

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
September 17, 2015  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, September 17, 2015 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 Hoelt, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Director of Development Services Charles Nordman, Village Engineer Tim Farrell, Deputy Chief Michael Klunk, Village Clerk Rita McMahon and Village Attorney Mike Coppedge.

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

**SPECIAL PRESENTATIONS:**

**Oath of Office:**

Mayor Sass acknowledged the Police Commissioners in attendance, Don Arseneau and Jim Burgess, as well as members of the Huntley Police Department. Mayor Sass asked Deputy Chief Klunk to introduce new Police Officer Ryan Gregorio.

Deputy Chief Michael Klunk introduced the Village's newest Police Officer Ryan Gregorio and welcomed him to the Department. Village Clerk Rita McMahon administered the Oath to Officer Ryan Gregorio. Officer Gregorio thanked Mayor Sass, the Village Board, staff and his family for their support and stated he is excited to be working for the Village of Huntley Police Department.

**Chamber of Commerce Week:**

Mayor Sass stated that the Village of Huntley has the best Chamber in the area and is grateful for all their hard work and support they show for the community.

Mayor Sass read the following proclamation:

WHEREAS, the Huntley Area Chamber of Commerce works with the businesses, merchants, and industry to advance the civic, economic, industrial, professional and cultural life of the Village of Huntley; and

WHEREAS, chambers of commerce have contributed to the civic and economic life of Illinois for 177 years since the founding of the Galena Chamber of Commerce in 1838; and

WHEREAS, this year marks the 28<sup>th</sup> anniversary of the Huntley Area Chamber of Commerce which was established in 1987 and currently has over 300 involved members, as an ambassador of local businesses for the residents of our community; and

WHEREAS, the Huntley Area Chamber of Commerce leads by example of their purpose and mission statement, “*Working Together To Make A Difference*”, of promoting a prosperous business environment that enhances the quality of life within Huntley’s business community.

NOW THEREFORE I, Charles H. Sass, President of the Village of Huntley, proclaim September 13 through September 19, 2015, as CHAMBER OF COMMERCE WEEK in the Village of Huntley and call its significance to the citizens of the Village of Huntley.

PASSED and APPROVED this 17<sup>th</sup> Day of September, 2015.

Mayor Sass invited the Chamber Board to come to the dais and accept the proclamation.

**Bring Your Own Bag Proclamation:**

Mayor Sass included a proclamation for the Environmental Defenders of McHenry County showing the Village of Huntley support for the Bring Your Own Bag program.

Mayor Sass read the following proclamation:

**WHEREAS**, the month of October 2015 is recognized as Bring Your Own Bag Month in the Village of Huntley to encourage residents to bring their own bag when shopping; and

**WHEREAS**, by using their own bag for shopping residents help reduce pollution, free storm drains from plastic blockage, reduce long-term waste in landfills, and protect wildlife while supporting the BYOBag campaign; and

**WHEREAS**, the Village has asked residents to support BYOBag by bringing reusable bags with them when shopping instead of using a plastic bag; and

**WHEREAS**, the Village of Huntley is proud to partner with the BYOBag Committee of the Environmental Defenders of McHenry County in their effort to make Huntley more environmentally conscious through the BYOBag campaign which has been funded by a grant from the McHenry County Community Foundation; and

**NOW THEREFORE**, I, Charles H. Sass, President of the Village of Huntley, do hereby recognize October 2015 as Bring Your Own Bag Month in the Village of Huntley and encourage all residents to participate in bringing your own bag when shopping.

Dated this 17<sup>th</sup> day of September 2015.

**PUBLIC COMMENTS:**

Ms. Darci Chandler of 10760 Rushmore Lane, Huntley, addressed the Committee to say she has heard all positive feedback regarding the work being done downtown. She said she wanted the Committee to know since they typically only hear negative comments. Mayor Sass and the Committee thanked Ms. Chandler for her kind words.

