



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held On June 18, 2024
Village Board Room
2200 Harnish Dr. Algonquin, IL**

Trustee Spella, Chairperson, called the Committee of the Whole meeting to order at 8:16 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

A quorum was established.

Staff in Attendance: Michael Kumbera, Deputy Village Manager; Nadim Badran, Public Works Director; Dennis Walker, Police Chief; Matthew Bajor, Assistant to the Village Manager; Joanne Kalchbrenner, Planning Consultant; and Kelly Cahill, Village Attorney.

AGENDA ITEM 2: Public Comment

None.

AGENDA ITEM 3: Community Development

Ms. Kalchbrenner:

A. Consider an Amendment to the Village of Algonquin's Energy Code

The State of Illinois requires that all municipalities adopt the International Energy Conservation Code, along with certain amendments. They recently adopted the 2021 International Energy Conservation Code with amendments that became effective January 1, 2024.

The Village of Algonquin has adopted the 2018 International Energy Conservation Code and must now amend the Village Code to adopt the 2021 International Energy Code with amendments. The amendments are related to increased insulation and lighting efficiency for both commercial and residential structures. A summary of the changes is shown on the attached fact sheet from the Illinois Municipal League (IML).

Staff recommends that the Village Board amend Chapter 23, Section 23.15 of the Municipal Code to adopt the 2021 International Energy Conservation Code, as amended by the State of Illinois.

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

AGENDA ITEM 4: General Administration

Chief Walker:

B. Consider the Purchase of Police Body Worn Cameras

In our current fiscal year budget (FY25), we will be purchasing body-worn cameras (BWC) for the Police department. This is in preparation for legislation (SAFE-T Act of 2021) requiring that BWC must be implemented in Illinois law enforcement agencies no later than January 1, 2025.

The one-time cost to purchase the requested equipment is \$264,362; which is approximately \$6,000 over our budgeted amount. The cost has increased from the original quotation due to uncontrollable factors.

These expenses were previously approved as part of the fiscal year 2025 budget, however, as this amount is beyond administrative spending authority, it is recommended the Village Board formally approve this purchase by Resolution.

Following discussion, it was the consensus of the Committee to move this on to the Village Board for approval.

Mr. Bajor:

C. Consider an Amendment to Chapter 16, Cemeteries and Appendix B of the Algonquin Municipal Code Pertaining to Columbarium Regulations

In recent years, staff have revisited the idea of a garden with a columbarium at the Algonquin Cemetery to provide affordable options and optimize space utilization. Block 10, currently with over 200 unusable gravesites, was identified as a suitable location for this project. With cremation rates expected to rise significantly in the next decade, this project will accommodate growing demand and provide a cost-effective alternative to traditional burial.

Minor changes to Chapter 16 Cemeteries have been included to reference niche purchases at the Algonquin Cemetery. Additional rules and regulations for the columbarium will be provided at a later date pending project approval.

The proposed pricing strategy for the new columbarium at the Algonquin Cemetery aims to provide competitive and cost-effective alternatives to traditional burial while maintaining the financial sustainability of the cemetery.

Single niche pricing was developed based on construction costs of \$230,801 and a net present value (NPV) analysis. Assumptions for the NPV included a discount rate of 3.0%, an absorption rate of 8.2 sales per year, and required annual revenue of \$32,874. The prices were set to ensure that the revenue generated covers the construction, maintenance, and operating expenses. Pricing per niche begins at \$5,500 per niche for residents and \$6,500 per niche for non-residents. Pricing includes perpetual care, interment, and engraving.

Two-niche family/private columbarium pricing offers a premium, exclusive option for families. Resident prices begin at \$8,500 per 2-niche columbaria, while non-resident pricing will start at \$10,500 per 2-niche columbaria. These prices were determined similarly to single niches but based on material and construction costs for only these niches. Pricing includes the costs of the columbarium, interment, and engraving.

