



**Village of Algonquin  
Minutes of the Committee of the Whole Meeting  
Held On February 14, 2023  
Village Board Room  
2200 Harnish Dr. Algonquin, IL**

**AGENDA ITEM 1:** Roll Call to Establish a Quorum

Trustee Brehmer, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m.

Present: Trustees Jerry Glogowski, John Spella, Laura Brehmer, Maggie Auger, Brian Dianis, Robert Smith, President Debby Sosine, and Clerk Fred Martin.

A quorum was established

Staff in Attendance: Tim Schloneger, Village Manager; Michael Kumber, Assistant Village Manager; Cliff Ganek, Village Engineer; Jason Shallcross, Community Development Director; Matthew Bajor Assistant to the Village Manager; and Kelly Cahill, Village Attorney.

**AGENDA ITEM 2:** Public Comment

None

**AGENDA ITEM 3:** Community Development

Mr. Shallcross:

**A. Consider the Annexation and Rezoning upon Annexation of 841 Oceola Drive**

The Planning and Zoning Commission reviewed the request for rezoning for the Subject Property from R-1E One-Family Dwelling Zoning District to R-2 One-Family Dwelling Zoning District at the January 9, 2023, Planning and Zoning Commission Meeting (See the attached P&Z staff report for Case No. PZ-2022-22).

The Planning and Zoning Commission accepted (approved 7-0) staff's findings as the findings of the Planning and Zoning Commission and recommended approval of rezoning upon annexation for the Subject Property located at 841 Oceola Drive, as outlined in the staff report for case PZ- 2022-22 and subject to staffs recommended conditions.

Staff recommends approval of Annexation and Zoning Upon Annexation from R-1E One-Family Dwelling Zoning District to R-2 One-Family Dwelling Zoning District for 841 Oceola Drive, as outlined in the staff report for case PZ-2022-22

It is the consensus of the Committee to move this on to the Village Board for approval

**B. Consider Design Guidelines for the New Multi-Family and Townhome Projects Located in the Randall Road Corridor**

In an effort to better understand the aesthetic preferences of the Village Board, staff recommended drafting a set of "design guidelines" for all new multi-family and townhome developments in the Randall Road Corridor. To accomplish this, staff put together two surveys to better establish the preferences of the Board of Trustees. At the December 13, 2022 Committee of the Whole meeting, the Board of Trustees participated in a live-results survey regarding design aesthetics for new multi-family and townhouse developments in the Randall Road Corridor. In addition to the fast, fun survey conducted during the meeting, staff also provided a more comprehensive questionnaire for each trustee to complete at home at his or her own pace.

Staff then analyzed the feedback from both surveys and used the data to draft suggested design guidelines (See Exhibit A attached). In general, all seven trustees expressed very similar preferences in each survey, with only a few inconsistencies. These results are outlined in staff's presentation for this memo (attached). Where there were conflicting opinions on specific design standards, staff adjusted the proposed language to satisfy all parties.

For example, 5 out of 7 trustees agreed with setting a maximum of five (5) attached townhome units in a cluster. However, 2 trustees recommended reducing it to four (4) units. Staff therefore modified the guideline language to read:

*No more than four (4) townhouse dwelling units in a row should typically be attached to one another, however exceptions may be reviewed and approved based on site plan design and context appropriateness.*

If the Committee of the Whole finds the proposed guidelines acceptable, staff will prepare a resolution to be formally approved at the next Village Board meeting.

It is the consensus of the Committee to move this on to the Village Board for approval

**AGENDA ITEM 4:** General Administration

Mr. Schloneger:

**A. Consider Amending Chapter 33, Liquor Control and Liquor Licensing by Increasing Class F Liquor License by One**

In accordance with an ordinance passed in 2013 limiting the number of allowable liquor licenses in all classes to the number of licenses issued at that time, the attached proposed ordinance increases the number of available Class F liquor licenses by one. This change is the result of requests from:

Pizza Pushers Inc, 644 South Main Street, Algonquin, an established restaurant that will allow patrons to consume beer and wine only on premise as well as purchase packaged beer and wine to go.

Staff recommends increasing the number of available Class F liquor licenses by one to accommodate the request from Pizza Pushers Inc.

