

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
September 7, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, September 7, 2017 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, Harry Leopold, John Piwko and JR Westberg.

ABSENT: Trustee Niko Kanakaris

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 invited Cub Scout Pack 267 up to the front of the room to lead the Pledge of Allegiance.

After the Pledge of Allegiance, Trustee Leopold noted that it was Mayor Sass's birthday and asked the Scouts to sing Happy Birthday.

PUBLIC COMMENTS:

Pack 267 Leader Brad Wackerlin presented the Mayor with the "Friend of Pack 267 Appreciation Award" and thanked him for his commitment to the Village.

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of July 20, 2017 Committee of the Whole, July 27, 2017 Liquor Commission, July 27, 2017 Village Board, August 3, 2017 Committee of the Whole and the August 24, 2017 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 July 20, 2017 Committee of the Whole, July 27, 2017 Liquor Commission, July 27, 2017 Village Board, August 3, 2017 Committee of the Whole and the August 24, 2017 Village Board Meeting Minutes.

- b) Discussion – Consideration of an Ordinance Approving Site Plan Review to accommodate a parking lot expansion for Weber-Stephen Products, 11803 Oak Creek Parkway

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported 09.07.17 COW Minutes

that the Weber-Stephen facility, 11803 Oak Creek Parkway, was originally constructed in 1997 with building additions in 1999 and 2003 which resulted in there being 615 parking spaces on the site. The parking lot was expanded in 2013 to add 147 parking spaces north of the building which resulted in 762 total parking spaces for the overall site. The petitioner is now proposing to add an additional 182 parking stalls, including six (6) additional accessible loading/parking spaces, to the southwest corner of the site. The parking lot expansion is being completed in conjunction with work to the interior of the building that will convert a portion of the warehouse to office space. An area of concrete adjacent to the building will also be removed and replaced with a sidewalk and landscaping (this area is adjacent to the portion of the building that is being converted to office space).

Staff Analysis

Site Plan Review

The proposed site plan will expand the existing parking lot at the southwest corner of the site to add 182 parking stalls. The expanded parking lot will be a continuation of the existing lot located along the west side of the building. Parking stall dimensions and the width of the drive aisles will match the existing parking lot (interior parking stalls measure 9' x 19', perimeter spaces are 19' including the overhang and the drive aisles are 24' in width).

Landscaping and Lighting

The landscape plan for the project includes two (2) trees and shrubs within each of the four (4) proposed landscape islands. Additionally, thirteen (13) Austrian Pine and two (2) Colorado Spruce will be planted along the west lot line to replace the thirteen evergreen trees that must be removed to allow for construction of the parking lot. There are an additional 20 existing evergreen trees (Austrian Pine and Colorado Blue Spruce) adjacent to the new parking lot that will remain along the west lot line.

The four (4) landscape islands also include four (4) double-head light fixtures required to meet the Village's requirement for a minimum of 2.0 foot-candle average for the parking area with no more than 0.5 foot-candles along the property perimeter.

Plan Commission Recommendation

The Plan Commission reviewed the petition on August 14, 2017 and unanimously recommended approval by a vote of 6-0 subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through "retention" and design of multi stage outlet structures.
4. Handicap accessible parking spaces shall be provided in accordance with the Illinois Accessibility Code.
5. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.

6. The petitioner shall obtain final approval of the Lighting Plan from the Development Services Department
7. All permanent and seasonal plantings must be replaced immediately upon decline.
8. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
9. No building plans or permits are approved as part of this submittal.
10. No sign plans or permits are approved as part of this submittal.

Financial Impact

The petitioner is required to pay any applicable engineering and building permit fees.

Director Nordman reported that a representative from the petition was in attendance to answer questions.

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 an Ordinance approving Site Plan Review to Accommodate a Parking Lot Expansion for Weber-Stephen Products, 11803 Oak Creek Parkway.

- c) Discussion – Consideration of an Ordinance Approving an Amended Special Use Permit for a restaurant with a drive-through and Site Plan Review to accommodate the addition to the McDonald’s restaurant at 10711 Route 47

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the McDonald’s restaurant at 10711 Route 47 was originally constructed in 1998. In 2015, the site was modified for the construction of dual drive-through lanes and the addition of parking stalls along the north-south drive aisle leading to North Street. The additional parking served to replace stalls that were eliminated by the construction of the dual drive-through lanes.