The proposed pricing offers significant savings compared to traditional burial costs. For residents, the total cost for a single niche is approximately 29% lower than traditional burial, while for non-residents, it is approximately 24% lower. The underlying savings come from reduced costs in niche purchase, perpetual care, interment, and engraving, which are all substantially lower than the combined costs of a burial lot, casket, funeral services, and a traditional marker or headstone.

Staff recommends approval of the amendment to Chapter 16 Cemeteries for language pertaining to niches and the amendment to Appendix B for niche pricing. If no pricing is approved, it is not recommended to continue with this project.

Following discussion, it was 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 Amendment to the Agreement with HR Green for the Construction Oversight of Souwanas Trail and Schuett Street Improvements

In early November, 2022, prior to executing the existing contract, staff asked HR Green to look into adding hours to the contract to account for potential utility issues. HR Green assured the Village that existing utilities were accounted for, and therefore, did not revise the proposal amount.

Two weeks later, deep sanitary sewer was added to the scope along the entire length of Souwanas Trail, significantly increasing the proposed construction costs. At that time, staff asked HR Green again to revise the proposal amount to account for the change in scope. The revised proposal increase from HR Green was less than 10% despite the estimated 25% construction cost increase. Once again, staff reached out and HR Green responded that they would be able to complete the work within the revised proposal amount provided.

When the project reached 75% completion, HR Green contacted the Village requesting an amendment as their funds were running low. Staff stated that the Village will not be responsible for any overage related to improperly accounting for construction oversight hours due to the existing contract scope as a result of prior contract negotiations. Only added or unexpected work would be considered for an amendment to the existing contract. This information was requested by Village staff.

Pages 3 and 4 of the provided memorandum highlight the work that staff feels is eligible for the additional compensation. The proposed amendment of \$59,187 is significantly less than HR Green's original amendment request of \$97,000. Staff has reviewed the attached amendment and scope of services above and beyond the original contract scope of work and believes HR Green is entitled to the amount in the amendment provided.

Staff has been assured that HR Green will perform the project's remaining construction oversight and closeout procedures. HR Green has also stated to the Village that this will be the final amendment for this project. From a quality of work standpoint, staff has been pleased with the work ethic, resident correspondence, and workmanship provided by the resident engineer and field staff on this complex project. Staff does not feel this amendment will hinder any future professional agreements between the Village and HR Green following several meetings and discussions of this matter.

In summary, HR Green requested an amendment to the construction oversight contract. Staff rejected the original proposal for reasons discussed and asked HR Green to revise the amendment to cover only eligible tasks. The proposed amendment is acceptable to staff and required to complete the project. The total cost of the oversight contract will be \$513,009 which is just 6% of the construction cost and well under the typical oversight fee. Available funds are budgeted in FY24/25 in the Street Fund for Souwanas Trail & Schuett Street for Construction Oversight.

Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to move amendment No. 1 for \$59,187.00 with HR Green to the Village Board for approval.

Following discussion, it was the consensus of the Committee to move this on to the Village Board for approval.

B. Consider an Intergovernmental Agreement with McHenry County for the Shared Yard Preliminary Study

(Placeholder) Since 2016, the Village has been participating in discussions with McHenry County regarding the establishment of a shared public yard to host supplies and equipment. The original concept included the use of the existing Public Works Facility at 110 Mitchard Way, however, at the time it was anticipated additional property would need to be secured to successfully move forward which ultimately ended up ceasing the discussions. With advances in technology reducing the size of equipment needed, and changes in best management practices, both agencies are looking to reengage in discussions as the improvements can now fit on existing Village property. The benefits for a shared regional yard include significant improvements to the existing facility, including a larger salt dome, larger brine system, larger fuel island, additional storage for equipment, which all lead to enhanced levels of service for Village and County constituents.

Over the last several months, staff from the Village has met with McHenry County officials to discuss the benefits of the shared yard and what the expectations for each organization would be. Both agencies have agreed to begin with a preliminary study, with the Village as the lead agency responsible for contracting an architecture firm to conduct the study. The County will be responsible for reimbursing the Village for half of the costs, per the attached Intergovernmental Agreement.