It is the consensus of the Committee to move this on to the Village Board for approval

Mr. Bajor:

**B. Review proposed Enterprise and Special Fund Budget for 2023/2024**

**1. Water and Sewer Operating Fund**

The Water and Sewer Operating fund is a separate enterprise fund that does not receive any tax income since revenue is derived solely from the usage of the Village's water and sewer services. Water, sewer and all other utilities are businesses, regardless of who owns them.

The Village's Water & Sewer utilities are businesses that just happen to be owned by government. It is for this reason that the fund is classified as a true enterprise fund. It is the pure business of providing water and sewer services. The revenues and expenditures are directly related to the demand for these water and sewer services and are not supplemented by any other fund or tax dollars.

The fiscal year 2023/2024 Water and Sewer Operating Fund budget is proposed estimated expenditures of \$12,833,800, which includes \$2,360,500 in loan/debt service payments and a \$1,330,000 transfer to the Water and Sewer Capital Fund.

**2. Swimming Pool Fund**

The Swimming Pool Fund is supported by a budgeted transfer (\$234,700) from the General Fund to maintain a balance of revenues and expenditures. The Swimming Pool Fund is proposed to be balanced with required improvements and maintenance of the facility. With a transfer from the General Fund to cover maintenance costs, recreational swimming opportunities continue to be offered to the public in the 2023 swim season at affordable rates. Like any other park or recreational facility, recognizing market trends and consumer expectations are paramount for a successful parks and recreation program that meets the needs of the community. The FY 23/24 budget as proposed will continue to provide aquatic recreational opportunities to our community at a good value.

**3. Cemetery Fund**

The Cemetery Fund operates like a true enterprise fund, in which revenues from user fees are the primary funding mechanism for operational expenditures. It is important that user fees in this fund correspond directly to expenditures to ensure the long-term financial stability of the Algonquin Cemetery. Further, implementation of administrative rules for the Cemetery Oversight Act require additional performance standards and licensing fees for municipal cemeteries, which are accounted for in the fee schedule.

Estimated revenue for the Cemetery Fund includes interest, purchases of gravesites, fees for grave openings, and revenue from the telecommunications tower located on the cemetery site (rental income).

The \$2,000 under the perpetual care revenue line item is from proceeds received for the purchase of gravesites and used for cemetery repair and perpetual maintenance anticipated in the future (when there are no more sales of gravesites); revenues from this source should not be spent on annual maintenance expenses.

**4. Building Services Fund**

Building Services is a division in Public Works, and this fund functions in the same way as the Vehicle Maintenance Service Fund. The Building Services Fund is established to allow the building maintenance staff to plan routine maintenance procedures, generate more accurate staffing levels, and provide budgeting information reflective of the demand placed on each department and division of the Village for building maintenance. All equipment, supplies, and labor incurred with the maintenance of municipal buildings are estimated and then allocated to each department based on the facilities used by each department or division.

This inter-service fund more accurately reflects the true costs of operating each department and division of the Village by including what is commonly called “building overhead” in each department’s respective budget.

The Building Services Fund is a self-balancing fund, with the expenditures being offset by the revenues generated from each department of the Village. The charges to each department are based on the building maintenance and supply needs of that specific department.

Although facilities continue to age, there are no major capital improvements planned. The maintenance of the Village’s facilities is an investment that must be sustained to ensure long term benefit for employees and residents. This will translate into improved public services to the citizens of the Village in the long run.

#### **5. Vehicle Maintenance Fund**

The Vehicle Maintenance Service Fund is established to account for all the vehicle and equipment maintenance necessary across all departments of the Village. Fuel, parts, and labor expenses incurred as part of the Village’s annual vehicle maintenance are estimated and then allocated to each department based on service needed for the maintenance of vehicles and equipment. In addition, this service fund has similar overhead expenditures of

contractual services, supplies, maintenance, and training as do other department budgets. The Vehicle Maintenance Fund coordinates the daily maintenance of approximately 330 vehicles and various other pieces of equipment (i.e., mowers, other maintenance equipment) that comprise the Village’s fleet and equipment. The number of vehicles and equipment includes the fleet maintenance service to the Algonquin/Lake in the Hills Fire Protection District.

The Vehicle Maintenance Service Fund is a self-balancing fund with the expenditures being offset by the revenues (reimbursements) generated from each department of the Village. The charges to each department are based on the fleet vehicles and equipment maintenance needs of that specific department. The costs of fuel and automotive parts and supplies likewise are difficult to predict, but savings in more efficient vehicles are helping to offset increasing costs of fuel. Quality vehicle maintenance of an aging fleet can adequately maintain vehicle and equipment reliability. The solid reliability of the Village’s vehicles and equipment has resulted in reduced “down time” and has provided more efficient use of the Village’s personnel and equipment. This will translate into improved public services to the citizens of the Village.