Staff Analysis

Site Plan Review

The petitioners are now proposing a building addition to the front (east) portion of the restaurant which will add ±756 square feet and serve to reconfigure the restaurant’s dining area, restrooms, and kitchen area. The building addition necessitates the elimination of the existing outdoor patio area at the front of the store and reconfiguration of sidewalks adjacent to the building. The site’s existing parking areas and drive-through lanes will not be impacted by the proposed building addition.

Building Elevations

The exterior of the existing restaurant is primarily EIFS (dryvit) and brick skirting, with a dual-sloped mansard roof system at the front (east) portion of the building which will be replaced and modified with the proposed addition. The proposed building addition materials include nichiha fiber cement panels, face-brick skirting (matching the existing building), tiled column features, and corrugated metal panels along the restaurant’s parapet. The existing EIFS on the rear of the building will be repainted to match the color of the thin brick used on the front of the building.

Landscaping

The proposed addition requires the removal of the existing landscaping at the front of the building and around the outdoor patio. The proposed foundation landscaping includes zebra grass and daylilies along

the front and north side elevations. Additional zebra grass, daylilies, junipers, and grass will be planted in the remaining open space at the front of the building. The landscaping on the rest of the site will not be affected by the proposed addition.

Parking

The proposed addition will add ±756 square feet to the building; however, the seating capacity of the restaurant will decrease from fifty-eight (58) to fifty-three (53) seats. The fifty-three (53) seats require eighteen (18) parking spaces per the restaurant-parking ratio of one (1) parking space for every three (3) seats. Currently the site has forty-four (46) parking stalls including the requisite two (2) accessible parking stalls.

Plan Commission Recommendation

The Plan Commission reviewed the petition on August 28, 2017 and, with no members of the public offering testimony in favor or opposition to the request, unanimously recommended approval of the petition by a vote of 5 to 0 subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
4. All permanent and seasonal plantings must be replaced immediately upon decline.
5. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
6. No building plans or permits are approved as part of the submittal.
7. No sign permits are approved as part of the submittal.

Condition added by the Plan Commission:

8. The petitioner shall add a column element, matching materials on the east and north elevation, above the drive-through windows along the restaurant's south-side elevation (the elevation provided to the Village Board has been modified to address this comment).

Financial Impact

The petitioner is required to pay any applicable engineering and building permit fees. In addition, the property is located in the Village's Tax Increment Financing District.

Director Nordman reported that Joe Kerchner from Lingle Design Group was in attendance to answer questions.

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

Trustee Piwko suggested that they try to improve the north side of the building to break up the long wall. Trustee Piwko asked if the restaurant was going to be open during construction; Mr. Kerchner stated that the plans are to have the restaurant open as much as possible.

Trustee Westberg asked if the tall narrow piece on the building would be illuminated; Mr. Kerchner stated that there was a light at the top shining down. Trustee Westberg also asked for confirmation on the directional signage on site.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for Approval an Ordinance for the Amended Special Use Permit for a Restaurant with a Drive-Through and Site Plan Review to Accommodate the Building Addition and Associated Site and Landscaping Improvements to the McDonald's Restaurant at 10711 Route 47.

- d) Discussion – Consideration of a Resolution Approving a Façade Improvement Assistance Program Grant for American Legion of Huntley Post 673, 11712 Coral Street

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the American Legion of Huntley Post 673 has submitted an application for the Façade Improvement Assistance Program requesting assistance in the amount of \$10,000 for the year 2017 and \$10,000 for the year 2018 for proposed exterior building improvements which include a building addition of approximately 500 square feet and enclosing the future honor garden with a brick wall. The addition will be located along the east elevation of the existing building and will allow for reconfigured bathrooms and an expanded bar area. The proposed plans are unchanged from when the Village Board reviewed the conceptual plans on June 22, 2017. The plans feature a brick base to match the existing building, hardie board siding, and Hunter Green standing seam roof. The total cost of the addition and wall is estimated at \$450,000. As stated during the concept review for the expansion on June 22nd, the west wall of the building will be painted and the military logos placed on the wall.

The design for the interior of the honor garden has yet to be determined and will be presented to the Village Board at a later date. Until such time, the honor garden will remain as lawn.