Both agencies have agreed on utilizing Williams Architects as the firm for the preliminary design. Williams has completed a number of award-winning municipal building renovations, and was the designer for the current Public Works Facility at 110 Mitchard Way. The preliminary design scope of work is attached, and includes looking at three potential options for the layout of the site, based upon each organizations needs. It is anticipated that should this project move forward, phase one would include upsizing the existing salt dome, brine system, and fuel island. Phase two would include construction of a storage site for the County and expansion of the existing facility for the Village. Williams has agreed to conduct the study at a cost not to exceed \$49,813, to be split between both agencies.

The provided memorandum is seeking direction on the two items: Approval of the attached Intergovernmental Agreement with McHenry County detailing the terms of the preliminary study; and, Approval to utilize Williams Architects to conduct the preliminary study.

In summary, for nearly a decade, McHenry County and the Village have expressed a desire to operate a shared regional site at the existing Village Public Works Yard. The shared site would offer significant upgrades for both agencies and enhance the level of service delivery. Previous discussions were halted

due to property acquisition requirements, which are no longer necessary. William's Architects has proved a cost of \$49,813 to conduct a feasibility study that will provide several options so that each agency may make a decision on the best path for the project. Sufficient funds are available in the General Fund Balance to cover the Village's share of the cost.

Following discussion, it was the consensus of the Committee to move this on to the Village Board for approval.

C. Consider and Agreement with Williams Architects for the Algonquin and McHenry County Shared Yard Preliminary Study

There being no discussion, it was the concensus of the Committee to move this on to the Village Board for approval.

D. Consider an Agreement with Alpha Maintenance & Services for the Painting of Fire Hydrants

Since 2017, Alpha Maintenance and Services Inc. has been integral to maintaining our Village's fire hydrants. Their work ensures that our hydrants remain highly visible, aesthetically appealing, and well-protected. Each year, we have contracted Alpha Maintenance and Services Inc. to paint approximately 475 hydrants. In this packet, you will find pictures comparing our weathered hydrants to those painted last year.

Highlights of the program include:

- **Emergency Response:** Regularly painted fire hydrants ensure they remain highly visible to firefighters, which is crucial during emergencies. This visibility can significantly impact response times and effectiveness.
- **Road Safety:** Clearly visible fire hydrants reduce the likelihood of being obstructed by vehicles or other obstacles, ensuring they are always accessible when needed.
- **Corrosion Protection:** A consistent painting schedule helps prevent rust and corrosion, which can compromise the functionality of fire hydrants. This preventive maintenance is essential for the longevity of our hydrant infrastructure.
- **Cost Efficiency:** Regular upkeep reduces the need for extensive repairs or replacements, leading to long-term cost savings for the Village. **Urban Aesthetics:** Well-maintained fire hydrants contribute to the overall attractiveness of our streets and neighborhoods, enhancing the visual appeal of the Village.
- **Civic Engagement:** A clean and well-kept environment encourages community pride and involvement, fostering a sense of shared responsibility among residents.
- **Standard Adherence:** Ensuring that fire hydrants are repainted according to a regular schedule helps maintain compliance with local and national safety standards.

Implementing a five-year rotational painting schedule for fire hydrants is a proactive measure that ensures public safety, preserves our infrastructure, and enhances the Village's aesthetic appeal. By adopting this systematic approach, we can maintain our fire hydrants in top condition and ensure they remain functional and visible for years to come.

Currently, the Water and Sewer Operating Fund (Distribution System) has allocated \$40,400.00 specifically for Contracted Hydrant Painting. 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 Contracted Hydrant Painting in the amount of (not to exceed) \$40,375.00 to Alpha Maintenance and Services Inc.

Following discussion, it was the consensus of the Committee to move this on to the Village Board for approval.

