mayor Sass asked Mr. Manning if the Vet Clinic would only be using the lower lever; Mr. Manning concurred.

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 refer the Randall Road Animal Hospital to the Plan Commission to begin the formal development review and approval process.***

- c) Discussion – Consideration of a Resolution Approving a Proposal for Professional Design Engineering Services for the East and West WWTF Upgrades – Engineering Enterprises, Inc. in an Amount Not To Exceed \$184,000

Village Engineer Timothy Farrell reported that the Village has been faced with some recent regulatory mandates from the EPA. On May 28, 2015, the Illinois Environmental Protection Agency (IEPA) reissued the National Pollutant Discharge Elimination System (NPDES) Permit No. IL0029238 for the East Wastewater Treatment Facility (WWTF). The reissued permit requires the Village to prepare three planning documents and submit them by November 30, 2016. The reissued permit also requires Village compliance with a Phosphorus effluent discharge limit of 1.0 mg/l by November 30, 2018, as well.

The Village Board authorized a Professional Services Agreement on September 24, 2015 for preparation of the planning documents that includes the East and West WWTF. The planning documents include a Phosphorus Discharge Optimization Plan and Phosphorus Removal Feasibility Study. These planning documents working in concert with the recommendations of the 2015 Comprehensive Master Utility Plan have identified required regulatory, operation and maintenance (O&M) upgrades necessary for regulatory compliance. The improvements identified are as follows:

#### East WWTF:

- Replace valves and gates in northwest Orbal oxidation ditch and put back into service;
- Replace effluent valves in northeast closed loop reactor oxidation ditch;
- Modify flow splitter box for northwest oxidation ditch compatibility with Clarifiers 2 and 3;
- Remove Secondary Clarifier No. 1 and construct a chemical feed building for Barium and Phosphorus removal; and
- Install Variable Frequency Drives (VFDs) and a control system (w/ DO probes) for the oxidation ditch aerators to improve biological nutrient removal of the facility.

Total estimated cost for East WWTF improvements is \$1,622,000. Costs for these improvements will be addressed in future budgets.

#### West WWTF:

- Improve the oxidation ditch drainage efficiency by connecting the drain lines to a raw sewage pump station;
- Automate the aerobic digester controls;
- Replace the drain mud valves on Oxidation Ditch Nos. 1 and 2;
- Add one new 1.5 meter belt filter press for dewatering and replace the existing conveyor liner;
- Replace motors and add VFD's and control system upgrades on Oxidation Ditch No. 2.

Total estimated cost for West WWTF improvements is \$1,105,000. Costs for these improvements will be addressed in future budgets.

A Proposal for Design Engineering and Construction Engineering Services for the East and West WWTF Upgrades has been received from Engineering Enterprises, Inc. (EEI). Tasks to be performed include surveying, field reconnaissance, geotechnical investigation, plans, specifications, cost estimates, permitting and bidding services. Total project cost, including design and construction engineering is estimated at \$2,727,000 to be spanned over multiple years (2016-2018). EEI's not-to-exceed figure for design engineering is \$184,000.00.

#### Staff Analysis

Staff recommends approval of the Proposal for Professional Design Engineering for the East and West WWTF Upgrades. Subject to approval as part of the FY2017 Budget process, construction engineering services will be initiated in 2017.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and "Monitor environmental regulations and identify costs associated with compliance and incorporate as needed into Capital Improvement Program and annual budget" as an objective.

#### Financial Impact

The FY2016 Budget includes funding for the Design Engineering Services for Wastewater Treatment Facility Upgrades in the amount of \$190,000.00 in the Sewer Capital Fund, 30-90-4-7500.

Village Engineer Farrell reported that Jeff Freeman from Engineering Enterprises, Inc. was in attendance to answer questions.

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

Trustee Leopold asked what other services EEI would perform in addition to design. Village Engineer Farrell reported services would include surveying, field reconnaissance, geotechnical investigation, plans, specifications, cost estimates, permitting and bidding services.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution approving a Proposal for Professional Design Engineering Services for the East and West WWTF Upgrades to Engineering Enterprises, Inc. (EEI) in an amount not to exceed \$184,000.00.***

d) Discussion – Proposed Town Square Improvement Plan

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the next phase in the implementation of the Downtown Revitalization Plan is improvements to the Town Square. The timeline for completing all improvements is mid-May. Outlined below is a summary of preliminary findings and recommendations. In addition, a conceptual plan for the improvements has been prepared by William Ruth Landscaping.

