

**COMMITTEE OF THE WHOLE
MAY 20, 2025
VILLAGE BOARD ROOM
2200 HARNISH DRIVE, ALGONQUIN
7:45 P.M.**

Trustee Spella – Chairperson
Trustee Glogowski
Trustee Dianis
Trustee Smith
Trustee Brehmer
Trustee Auger
President Sosine

∞ AGENDA ∞

1. Roll Call – Establish a Quorum

2. Public Comment – Audience Participation

(Persons wishing to address the Committee must register with the Chairperson prior to roll call.)

3. Community Development

- A. Consider a Public Event License for the Downtown Algonquin Association; Algonquin Wine Walk on Main Street Downtown Algonquin, July 26, 2025
- B. Consider a Special Use Permit to Allow a Specialty Recreation Facility (motion to table until June 10th)

4. General Administration

- A. Consider Amending Chapter 33, Liquor Control and Liquor Licensing, by Decreasing the Number of Class A-1 and Class E Liquor Licenses
- B. Consider the Towne Park Ribbon Cutting Public Event on June 18, 2025
- C. Consider an Agreement with Tyler Technologies for Enterprise Asset Management & Enterprise Permitting and Licensing Software Upgrade

Public Works & Safety

- A. Consider 2024 Material and Maintenance Items Expenditures – Closeout
- B. Consider the Standard Agreement Provisions – Joint Improvement Project Off the State Highway System for Boyer Road Improvements
- C. Consider an Agreement with ME Simpson Co Inc. for the Large Water Meter Evaluation, Testing, and Calibration Program

5. Executive Session (if needed)

6. Other Business

7. Adjournment



Village of Algonquin

2200 Harnish Drive, Algonquin, IL
(847) 658-2700 | www.algonquin.org

AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	May 20, 2025
<u>SUBMITTED BY:</u>	Patrick Knapp AICP, Community Development Director
<u>DEPARTMENT:</u>	Community Development
<u>SUBJECT:</u>	Downtown Algonquin Association; Algonquin Wine Walk at Main Street Downtown Algonquin, Public Event/Entertainment License – July 26, 2025

ACTION REQUESTED:

Paul Kopetsky, on behalf of the Downtown Algonquin Association (DAA), is seeking approval of a public event/entertainment license for the Algonquin Wine Walk on Saturday, July 26, 2025. The event will occur in Downtown Algonquin along Main Street. The setup will begin at noon and the event will occur from 1:00 pm to 4:00 pm. No street closure is requested.

There will be up to 26 participating businesses with 25 planned wine stops and 1 planned water stop. Each wine stop will serve a maximum of a 1 oz pour of wine.

The event fee will be \$45 for early registration and \$50 per participant if purchased the day of the event. Approximately 300 participants are expected with each participant given a wrist band when their identification is checked and a punch card. Each business will then mark off their stop on the punch card. Every server will be Basset certified. Participants are required to consume the wine while in the establishment.

The DAA is seeking a waiver of the Public Event License Fee of \$50/day.

DISCUSSION:

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

RECOMMENDATION:

Approval is contingent upon the following:

- This Special Event Permit shall be visible at all times;
- 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;
- Final site and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works as needed. The coordinator shall notify the Village of any changes in location or operations, which may be subject to further review and approval by the Village;
- A minimum five-foot (5') sidewalk clearance shall be kept at all times;
- All Village fees must be paid prior to the event unless they are waived by the Village Board;
- A Special Event Permit to sell alcohol must be obtained from the Village and State Liquor Commissioners;
- Prior to commencing any of the activities approved by the Public Event License, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements;

- All servers shall be Basset certified. Basset Certification training will be made available by the Algonquin Police Department;
- Each participating business serving alcohol shall have signage at the exit stating that all alcohol needs to be consumed before leaving. In addition, each stop shall have an attendant at the door to ensure all alcohol is consumed prior to participants exiting;
- A pre-meeting with the Liquor Compliance Officer is required;
- 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.