It is the consensus of the Committee to move this on to the Village Board for approval

#### **AGENDA ITEM 5: Public Works & Safety**

Mr. Ganek:

##### **A. Consider Certain Vehicle Surplus**

Lease turn in for the 7 vehicles listed as they are no longer needed Fleet has been utilizing a lease partnership w/ Enterprise Fleet Mgmt. but after recent vehicle purchases, the vehicles are no longer needed, all are 2022 GMC Sierra’s

It is the consensus of the Committee of move this on to the Village Board for Approval

##### **B. Consider Rejecting All Bids Received for the WTP#2 Media Replacement Project**

Presented is the bid tabulation regarding the January 31, 2023, bid opening for the Water Treatment Plant No. 2 Cation Exchange Media Replacement project. The project received just one bid and was significantly over the amount budgeted.

Staff reached out to the design engineer, Engineering Enterprises, Inc. (EEI), for feedback regarding the bid. The overall feedback regarding the bidder, All Service Contracting Corp., was largely positive. However, the main reason for the high bids was due to long lead times for the material and equipment required to complete this project. Additionally, EEI received feedback from various general contractors stating that they were interested in bidding had the bid advertisement been longer. Included with the attachments is a bid rejection letter from EEI.

All Service Contracting Corp.’s base bid was approximately 70% over the engineer’s estimate and \$80,000 over the budgeted amount for this project. The bid amounts for the alternate items were also much higher than the engineer’s estimate.

Staff is recommending the rejection of this bid for this project. Staff is proposing to rebid the project as soon as possible with the following revisions.

- Extend the bid advertisement to 28 days to allow for additional bidders to organize and submit bids
- Extend the contract from 120 days to 180 days to allow for long lead times for required material and equipment

Staff believes these revisions to the contract and bid advertisement will yield additional bidders and allow contractors time to find suppliers with better pricing.

It is the consensus of the Committee to move this on to the Village Board for approval

**C. Consider an Agreement with Hoerr Construction for the 2023 Drainage Structure Cleaning**

Presented is the bid tabulation for Drainage Structure Cleaning. In 2018, we started our storm sewer cleaning program whereby we have 1,500 to 2,000 manholes and catch basins cleaned of sediment and debris per year.

This has helped add capacity for storm water storage as well as kept our structures clean and flowing during rain events, which helps contribute to less flooding. Since this has been such a success we would like to continue with the program. The current bid is for the 2023 season with an option to re-new for 2 additional years at the same price. Money for this service is budgeted in the Motor Fuel Tax Fund.

Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of drainage structure cleaning in the amount of \$115,500.00 to Hoerr Construction for 2023 and further to authorize the Village Manager or his designee to sign an extension of this contract for an additional 2 years at the prices provided in the bid document.

It is the consensus of the Committee to move this on to the Village Board for approval

**D. Consider an Agreement with Christopher Burke Engineering for the Phase 1 and 2 Design Engineering of Rolls Drive Rehabilitation Project**

Presented is a proposal for Phase 1 and 2 Design Engineering services for the Rolls Drive Rehabilitation improvement with Christopher B. Burke Engineering, LTD. (CBBEL). The scope of work includes Full-Depth Reclamation (FDR) of Rolls Drive from Stonegate Road to Huntington Drive, selective sidewalk and curb and gutter replacement, ADA ramp upgrades, utility structure adjustments, selective driveway replacements, landscape restoration, and proposed pavement markings.

The current pavement condition on Rolls Drive is extremely poor, with significant potholing on the surface which, require consistent maintenance. In 2021, Rolls Drive had a Pavement Condition Index (PCI) of 25 (on a 0-100 scale), which is considered "serious" and indicates that the base has failed. Staff recommends performing a 10 or 12-inch FDR with 4.5 inches of asphalt to withstand the traffic volume and heavy truck traffic used for deliveries of local businesses.

In addition, staff included the feasibility of closing a 300-foot sidewalk gap on the west side of the road fronting Algonquin State Bank with a connection to Huntington Drive in the project scope. Additional scope includes the addition of striping at the north and south termini to channelize through movements and adding a left turn lane. The added scope pushed the Phase 1/2 design to just over the estimated \$50,000.

This project is an emergency repair project and therefore is not budgeted in this fiscal year but the construction is budgeted for FY2023/24. \$50,000 is budgeted for design in FY2023/24, but staff is requesting this project to move forward this fiscal year in order to bid the project to construct in 2023.

Therefore, it is the Public Works Department's recommendation that the Committee of the Whole take the necessary action to move this design engineering agreement with CBBEL for \$53,633.00 to the Village Board for approval.

It is the consensus of the Committee to move this on to the Village Board for approval

**E. Consider an Agreement with Encap, Inc. for the Dixie Creek at Harper Drive Emergency Repair**

The Bid opening for the Dixie Creek at Harper Drive Emergency Repair project was held on January 31st, 2023, at 10:00 a.m. This project originated as an emergency repair last year following an inspection that identified failing reinforced gabion baskets causing erosion to the slopes at the culvert that runs under Harper Drive. The plan consists of streambank stabilization, a cast-in-place concrete structure, stone placement, and restoration with native vegetation. Four (4) bids were received Village of Algonquin staff reviewed the bid, and we recommend the low bidder Encap, Inc. for this project. Encap is a reputable contractor and has most recently successfully performed the Woods Creek Reach 4 Streambank Restoration project in 2019 and 2020. Therefore, Encap staff is familiar with the Village's construction and restoration requirements. This project was not budgeted for this fiscal year as it is an emergency repair but is in the budget for FY2023/24 for \$100,000. The low bid amount is also under the engineer's estimate of \$128,695.00.

Therefore, staff recommends that the Committee of the Whole take the necessary action to move this contract with Encap, Inc. on to the Board of Trustees for approval in the amount of \$99,595.50.

It is the consensus of the Committee to move this on to the Village Board for approval

**F. Consider Amending the Agreement with Rush Truck Center, Springfield (2022-R-02) by Increasing the Purchase Price of 3 Vehicles**

In January of 2022 the Village placed orders for three (3) new International trucks to ensure build slots in the 2024 model year: Two (2) single-axle trucks and one (1) tandem-axle truck.

As the build date for these trucks approach we have been informed by our vendor, Rush Truck Center, that there will be price increases due to commodity, freight/destination, tire surcharges, and title fees, With the current vehicle and equipment lead times, we propose the Village agrees to the new purchase prices of these units.

To commit funds for the new pricing, the Village Board will have to pass a resolution updating the values from Resolution 2022-R-02 to a total commitment of \$595,846.00.

It is the consensus of the Committee to move this on to the Village Board for approval

**G. Consider a Resolution for the 2023 MFT Expenditures**

Proposed is the MFT resolution and Municipal Estimate of Maintenance Cost for the purchase of salt, de-icing liquid and asphalt as well as for the contracted maintenance items of concrete ( sidewalk, driveway apron, curb) removal and replacement, asphalt bike path repair, street patching, pavement marking, street sweeping, storm sewer cleaning, street light maintenance, tree removal and crack sealing for calendar year 2023. These are materials and services that public works estimates we will be using during this calendar year. IDOT requires that the Village Board pass a resolution that allows for the expenditure of Motor Fuel Tax money for the use of materials and maintenance activities performed on Village owned streets and Rights-Of-Way. Once the resolution is passed, IDOT allocates this money towards our motor fuel tax fund balance.

Therefore, it is the recommendation of public works that the Committee of the Whole take action to move this matter forward to the Village Board to pass a resolution allocating the sum of \$1,717,250.00 towards MFT maintenance expenses.

It is the consensus of the Committee to move this on to the Village Board for approval

**AGENDA ITEM 6:** Executive Session  
None

**AGENDA ITEM 7:** Other Business

1. President Sosine announced several recent Village awards.
2. Trustee Smith asked for the State to look into sidewalks on the East side of the Village along Algonquin Road in light of the recent pedestrian fatality.
3. Trustee Auger announced a new grant program sponsored by Senator DeWitte for the maintenance or demolition of abandoned residential properties.
4. Trustee Glogowski asked staff to look into regulating Airbnb's in the Village.

**AGENDA ITEM 8:** Adjournment

There being no further business, Chairperson Brehmer adjourned the meeting at 8:36 p.m.

Submitted: \_\_\_\_\_  
Fred Martin, Village Clerk