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of August 20, 2015 Committee of the Whole and August 27, 2015 Village Board Meeting Minutes

Mayor Sass asked if the Committee had any comments or 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 August 20, 2015 Committee of the Whole and August 27, 2015 Village Board Meeting Minutes.***

- b) Discussion – Approval of the September 24, 2015 Bill List in the Amount of \$559,462.09

Mayor Sass reported that \$198,220.59 (or 35%) of the total bill list is attributable to Payout #1 to Alliance Contractors Inc. for the Downtown Streetscape Improvement Project (\$192,091.36), and payment of SSA Property Taxes (\$6,129.23).

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 September 24, 2015 Bill List in the Amount of \$559,462.09.***

- c) Discussion – Conceptual Review of a Proposed Final Planned Unit Development for an ±80,000 Square Foot Medical Office Building, Modifications to the Ambulatory Care Mall and New Maintenance Building for the Centegra Medical Campus 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 on August 22, 2013, the Village Board adopted Ordinance (O)2013-08.48 approving a Preliminary Planned Unit Development (PUD), Special Use Permit for a Heliport, and Preliminary Plat of Subdivision for the Centegra Health Care Campus. The Preliminary PUD included a 5-story, 128-bed hospital of approximately 375,000 square feet and a 4-story Medical Office Building (MOB) consisting of approximately 80,000 square feet. The Preliminary PUD also included related site improvements (parking, stormwater management facilities, etc.) to accommodate the hospital and MOB. Centegra later received Final PUD approval for the hospital and related site improvements on December 19, 2013 (Ordinance (O)2013-12. 86)

The Final PUD plan approved on December 19, 2013 did not include plans for the MOB, maintenance building or the necessary modifications to the Ambulatory Care Mall (ACM). The petitioner chose to submit a separate Final PUD application for these improvements in order to expedite the start of construction on the hospital. In anticipation of submitting a formal development application for the outstanding elements of the campus, the petitioners are requesting the Village Board to conceptually review the proposed site plan and building elevations.

#### *Staff Analysis*

All proposed elements (MOB, modification to the ACM and new maintenance building) were included in the Preliminary PUD approved by the Village Board on August 22, 2013. The one notable change to the Preliminary PUD is the relocation of the maintenance building away from Algonquin Road. The site plan for the Preliminary PUD proposed to locate the maintenance building at the southeast corner of the campus near the HealthBridge trash enclosure. At staff's direction, the petitioner found an alternative location for the maintenance building that is on the interior of the campus and much less visible from surrounding roadways. The proposed location is approximately 800 feet from the nearest street (Reed 09.17.15 COW Minutes

Road). The proposed brick maintenance building and associated paved yard will be enclosed with a fence and further screened with landscaping.

The design of the proposed four-story, ±80,000 square foot, MOB is similar to the plan presented as part of the Preliminary PUD and the proposed building materials are a combination of those used on the hospital and ACM. The primary entrance to the building will be on the north elevation and parking is provided in the newly constructed north parking lot.

The proposed modifications to the ACM will flip the building's main entrance to the north elevation so it is accessible from the north parking lot; however, the main entrance to the Immediate Care facility will remain at its current location on the south elevation. The modifications to the building are primarily on the north elevation to accommodate the new entrance and associated entrance canopy and drop-off area.

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

Trustee Westberg commented regarding the Village requesting larger caliper trees and hopes to see the larger trees included in the future when the landscaping plan is presented for approval.

Trustee Goldman complimented the petitioner on moving the maintenance building to the new location and said she liked the overall layout of the campus.

Trustee Hoeft noted that the final floor elevation of the existing ACM is one foot higher than the proposed final floor elevation for the MOB and cautioned Centegra to be sure that drainage flows properly through this area.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to refer plans for the proposed ±80,000 Square Foot Medical Office Building, Modifications to the Ambulatory Care Mall and New Maintenance Building to the Plan Commission to begin the formal development review process for Final Planned Unit Development.***

- d) Discussion – Consideration of a Resolution Authorizing a Professional Services Agreement with Engineering Enterprises, Inc. of Sugar Grove, IL for the Wastewater System Regulatory Planning Documents and FY15 Budget Amendment

Village Engineer Tim Farrell reported 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 three planning documents collectively referred to as Wastewater System Regulatory Planning Documents are as follows:

- Phosphorus Discharge Optimization Plan
- Phosphorus Removal Feasibility Study
- Capacity, Management, Operations and Maintenance (CMOM) Plan

The IEPA requirement for the Phosphorus Discharge Optimization Plan and Phosphorus Removal Feasibility Study are currently specific to the East WWTF. The CMOM Plan is a requirement for the full Village Wastewater System. Village staff anticipates the West WWTF NPDES Permit renewal, expected within the next year, will include these same requirements, as well. Therefore, for economies of scale, staff recommends that these planning documents are developed to include the West WWTF as well as the East WWTF.