ATTACHMENTS:

- Public Event License Application
- 2025 DAA Wine Walk Site Plan



VILLAGE OF ALGONQUIN
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION CHECKLIST

A license is required for all public events. This applies to both for profit and not-for-profit organizations, and includes but is not limited to outdoor exhibitions, shows, carnivals, circuses, concerts, and musical performances. The application packet must be completed in its entirety and submitted at least forty-five (45) calendar days before the Public Event to the Village of Algonquin, Community Development Department, 2200 Harnish Drive, Algonquin, IL 60102.

- All public event requests require a permit from the Village of Algonquin.
- The Village may place conditions on the public event as deemed appropriate to protect the health, safety, and welfare of the public.
- The Village Manager or his/her designee may revoke a public event/entertainment license or a carnival worker permit at any time and demand immediate cessation of the event based upon violations of this code, on-premise criminal acts by the event employees or when the event presents an endangerment to public safety.
- Police officers and all other Village officials shall have free access to the grounds and all booths, shows, and concessions on such grounds at all times to ensure that the event is in compliance with this code.

The Public Event Permit Application must include the following:

- ☒ Completed Public Event/Entertainment License Permit Application Form
- ☐ Application fee made payable to the Village of Algonquin in the amount of \$50 for each day the public event will run
 - or: ☒ Submit proof of not-for-profit status
- ☐ Site approval if needed:
 1. ☐ Letter of consent from the property owner or;
 2. ☒ Letter to the Village Board requesting the use of public property
- ☒ Site plan showing the layout of the event
- ☐ Minimum Insurance Requirements - **See pages 4 and 5 for requirements.** (Proof of insurance shall be filed no less than 30 days prior to the event or the event shall be subject to cancellation.)
- ☐ Electrical Building Permit Application with a copy of the contractor's electrical license and a detailed drawing that includes the source of power and circuitry
- ☐ McHenry and/or Kane County Temporary Food Service permit, if applicable (Copy of approval to be provided to Village within 5 days after event.)
- ☐ Will liquor be served at this event? ☒ Yes ☐ No
 - If yes, then the appropriate liquor permit from the Liquor Commissioner must be applied for.
- ☐ Will a raffle be conducted as part of this event? ☒ Yes ☐ No
 - If yes, then the appropriate raffle permit from the Village Clerk must be applied for to the start of the event. (Such permit is limited to Algonquin-based, non-profit organizations only.)

In addition to the above, carnivals and circuses are subject to the following requirements:

- The event shall not exceed 10 days.
- The event shall not be located in or directly adjacent to any developed residential area, with the exception that it may be on church, school, or public park property even if located next to residential property.
- The event must be operated or sponsored by an Algonquin-based, non-profit organization.
- No location may host more than one carnival/circus per year.
- List of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number.
- All carnival/circus employees must complete a background check with the Algonquin Police Department. The carnival operator must provide a list of employees to the Police Department upon application. Each employee must visit the Algonquin Police Department to undergo the background check at least two weeks prior to the event. Employees may stop by the Department, located at 2200 Harnish Drive, any time between 8:00 a.m. and 7:00 p.m., any day of the week. No person will be allowed to work on the public event site if he/she:
 - is a registered sex offender, as defined in the Sex Offender Registration Act (730 ILCS 150/1.1 et seq); or
 - has been convicted of any offense set forth in Article 9 or 11 of the Criminal Code of 1961; or
 - has been convicted of a felony in the past five years; or
 - has been convicted of any other crime involving moral turpitude or violence; or
 - is identified as a known gang member in the Illinois State Police LEADS system.
- Fee paid for background check. (\$500, plus \$50 per employee)
- Copy of Illinois Department of Labor amusement ride permit.
- Completed Village of Algonquin Carnival Operator Questionnaire (see attached page 3).
- Approval received from Police Chief for employees to maintain on the premises overnight, if applicable.