The proposed addition also requires site plan review, including any necessary relief, to be reviewed and approved by the Plan Commission and Village Board. The Plan Commission public hearing to consider the requested actions is scheduled for Monday, September 11, 2017. Pending a recommendation from the Plan Commission, the request for site plan review will be scheduled for consideration on the September 14, 2017 Village Board agenda.

Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements that are eligible for reimbursement. All proposed improvements are identified as an eligible improvement under the guidelines of the program.

The Village Board shall evaluate the project based on the value of the aesthetic improvement to the Village of Huntley and the following criteria:

- Condition of the building and need for renovation
- Extent to which the improvements conform to the Downtown Revitalization Plan and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

Financial Impact

The FY2017 budget includes \$90,000 for the Façade Improvement Assistance Program in the Capital Projects Fund (to date, \$28,151.62 of the FY2017 funds have been dedicated to projects). The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost

per property with a maximum reimbursement of \$10,000 per project. The maximum aggregate amount of all grants approved for a building/property within a five year period is limited to \$20,000. The petitioner estimates the proposed addition to cost approximately \$450,000 and the petitioner is requesting assistance in the amount of \$10,000 for the year 2017 and \$10,000 for the year 2018 to complete the identified work.

Upon completion of the work, the owner must submit copies of all invoices, contractor’s statements, proof of payment, and notarized final lien waivers to the Village, as evidence that the owner has paid the contractor. Payment of the approved grant amount will only be authorized upon completion of all work items as originally approved and receipt of all required documents.

Director Nordman reported that the Legion has made a couple of changes since the packet was distributed: the brick at the base of the building will not go all way up to the windows but will stop a few feet below the windows; and the pitch of the roof has been modified.

Legal Analysis

If the requested grant is approved by the Village Board, the petitioner must sign and abide by the terms of the Façade Improvement Assistance Program Agreement in order to be reimbursed for the project.

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

Trustee Piwko asked if the west wall of the building was still going to be painted; Director Nordman stated that the west wall was going to be painted.

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 Façade Improvement Assistance Program Grant for American Legion of Huntley Post 673, 11712 Coral Street.

- e) Discussion – Consideration of a Resolution Awarding a Bid for the East and West Wastewater Treatment Facilities Upgrades Project / Independent Mechanical Industries

Director of Public Works and Engineering Timothy Farrell reported that in response to recent regulatory mandates from the IEPA, the Village and its consultant, Engineering Enterprises, Inc. (EEI) prepared plans and contract documents for upgrades to the East and West Wastewater Treatment Facilities (WWTF). On July 12, 2017 the Village received bids from four (4) contractors for the East and West WWTF Upgrades Project. Those bids were rejected by the Village Board on August 10, 2017 on the basis of cost. The work scope was reduced and the project was re-advertised for bid. On August 29, 2017, the Village received bids from three (3) contractors. The results are summarized in the bid tabulation summary table below. Independent Mechanical Industries was the lowest bidder in the amount of \$2,940,000.00.

COMPANY	BASE BID
<i>Engineer’s Estimate</i>	\$2,910,000.00
Independent Mechanical Industries	\$2,940,000.00

Joseph Henderson & Son	\$2,978,000.00
Manusos General Contracting	\$2,990,000.00

Staff Analysis

The bids have been reviewed by Staff and EEI. Staff recommends awarding the bid to the lowest responsive, responsible bidder for the East and West Wastewater Treatment Facilities Upgrades Project, Independent Mechanical Industries, Inc. in the amount of \$2,940,000.00.

Financial Impact

The FY2017 Budget includes partial funding for the Wastewater Treatment Facility Upgrades in the amount of \$1,226,250.00 in the Sewer Capital Fund, 30-90-4-7500. The project will carry over into FY2018. The project will be funded by a \$3,000,000 debt issuance that was approved by the Village Board on August 24th.

Legal Analysis

Final contract documents to be reviewed by the Village Attorney.

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

Trustee Westberg asked if the company’s references were checked; Director Farrell stated that their references were checked and the Village’s engineering firm is currently working with them on another project.

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 the Bid Award to Independent Mechanical Industries, Inc. in the amount of \$2,940,000.00 for the East and West Wastewater Treatment Facilities Upgrades Project and Authorizing Execution of Contract Documents.