Staff Analysis

Phase I: Remove Existing Planter Boxes in the Square and Salvage Stone for Future Use: This work would consist of utilizing Public Works staff resources to remove the four planters as identified in the exhibit and salvage the stone for proposed planter areas in the Square. This will also include removal of the evergreen tree in the planter box adjacent to Woodstock Street. This work will begin as soon as possible.

Phase II: Remove Unhealthy Trees in the Square: Village staff coordinated with the staff arborist from the Village of Algonquin for professional guidance to assess the condition of the existing trees in the Square. The arborist found that seven of the eight trees are unhealthy and are approaching the end of their life. Three of the trees are at the point that they are a safety concern due to their condition. These three trees will be removed expeditiously. The one tree that is still thriving is the memorial tree in the northeast corner of the Square. Staff is seeking direction from the Village Board regarding the four remaining trees.

Phase III: Reconstruct Brick Walking Surfaces in the Square: The existing brick walking surface in the Square is in poor condition. Numerous freeze-thaw cycles have caused heaving and settling to the point that there are trip hazards in some locations. The railroad tie ribbon is also in poor condition and no longer holding the bricks in, allowing the bricks to separate. Staff recommends that the existing bricks be removed and a new path be constructed. The new brick walking path would match the construction of the new crosswalks in the downtown with a concrete base to prevent heaving and settling and concrete ribbons to prevent separation. The existing memorial bricks would be relocated to a patio as identified on the exhibit.

Phase IV: Remove Existing Benches and Trash Receptacles in the Square and Relocate Dhamer Town Square Sign: To provide connectivity with the downtown, staff recommends removing accessories such as the benches and trash receptacles and replacing with new ones to match those recently installed with the downtown streetscape project. The Jim Dhamer Town Square Sign currently on the southeast corner must be relocated to accommodate the location of the Veterans Memorial. The new location proposed for the sign would be near the center north-south walkway and it would be positioned to face Main

Street.

Bike Racks: This work would consist of installing bike racks at the locations identified in the exhibit. This work would be completed by Public Works staff.

#### 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 FY16 Budget includes \$200,000 in the Downtown Improvement Fund Line Item 16-10-4-7712 for the Downtown Square.

Mayor Sass asked for the Committee’s input for the following questions:

1. Is the relocation of the memorial pavers and monuments to the center patio acceptable?

*The Board concurred that the existing bricks be removed and relocated to a patio as identified on the exhibit.*

2. Is the proposed location of the Jim Dhamer Town Square sign acceptable?

*The Board concurred that the Jim Dhamer Town Square Sign currently on the southeast corner must be relocated to accommodate the location of the Veterans Memorial. The new location for the sign would be near the center north-south walkway and it would be positioned to face Main Street.*

3. Is it acceptable to remove the four (4) remaining trees?

*The Board concurred that the four (4) remaining trees which are unhealthy and approaching the end of their life should be removed.*

4. Do you want a sidewalk connection from the center memorial patio to the Veterans memorial?

*The Board concurred that they want to construct the sidewalk connection from the center memorial patio to the Veterans memorial.*

5. Is it preferred that the Veterans memorial faces the intersection of Church and Main Street or the interior of the park?

Mayor Sass asked Ms. Lonni Oldham, representing the Veteran’s Memorial group, to the podium and describe both sides of the memorial. Ms. Oldham reported that front side of the memorial will have the emblems of each branch of the military and the back side of the memorial will have a mural of each branch of the military.

Trustee Piwko asked if there will be any items in front of the front side of the memorial. Bill Ruth, William Ruth Landscaping, reported that there will be benches and low profile landscaping.

Trustee Leopold asked if there were enough Sesquicentennial Bricks to make the patio; Director  
01.21.16 COW Minutes

Nordman reported that if needed, additional plain bricks can be added. Trustee Leopold suggested that the bell currently located on a platform be hung somehow.

There were no other comments or questions.

*The majority of the Board indicated that the orientation of the Veteran's Memorial should face out towards the intersection of Main and Church Street.*

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass asked the Committee to let staff know if they will be attending McCog.

**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 7:21 p.m.**

**MOTION:** Trustee Piwko

**SECOND:** Trustee Kanakaris

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

Respectfully submitted,

Barbara Read  
Recording Secretary