Village of Algonquin Public Event Insurance Requirements

An indemnification and hold harmless agreement signed by the public event licensee in favor of the Village and proof of the following insurance:

1. All public events permits shall be supported by evidence of insurance coverage for the terms of the permit. Prior to commencing any of the activities approved by the public event permit, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements of this Section. All policies of insurance are (1) subject to Village approval of the insurance company, form, and coverage; (2) must be primary to and non-contributory with all other insurance and self-insurance maintained by the Village; and (3) must protect the Village from any and all claims and risks in connection with the permitted activity.

2. Minimum Insurance Requirements:

A. Commercial General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, and property damage, and two million dollars (\$2,000,000) in the aggregate. Coverage shall be written on an industry standard form no more restrictive than the ISO CG 00 01 1001. This requirement applies to every permit application submitted for approval.

b. Liquor Liability (Dram Shop): One million dollars (\$1,000,000) per occurrence for bodily injury, and property damage, and two million dollars (\$2,000,000) aggregate.

This requirement applies when alcohol is being sold or consumed on private or public property.

c. Business Automobile Liability: One million dollars (\$1,000,000) combined single-limit per accident for bodily injury and property damage. Coverage shall be written on an industry standard form no more restrictive than the ISO CA 00 01. This requirement applies when a sponsor, organizer, or vendor is using vehicles as part of the event set-up, take down or being operated in relation to the event.

d. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and employers' liability limits of five hundred thousand dollars (\$500,000) per accident. This requirement only applies when a sponsor is using employees (not subcontractors or vendors) as part of the event set-up, take down or working in relation to the event.

3. Additional Insured Coverage: All insurance policies of event sponsors, coordinators, organizers, and vendors must be endorsed to name the Village as an "Additional Insured" on an industry form no more restrictive than the ISO forms CG 20 26 (CGL) and CA 20 48 (business auto liability) and shall provide for primary and non-contributory coverage limits. A copy of all additional insured endorsements must be supplied with the permit application.

Village of Algonquin
Public Event Insurance Requirements
(Continued)

4. Certificate of Insurance: Certificates of insurance evidencing the insurance coverage required for sponsors, organizers, coordinators, and vendors must be supplied with the permit application.

Insurance certificates must be on Acord 25 form, and must include the following language: "The Village of Algonquin is, and has been, endorsed as an additional insured under the above reference policy number on a primary and non-contributory basis for general liability coverage of the [EVENT NAME] on [DATE OF EVENT] taking place at [EVENT LOCATION]."

5. With reasonable notice to the sponsors and event organizers, the Village reserves the right to require insurance of the event sponsors, organizers, and vendors other than that specifically provided herein, and to change the minimum acceptable limits of liability based on the Village's determination, in its sole discretion, that the risk presented by the public event warrants such changes. The Village does not warrant or represent that the specified insurance is adequate to protect the interests or liabilities of the sponsor, organizer, or vendors.

6. All insurance documents must be submitted not less than 30 days prior to the event. A public event permit cannot be issued without approved insurance.

Indemnification, Waiver and Release

To be signed by all: applicant, sponsor, organizer, promoter and permittee/licensee.

The Permittee/Licensee shall indemnify and hold harmless the Village, its officers, boards, commissions, agents, elected, elected officials, and employees (collectively, "the Village Indemnitees") from any and all costs, demands, expenses, fees and expenses, arising out of: (a) breach or violation by the Permittee/Licensee of any of its certifications, representations, warranties, covenants or agreements in its application and permit/license issued by the Village; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from the negligent performance by or on behalf of the Permittee/Licensee; or (c) any negligent act, activity or omission of permittee or an or its employees, representatives, subcontractors or agents.

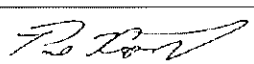
The Permittee/Licensee agrees to indemnify, defend and hold harmless the Village Indemnitees against and from any and all losses, claims, demands, causes of action, actions, suits, proceedings, damages, costs and/or liabilities of every kind and nature, whatsoever (including, but not limited to expenses for reasonable legal fees, and disbursements and liabilities assumed by the Village in connection therewith), to persons or property, in any way arising out of or through the acts or omissions of the Permittee/Licensee, its servants, agents or employees, or to which the negligence of the Permittee/Licensee shall in any way contribute.