E. Consider an Agreement with Trotter & Associates for the Design for High Hill Park Sanitary Sewer Relocation

A proposal was provided to complete the design to relocate the sanitary sewer near High Hill Park. Trotter & Associates (TAI) completed a study in 2023 to investigate relocating the exist sanitary sewer along Ratt Creek between Hanson Road and Stonegate Road to outside the existing wetland. Based on this assessment, there are only a few options for relocation due to the Ratt Creek topography being 15 to 20 feet lower than the surrounding roadways (Harnish Drive and Huntington Drive). The 8" and 10" interceptor sewers would be relocated out of the existing wetland to behind the homes on Flora Drive and Majestic Drive as well as along Stonegate Road as seen in the attached proposal. The existing sanitary sewer would be abandoned in place after the relocation. The main goals of this relocation are protecting the Village's existing wetlands and providing Village staff easier access to maintain the sanitary sewer. This will

significantly reduce the inflow and infiltration along the 5,400 lineal feet of sanitary sewer as a portion of the existing sanitary sewer is submerged in the creek bed.

The relocation would occur over two phases. The first phase would relocate the sanitary sewer from Hanson Road to Kirkland Drive. The second phase would relocate the sanitary sewer from Kirkland Drive to Huntington Drive. This relocation will also better serve the vacant parcel at the southwest corner of Huntington Drive and Stonegate Road by providing a closer location to connect a sanitary service. The design proposal for the sanitary sewer relocation would begin this summer and finish early 2025. The design has been moved up due to the potential of grant funding for construction costs, which will be known in the fall 2024. The FY 24/25 had budgeted for \$150,000 for this project and the remaining \$96,000 will be drawn from the unused fund balance of the Souwanas/Schuett Project. The cost for construction will be recommended for next fiscal year's budget.

In summary, the relocation of the sanitary sewer will help protect the existing wetlands and provide Village staff easier maintenance of the sewer. The relocation of the sanitary sewer to behind the homes on Flora Drive and Majestic Drive is the best option from TAI. The Village is recommending working with a trusted team at TAI. Sufficient funds are available to cover the cost of this project and the possibility grant money.

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 \$246,000 for approval.

Following discussion, it was the consensus of the Committee to move this on to the Village Board for approval.

F. Consider an Agreement with Burke, LLC. For the Design Build Services for the Columbaria Garden Construction

A proposal for a Design-Build agreement for the Columbaria Garden Construction was included in the memorandum. The garden and niches were chosen for construction due to an increase in interest and need from the community.

The design-build concept is the recommendation that public works is making due to the customized elements of the niches and the detailed and specific other improvements included in the project. This method allows the Village to construct the project in a timely matter, and within the high expectations of the Board of Trustees, stakeholders, and residents. Burke LLC will be handling all design, bidding, contractor selection and project construction management under the guaranteed maximum price of \$220,444.00.

As part of the Design-Build process, Burke LLC reached out to several contractors to provide pricing to build this project. Martam Construction, LLC was the only proposal received so they will be constructing the project under the guidance of the Burke LLC team.

The Village of Algonquin cemetery, located on the east side of Main St on the north and south sides of Cary Rd, is well established and has been active since the late 1800's. The Columbaria Garden was designed to offer an additional way to bury loved ones through 72 individual niches and 2 family niches. The design of the garden allows for future expansion should all the Columbaria sites be sold in this first installment. This garden will also offer a place to sit on a seat wall along with inviting landscaped beds. The garden will be located on the south east side of the cemetery.

This project was originally proposed in the FY 22/23 budget, with a one-time transfer from the General Fund. Since this transfer did not occur in FY22/23, there are sufficient funds available to continue forward with construction of the garden. \$220,444.00 is able to be transferred from the General Fund to the Cemetery Fund.

In summary, there has been demand from the community for additional burial sites for loved ones. The Columbaria discussion will allow for additional burial sites in a more condensed setting. The ornamental, detailed design is best constructed under the design-build method. The Village is recommending working with a trusted team that includes Martam Construction and Burke, LLC. Sufficient funds are available to cover the cost of this project.

Therefore, it is staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of design/build services for the Columbaria Garden Construction in the amount not to exceed \$220,444.00 with Burke, LLC.

Following discussion, it was 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 Spella adjourned the meeting at 8:47 p.m.

Submitted: _____
Matthew Bajor, Assistant to the Village Manager