- f) Discussion – Consideration of a Resolution Approving a Proposal for Professional Construction Engineering Services for the East and West WWTF Upgrades – Engineering Enterprises, Inc. in an Amount Not To Exceed \$144,000

Director of Public Works and Engineering Timothy Farrell reported that in response to recent regulatory mandates from the IEPA, the Village and its consultant, Engineering Enterprises, Inc. (EEI) prepared plans and contract documents for upgrades to the East and West Wastewater Treatment Facilities (WWTF). On July 12, 2017 the Village received bids from four (4) contractors for the project. Those bids were rejected by the Village Board on August 10, 2017. The work scope was reduced and the project was re-advertised for bid. On August 29, 2017, the Village received bids from three (3) contractors. A recommendation of bid award will be presented to the Village Board for consideration.

A Proposal for Construction Engineering Services for the East and West WWTF Upgrades has been received from EEI. Tasks to be performed include IEPA progress reports, project meetings and construction coordination, review of pay requests, shop drawings, RFI’s, and O&M manuals, construction observation, punch lists, closeout and record drawings. EEI’s not-to-exceed figure for construction engineering is \$144,000.00.

Staff Analysis

Staff recommends approval of the Proposal for Professional Construction Engineering for the East and West WWTF Upgrades.

Financial Impact

The FY2017 Budget includes partial funding for the Wastewater Treatment Facility Upgrades in the amount of \$1,226,250.00 in the Sewer Capital Fund, 30-90-4-7500. The project will carry over into FY2018. The project will be funded by a \$3,000,000.00 debt issuance that was approved by the Village Board on August 24th.

Director Farrell reported that representatives from Engineering Enterprises, Inc. were in attendance to answer questions.

Mayor Sass told the EEI representatives that for \$144,000.00 they better be on site a lot during the project.

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 a Resolution Approving a Proposal for Professional Construction Engineering Services for the East and West WWTF Upgrades to Engineering Enterprises, Inc. (EEI) in an amount not to exceed \$144,000.00.

- g) Discussion – Consideration of an Ordinance Authorizing an Amendment to the FY2017 Budget in the Amount of \$41,000.00 for the Continuation of the Village of Huntley 2017 Street Light Incentive Program

Director of Public Works and Engineering Timothy Farrell reported that on May 19, 2017 Public Works Staff completed the street light replacement on Freeman Road and Automall Drive with LED fixtures. The Village was able to take advantage of the Street Light Incentive Program offered by the Illinois Department of Commerce and Economic Opportunity and received a check from Elevate Energy in the amount of \$13,344.00 on 7/21/2017. The total project cost was \$18,741.32. This program was expected to end May 31, 2017, but has since been extended through December 31, 2017 under a ComEd-based incentive program.

Staff Analysis

The Village is looking to take advantage of this program again to continue the street light replacement program with LED fixtures along Jim Dhamer Drive and ending west of Countryview Blvd at the dead end and also on Main Street from Dundee Road to Haligus Road. Currently, the project cost is approximately \$41,000.00, with the Village to receive an incentive of roughly \$30,675.00. Public Works Staff will be performing the installation of the light fixtures and has since received a Reservation Letter from ComEd which serves as a Notice to Proceed and also reserves the incentive funds. The locations of work are identified in the attached exhibit. Work is anticipated to begin immediately, with project completion at the end of 2017. A budget amendment authorizing the expenditure in the amount of \$41,000.00 is required to order lighting materials for the 2017 Street Light Incentive Program. The expected reimbursement through the Incentive Program is approximately \$30,675.00.

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
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at economical life cycle cost” as an objective.

Financial Impact

An amendment to the FY2017 Budget is required in the amount of \$41,000.00 to the Capital Projects line item 02-10-4-7720 to authorize the expenditure. This amount would be available through the fund balance for Capital Projects. Approximately \$30,675.00 will be reimbursed, for a net project cost of \$10,325.00.

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

Trustee Leopold asked where Hennig Road started; Director Farrell stated that Hennig Road starts at Prime Point Court.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Authorizing an Amendment to the FY2017 Budget in the amount of \$41,000.00 for the 2017 Street Light Incentive Program.

h) Discussion – Approval of the September 14, 2017 Bill List in the amount of \$311,917.75

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 to the Village Board for approval the September 14, 2017 Bill List in the amount of \$311,917.75.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that the September 10th Homecoming Parade will kick off from the Municipal Complex at 2:00 p.m. and end at the Square where there will be a Pep Rally and a concert.

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 7:31 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary