



**Village of Algonquin**  
**Minutes of the Committee of the Whole Meeting**  
**Held On September 12, 2023**  
**Village Board Room**  
**2200 Harnish Dr. Algonquin, IL**

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

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

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

A quorum was established

Staff in Attendance: Tim Schloneger, Village Manager; Nadim Badran, Public Works Director; Tim Wilkin, Sergeant Police; Jason Shallcross, Community Development Director; Todd Walker, Assistant Village Manager; and Kelly Cahill, Village Attorney

**AGENDA ITEM 2:** Public Comment

None

**AGENDA ITEM 3:** Community Development

Mr. Shallcross:

**A. Consider and Public Event Permit for the McHenry County Vikings Rugby Football Club on October 14, 2023 at Spella Park**

Edmund Gadomski, on behalf of the McHenry County Vikings Rugby Football Club, is seeking approval for a Public Event/Entertainment License for a Rugby Match at Spella Park on October 14, 2023. Mr. Gadomski is also requesting a waiver of fees due to the Rugby Club being a not-for-profit organization.

Mr. Gadomski is requesting permission for the McHenry County Vikings Rugby Football Club to host the Chicago Blaze Rugby Club at Spella Park. The event would occur on October 14, 2023 (rain date October 13, 2023) and would occur between 1:00 pm and 3:00 pm. Set up would occur on Friday, October 13, 2023, at 4:00 pm. Expected attendance for the match will be 250 participants and no fire or police presence is requested.

**RECOMMENDATION:**

Staff has reviewed the request and recommends approval with the following conditions outlined below:

- Village Police officers and other officials shall have free access to the event at all times to ensure that the event is in compliance with the Municipal Code;
- Rugby goals cannot be put up until the day of the event and must be disassembled and taken down immediately after the event. The goals cannot remain up until the next day;
- Any on-site food trucks will need to apply for a separate Special Event Permit through the Village of Algonquin;
- All participants shall park in legal parking spaces;
- Emergency to the field shall not be blocked;
- No alcohol shall be allowed on the premises. The permittee is responsible for any parties that illegally bring alcohol to the match for consumption;
- All garbage/debris from the event shall be deposited in on-site trash bins. Public Works can provide trash liners, but the permittee will need to change out their trash bags during the event. The permittee shall bag and stack all full trash bags at a garbage can;
- There are no bathroom facilities available. The applicant shall rent the appropriate number of portable bathroom facilities;
- Any temporary tents or structures shall be properly weighted or tied down in accordance with manufacturers' instructions. No cooking under tents unless the tent is certified for such use. In the event of unfavorable weather conditions, any temporary tents or structures shall be vacated and removed, and no temporary tent or structure shall be used for shelter; The event coordinator is responsible for suspending or canceling the event in case of structural concerns, electrical malfunctions, or storms that

may include wind in excess of 40 mph, lightning, tornado warnings, unruly crowds, or any other issues that may pose a risk or danger to the public.

- The applicant shall abide by all provisions of the Algonquin Municipal Code with specific attention to the Public Event/Entertainment section along with all provisions/requirements of the Public Event/Entertainment License Application checklist and the application provided.

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

#### **B. Concept Presentation – Apartment Building at Southwest Corner of Algonquin Road and Hanson Road**

The owner of the property at the southwest corner of Algonquin Road and Hanson Road (PIN #19-29-238-014, the “Subject Property”) presented a concept plan to the Committee of the Whole on an apartment building proposal for the subject property.

The proposed apartment building is four stories in height and an average of forty-five feet (45’) tall totaling one hundred (100) dwelling units.

The proposal includes one hundred seventy (170) parking stalls. It was noted that the proposed use does not meet the current Zoning Code or the Future Land Use Plan as the property is zoned B-1 (Business, Limited Retail) and is designated as “Retail” in the Future Land Use Plan.

#### **AGENDA ITEM 4: General Administration**

Mr. Schloneger:

##### **A. Consider an Amendment to the Merit Compensation Plan**

According to Section 2.3.2 of the Village Policy Manual, on an annual basis in the early spring staff provides the Village Board our recommendations for the upcoming fiscal year Merit Compensation Plan.

However, periodically the Village has a need to adjust this document mid-year by making changes that are in the best interest of the Village.

I am recommending the following changes:

1. We added a new title to reflect changing responsibilities:
  - a. Custodian at a Grade 1.
    - i. This position is going from part-time (Facility Maintenance Worker) to full-time.

As usual, please let me know if you have any questions on the attached documents. I have attached the draft with the changes highlighted and the clean version for your consideration. With this said, I am requesting the Board consider and approve amending the Merit Plan.