#### *Staff Analysis*

The Wastewater System Regulatory Planning Documents will provide the Village with a comprehensive plan for optimizing the total phosphorus removal at the WWTF's and provide a targeted approach for the CMOM plan as required by regulators.

Village Engineer Farrell stated that Staff has reviewed the proposal and Engineering Enterprises, Inc. from Sugar Grove, Illinois was determined to be qualified and provided competitive pricing for this work in the amount of \$89,705.

#### *Financial Impact*

The FY15 Budget includes \$500,000 in the Sewer Capital Fund, 30-90-4-7500 for the West Wastewater Treatment Facility (WWTF) Belt Filter Press Improvements. However, that purchase will be deferred until FY16 and will be combined with additional WWTF projects as identified in the Comprehensive Master Utility Plan. A budget amendment is required for an interfund transfer of \$90,000 from Sewer Capital Fund 30-90-4-7500 to Sewer Capital Contractual Services 30-90-2-6320.

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 a Professional Services Agreement with Engineering Enterprises, Inc. of Sugar Grove, Illinois for the Wastewater System Regulatory Planning Documents and FY15 Budget Amendment.***

Village Manager Johnson informed the Committee of an award recently won by the Village of Huntley and asked Village Engineer Farrell to explain the program and award. Engineer Farrell noted the Village of Huntley entered into an agreement with Energy Curtailment Specialists, Inc. (ECS) PowerPay Program and authorized ECS to be the Village's exclusive demand response provider. Participation in this program allows the Village to capitalize on emergency power infrastructure located at Village Water and Wastewater Treatment facilities by curtailing electricity usage in pre-emergency and emergency events. The Village of Huntley receives \$25,000 for participating in this program. Also, in commemoration of Village participation in the program, ECS will coordinate the planting of ten trees in the Tahoe National Forest in honor of the Village through their Green Roots initiative in collaboration with the Arbor Day Foundation.

- e) Discussion – Consideration to Approve Payout Request No. 1 in the amount of \$53,890.90 to Acres Group for the 2015 Spring 50/50 Parkway Tree Replacement

Program

Mayor Sass reported that at the April 10, 2014 Village Board Meeting, the Village Board of Trustees awarded Acres Group the bid for the 50/50 Residential Parkway Tree Replacement Program.

*Staff Analysis*

Acres Group has completed planting 179 residential parkway trees as part of the spring planting and has submitted a payout request in the amount of \$57,188 with 10% (or \$5,718.80) retained for one-year as stated in the bid document.

*Financial Impact*

The Village Board approved \$150,000 for the 50/50 Parkway Tree Replacement Program as part of the FY 2015 Budget and is included in the Street Improvement Fund, 04-10-4-7510.

	Invoice Amount	10% Retained	Amount Due
Payout #1 (Spring)	\$57,188.00	(\$5,718.80)	\$51,469.20
Spring 2014 10% Retainage Due	\$2,421.70		\$2,421.70
Totals	\$59,609.70	(\$5,718.80)	\$53,890.90

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. 1 in the amount of \$53,890.90 to Acres Group for the spring planting of residential parkway trees.*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:** None

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass reported the monthly McCOG meeting will be held at the Woodstock Gardens next week.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**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 of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes

i) Other

**A MOTION was made at 7:24 p.m. to enter into Executive Session for c) Property Acquisition, Purchase, Sale or Lease of Real Estate and d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Hoeft**

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

**A MOTION was made exit Executive Session at 7:43 p.m.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

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

**ACTION ON CLOSED SESSION ITEMS: None**

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:44 p.m.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

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

Respectfully submitted,

Rita McMahan  
Village Clerk