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

#### **B. Consider Amending Chapter 33, Liquor Control and Liquor Licensing, of the Algonquin Municipal Code**

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 amending the number of available Class A-1 and Class F liquor licenses.

Cooper’s Hawk Algonquin LLC (dba) Cooper’s Hawk Winery & Restaurant, located at 1741 S. Randall Road, Algonquin, has requested a Class A-1 liquor license, which will allow the retail sale of alcoholic liquor for consumption on premise as well as in sealed containers for consumption off the premises.

Portillo’s Hot Dogs, LLC, located at 1801 S. Randall Road, Algonquin has requested a Class F liquor license, which will allow the retail of sale of Beer and Wine only for the consumption on premise as well as in sealed containers for consumption off premise.

Staff recommend increasing the number of available Class A-1 and Class F liquor licenses by one to accommodate Cooper’s Hawk and Portillo’s.

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

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

Mr. Badran:

##### **A. Consider an Agreement with LPS Pavement Company for South Main Street Brick Paver Repairs**

Proposed is a proposal from LPS Pavement Company, for South Main Street. The brick paver repairs will be along South Main Street, from Route 31 to Route 62.

With the completion of the downtown streetscape project in 2019, the Village now needs to do maintenance of cracked, or settling brick pavers in the roadways and sidewalks. LPS Pavement Company, out of Oswego, Illinois did the original installation of all the bricks within the down town. Since they have been doing this for the Village, they have become very familiar with the process and the Village standards. Based on this experience, the Village would like to continue with LPS Pavement Company. As they have provided an excellent product, excellent service, and have been very reliable. The General Services budgeted \$200,000.00 in the street improvement fund for this work. Their proposal is for \$47,000.00 which is an estimate, and is under budget. We are excited to keep the down town district looking beautiful and well maintained. It is recommend the Committee of the Whole approve this, and pass it along to the Village Board, to award this work for \$47,000.00 to LPS Pavement Company out of Oswego, Illinois.

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

**B. Consider an Agreement with Christopher Burke Engineering for the Design Engineering for the Replacement of Edgewood Drive Retaining Wall**

Presented are two proposals from Christopher B. Burke Engineering, LTD. (CBBEL). The first proposal is to assess six existing retaining walls maintained by the Village's Public Works staff, including Walls 1 and 2 at Ted Spella Community Park, Walls 1, 2, and 3 at Water Treatment Plant No. 2, and Wall 1 at Talaga Drive. Public Works staff has identified these six walls as poor or fair and in need of repair.

Assessments will include visual inspections, photo documentation, recommendation for future inspections, and a final recommendation for repairs from a Structural Engineer. The proposal amount for the six retaining wall assessments is \$4,180.

The second proposal is for the design to replace two deteriorating retaining walls along the north side of Edgewood Drive west of IL Route 31. These walls are in very poor condition and, if not addressed, could become a liability. Staff determined that repairing the existing block retaining walls was not an option and that total replacement is recommended.

The west wall is 165 feet in length with a height of four feet. The east wall is 150 feet in length with a height of eight feet. Staff has asked CBBEL to look into wall options, including a cast-in-place cantilevered concrete wall and a Redi-Rock block wall (similar to the walls used downtown). The tentative schedule has the design of the new wall completed in January 2024, with construction in the spring of 2024. The proposal for the Edgewood Retaining Wall is \$51,805.

Available funds budgeted in the Street Improvement Fund will be used to complete the work for both proposals. The amount budgeted for the Retaining Wall Maintenance in FY23/24 is \$1,000,000. The estimated construction costs for the Edgewood walls are \$650,000. Given this information, staff feels confident that there are available funds in the Street Improvement Fund to cover all costs related to the design and construction of these walls.

Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to move both proposals for the aforementioned retaining walls to the Village Board in the amount of \$55,985.00 to the Village Board for approval

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

**C. Consider an Agreement with A Lamp Concrete Contractors for the Rolls Drive Rehabilitation Project**

Presented is the recommendation for the award of the Rolls Drive Rehabilitation contract to A Lamp Concrete Contractors Inc. (A Lamp) of Schaumburg, Illinois. Seven bids were received on August 29th and after a thorough review and evaluation, we have determined to recommend the low bidder, A Lamp in the amount of \$474,322.27. A Lamp is an experienced general contractor and has performed many similar projects within the western and northern suburbs. We worked with them most recently on the Gaslight Drive Roadway Rehabilitation project in 2018. The quality of work on this project was very good. While the Village's experience with A Lamp is limited, staff is recommending an experienced Resident Engineer with CBBEL to manage every aspect of the project.

This project involves roadway rehabilitation using the full-depth reclamation (FDR) process due to a failed base, sidewalk extension from Huntington Drive, pedestrian crossing improvements, selective curb, sidewalk, and apron replacement, and landscape restoration. The project is expected to take approximately six weeks to complete with an anticipated completion in mid-November.

The low bid amount is above the budgeted amount of \$400,000 in the Street Improvement Fund. However, the budgeted amount excluded the added sidewalk extension along the west parkway with a connection to Huntington Drive. The added sidewalk requires an easement and significant slope grading to the property at 2400 Huntington Drive. Unused funds from the High Hill Subdivision Improvement project will be used to cover the overage for this project. Additionally, the low bid amount is significantly lower than the engineer's estimate.

After careful consideration, staff recommends that the Committee of the Whole move this item to the Village Board to award the contract for the Rolls Drive Improvements to A Lamp Concrete Contractors, Inc. Their competitive pricing, proven experience, and excellent track record make them the best choice for this project.

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 Rolls Drive Rehabilitation Project Construction Oversight**

Presented is the proposal for construction oversight for Rolls Drive Improvements with Christopher B. Burke Engineering, LTD. (CBBEL). The scope of work is approximately one quarter mile of Full-Depth Reclamation (FDR) on Rolls Drive from Huntington Drive to Stonegate Road, sidewalk connection on the west side of Rolls Drive to Huntington Drive, selective sidewalk and curb and gutter replacement, commercial driveway aprons, drainage improvements, pavement markings, and landscape restoration.

The condition of Rolls Drive has deteriorated over the years. The Full-Depth Reclamation (FDR) process will provide a higher-quality riding surface. The pavement markings will add turn lanes to Huntington Drive and Stonegate Road as well as center turn lane for access to all the businesses along Rolls Drive. The sidewalk connection will be on the west side of the Algonquin State Bank property, completing the sidewalk along Rolls Drive. Additionally, the commercial drive sidewalk crossings will be receiving ADA improvements.

CBBEL's proposal is in the amount of \$65,000 that includes preconstruction setup, coordination with existing businesses, construction oversight, and project closeout. There is a budgeted \$40,000 in the Street Improvement Fund for the FY2023, which leaves \$25,000 needed to cover the remaining proposal. The project was originally budgeted to be fully designed this year, but funds were available to being design last year. The remaining \$25,000 will come from the unused design budget in the Street Improvement Fund for this year. The increased proposal is due to the addition of the sidewalk connection on the west side of Rolls Drive, additional spot curb replacement, and funds to cover spring inspection and closeout since the completion date is in November.

Therefore, it is the Public Works Department's recommendation that the Committee of the Whole take the necessary action to move this construction oversight agreement with CBBEL for \$65,000 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 Christopher Burke Engineering for the Design Engineering Services for the Willoughby Farms Section 1 Rehabilitation**

Presented is an amendment proposal for the Willoughby Farms Section 1 Project, for which the Village previously engaged Christopher B. Burke Engineering, LTD (CBBEL) to provide Design Engineering services. In April 2021, the initial contract was executed for these services, with a contract value of \$387,790. Subsequently, plans were developed to ~75% in February 2022, with an expected bid in the spring of 2022.

Unfortunately, the project was temporarily halted during FY2023 due to the unavailability of funds. Public Works has now resumed the project's design phase, intending to bid for construction this upcoming winter, followed by construction in spring 2024, provided the necessary funding becomes available. This renewed effort includes a significant enhancement to the project scope, encompassing substantial storm sewer upgrades and replacements along Cloverdale Lane, Haverford Drive, and Sleepy Hollow Road. These enhancements are essential to providing 100-year flood protection for the affected areas. Additionally, the amendment entails various tasks, such as re-assessing concrete flatwork, updating underground utility assessments, creating easement exhibits and legal descriptions for proposed storm sewer improvements, updating environmental assessments and permitting, and organizing a public information meeting for residents and stakeholders.

The proposed amendment seeks approval for an amount not to exceed \$97,030.00, which encompasses all the aforementioned tasks, along with salary adjustments to align with 2023 professional services rates. It is important to note that the updated construction costs for this section of Willoughby Farms is between 5.5 and 6 million dollars. The total projected cost for design services, including the proposed amendment, is \$484,820.00, which accounts for approximately 8-9% of the total construction expenses. This percentage falls comfortably below the typical 10-12% range for design fees on roadway and subdivision improvement projects, indicating a favorable financial position.

To cover the cost of the proposed amendment, staff recommends utilizing the budgeted amount in the Street Improvement Fund for this fiscal year. With this allocation, approximately \$220,000 will remain available to initiate project construction before May 1, 2024, subject to securing the necessary funds for FY2024-25. In addition to CBBEL's comprehensive proposal, a map outlining the location of the Willoughby Farms Section 1 project is attached, showing the rehabilitation of approximately 4.3 miles of residential streets.

Staff asks that the Committee of the Whole recommends to the Board of Trustees for their approval and execution of the proposed amendment with CBBEL, not to exceed the amount of \$97,030. This project will play a crucial role in achieving our project goals and enhancing the overall infrastructure of our community.

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

**F. Consider an Agreement with Christopher Burke Engineering for the Phase 1&2 Engineering Services for Windy Knoll, Oakview Ravine, and Twisted Oak Erosion Improvement**

Presented is the proposal for design services submitted by Christopher B. Burke Engineering, LTD. This proposal pertains to mitigating severe erosion issues within the Gaslight Terrace North subdivision, specifically addressing four deep eroded gullies that feed into Ratt Creek. The existing conditions in these areas have led to stormwater discharge into private property ditches, causing persistent scouring and erosion concerns spanning multiple decades.

The erosion problems at these four locations are characterized by vertical erosion depths ranging from eight to ten feet and horizontal erosion areas varying between 15 and 30 feet. Given the magnitude of these issues, they have been identified as high-priority areas in need of permanent solutions. The attached exhibit shows the four project locations. Additionally, it has come to our attention through the Stormwater Report that the existing roadway drainage at these sites is inadequate. We propose implementing additional inlets and trunkline storm sewer upgrades within the existing right-of-way to rectify this. As a result of these improvements, approximately 30% of the paved surface on Oakview Drive, Windy Knoll Drive, and Twisted Oak Court will undergo disruption. Notably, our staff has assessed these streets as being in poor to very poor condition, necessitating pavement rehabilitation as part of this project.

Three of the four erosion locations were budgeted for in the Natural Areas and Drainage Fund for the current fiscal year, with an allocated amount of \$150,000. However, it should be noted that the fourth location, Twisted Oak Court, was not included in the budgeted amount, nor were the full limits of the required roadway improvements. Consequently, the proposed cost exceeds the budgeted amount for this fiscal year. The preliminary and final design phases are anticipated to span approximately 14 months.

The \$150,000 allocated for this fiscal year will adequately cover the expected design work until April 30, 2024. To complete the design and prepare the plans for construction bidding in 2025, we intend to propose the remaining budgetary allocation in the FY 2024/25 Natural Area and Drainage budget.

Based on the information presented, we recommend that the Committee of the Whole take the necessary steps to advance this matter to the Village Board for approval. Staff proposes granting design services for the Windy Knoll, Oakview Ravine, and Twisted Oak Erosion Improvement projects to Christopher B. Burke Engineering, LTD, for \$192,735.00.

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

**G. Consider Adopting the McHenry County Natural Hazard Mitigation Plan**

The McHenry County Natural Hazard Mitigation Plan has been updated and approved by IEMA and FEMA. The next step is for the McHenry County Board and the local municipalities participating in the plan to formally approve it.

The McHenry County Natural Hazard Mitigation Plan identifies hazards, vulnerabilities, assets at risk, and ways to reduce impacts through long-term, hazard mitigation projects. Various workshops were held to gather feedback on mitigation strategies to reduce identified hazard vulnerabilities, answer questions, and gather input to share with the Hazard Mitigation Planning Committee for this plan update.

The Village should adopt the plan in order to ensure we are eligible for hazard mitigation grant funds from FEMA programs.

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

**H. Consider an Agreement with Trotter and Associates Inc. for the 2023 Water Master Plan Update Engineering Services**

Presented is the proposal from Trotter and Associates, Inc. (TAI) for engineering services required to update our Water Master Plan. We have received two proposals with TAI being the most competitive price of \$143,200.00. The Village has worked very close with TAI for several years on wastewater projects that have always turned out exceptional. There is a general guideline that Master Plans should be reviewed and updated every 10 years to account for EPA regulatory changes, economic conditions, demands placed upon the water system, and in consideration of present and future development. With this said, our last Water Master Plan was completed on December 2012 by Engineering Enterprises, Inc. (EEI) and needs to be updated again. EEI submitted a proposal for this work but was higher than the proposal submitted by TAI.

The 2023 Water Master Plan will be divided into eight sections of interest.

Section #1 – General Background

Section #2 – Community Needs

Section #3 – Existing Distribution System Evaluation

Section #4 – Analysis of Distribution System Alternatives

Section #5 – Evaluation of Existing Water Supply, Treatment & Storage Facilities

Section #6 – Analysis of Water Supply, Treatment, and Storage Alternatives

Section #7 – Implementation Plan

Section #8 – Recommendations and Summary

As part of the 2023-2024 Water and Sewer Capital funds, we have \$100,000.00 available in Engineering Services. The payment amount for this fiscal year would not exceed \$100,000.00 since we anticipate the work will not be completed until the next fiscal year in which we will budget accordingly for.

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 the whole proposal of \$143,200.00 to Trotter and Associates, Inc. for our 2023 Water Master Plan Update.

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

**I. Consider an Agreement with Water Well Solutions for the Well No. 10 Rehabilitation Project**

Presented was the proposed recommendation for Well No. 10 Rehabilitation Project. This project was sent exclusively to Water Well Solutions for a proposal, since they are the Villages preferred well rehabilitation contractor. They are also the leading firm in the area that specializes in this work, and are heavily utilized by our neighboring communities as well. Well No. 10 is the only deep well out of nine wells in total throughout the Village and is specifically used in the summer months to keep up with our high demand. Because of this, the Village recommends utilizing a known and trusted contractor familiar with the Village's infrastructure and expectations for service delivery.

Water Well Solutions provided a proposal not to exceed \$519,207.00, which includes a \$69,000.00 contingency since there are so many unknowns until the well is pulled and examined thoroughly. The Village has budgeted \$500,200.00 in account 07700400-45593 (Capital Improvements) with a remainder of \$19,007.00 unbudgeted for this project. Since we are going to wait on pulling Well No. 7 this year, we have \$40,000.00 in account 07700400-44418 (Wells) to pay for the remaining \$19,007.00. If no contingency is needed, the budgeted amount will be sufficient to cover the project.

The contractor is very aware of the Villages requirements and operations. It is for those reasons and the analysis conducted that staff recommends Water Well Solutions to be awarded in the amount not to exceed \$519,207.00 for the inspection and rehabilitation of Well 10.

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

**J. Consider an Agreement with Trotter and Associates for the Design Engineering Services for the Braewood Lift Station Upgrade**

Presented is a proposal to complete the design to upgrade the Braewood Lift Station. Trotter & Associates (TAI) assessed this lift station in 2022. Based on this assessment, the design capacity of the Braewood Lift

Station is 1,500 Gallons per Minute (GPM). When build-out of approved development currently under construction within the sub-basin is complete, the lift station will be significantly over capacity during wet weather/peak flows based on updated flow modeling. In fact, actual flow monitoring data performed in 2022 showed a deficiency of approximately 250 GPM compared to the design capacity. That means the actual capacity of the lift station is below peak hourly flow during wet weather events. Many factors, including pump age and size, the existing force mains interior diameter, and the internal piping system's pipe sizing, have reduced the pump station's actual capacity.

The three key development parcels that will feed directly to the lift station currently planned/conceptual are the Kensington/Enclave Residential parcel, Algonquin Meadows parcel, and Randall Longmeadow NEC. After complete build-out, all three parcels will provide significant flow to the Braewood Lift Station. The anticipated design of the lift station is expected to take six to eight months, with construction estimated at 12 months.

Staff strongly suggests starting the design now to avoid delays to future development so the lift station can handle the forthcoming flows.

Major component upgrades to the lift station include

- Replace and upsize existing 20-year-old pumps within existing lift station
- Upsize existing forcemain to 16 inches and use existing 10-inch main for bypass capabilities (new requirement per IEPA)
- Upsize existing interior lift station piping
- Upsize electrical service and distribution system
- Extend existing driveway for crane access to grinder hatch
- Install hatch above grinder channel for easier access FOR scheduled maintenance
- Install existing backflow preventer on water service

Staff also considered the option to decommission the lift station. However, the upfront costs would quadruple the recommended upgrade cost and require a new gravity main through Lake Braewood and upsizing the two existing interceptors. These improvements are estimated to take between six and ten years to complete, depending on the availability of funds.

The design proposal for the lift station upgrade is expected to take seven months. Construction is expected to take 12-14 months. Provided the design begins at the end of this month, the upgraded lift station will be online by June 2025. This project is unfunded, but we will request to draw from the available fund balance of the Water and Sewer Fund.

The cost for construction will be recommended for next fiscal year's budget. Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to move the proposal with Trotter & Associates, Inc. to the Village Board in the amount of \$214,294.00 for approval.

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

None

**AGENDA ITEM 8:** Adjournment

There being no further business, Chairperson Dianis adjourned the meeting at 8:13 p.m.

Submitted:

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Fred Martin, Village Clerk