Permittee/Licensee hereby waives and releases all claims against the Village Indemnitees or arising out of the issuance of a permit to Permittee/Licensee for any and all injuries to persons or damage to property from any cause arising at any time during the event listed herein or the issuance of the Permit/License.

The term "Permittee/Licensee" refers to the applicant, as well as any sponsor, organizer, promoter of the event. Each undersigned represents and warrants that he/she has authority to execute this Indemnification, Waiver and Release Agreement on behalf of the person or entity for which he/she has signed.

Permittee/
Licensee: Downtown Algonquin Association

Circle all
that apply: Applicant Sponsor Organizer Promoter

By: Paul Kopetsky
[Print] 
[Signature]

Date: 4/28/2025



Village of Algonquin
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION

In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to the Ganek Municipal Center (2200 Harnish Drive) or permits@algonquin.org at least 45 days prior to the event.

Please type or print legibly.

Official Name of the Event: Downtown Algonquin Wine Walk

Sponsoring Organization:

Name: Downtown Algonquin Association Contact Name: Paul Kopetsky
Address: 123 S Main Street
City, State, ZIP: Algonquin, IL 60102
Phone: [REDACTED] Email: Pkopetsky@gmail.com

Event Coordinator:

Name: Paul Kopetsky
Home Address: [REDACTED]
City, State, ZIP: Algonquin, IL 60102
Phone: [REDACTED] Email: pkopetsky@gmail.com

Event Information:

Describe the Nature of the Event: To bring attention to the downtown businesses while shopping and wine tasting

New Event ☐ Repeat Event ☒ If repeat, will anything be different this year? _____

This is the second annual wine walk ran by the Downtown Algonquin Association. We offered sidewalk sponsorships last year. These will not be offered this year.

Event Address: Main Street Downtown Algonquin

Date(s) and Time(s) of the Event: July 26, 12:00 P.M. - 4:00 P.M. (includes setup and check in times) Check-in is at 1:00 P.M.

Rain Date(s), if applicable: n/a

Set-Up Date/Time: July 26 at 12:00 P.M.

Maximum Number of Attendees/Participants Expected: 300

Admission Fee: Yes ☒ No ☐ If Yes, list fee(s) to be charged: \$45 early check-in, \$50 on day of event

How will the revenue be used (include donations to non-profit or charitable organizations): _____

To enhance the business community through events and education

Event Website: downtownalgonquin.com

Event Details:

Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: _____

At time of check-in. ID's will be checked by a trained individual.

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: _____

Will there be a need for road closures? Yes ☐ No ☒ If Yes, please explain: _____

Are you requesting Algonquin Police Officer(s) presence? Yes ☒ No ☐ If Yes, to perform what function?
to maintain safety throughout the event

Do you want a fire truck or ambulance present? Yes ☐ No ☒ If Yes, for what hours and to perform what function? _____

Are you wishing to post temporary sign(s) announcing the event? Yes ☐ No ☒ If Yes, please describe desired size, location and date(s) that the signage will be displayed: _____

Do you wish to serve alcoholic beverages? Yes ☒ No ☐

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes ☒ No ☐ If Yes, attach a copy of the policy. Insurance to be provided after event is approved.

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes ☐ No ☒

If Yes, please describe type, band name(s), and hours of performance and if there will be a stage: _____

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): No

Do you plan on holding a raffle during this event? Yes ☒ No ☐
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): Paul Kopetsky

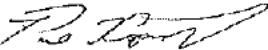
On-site contact's cell number: [REDACTED]

On-site contact's work number:

On-site contact's home number:

Affidavit of Applicant:

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.



Signature of Applicant

Paul Kopetsky

Printed Name of Applicant

4/28/2025

Date

Exhibit to Application

Additional information:

- The event is open to all businesses in the Downtown Algonquin District. See attached business list. The number of ounces poured shall not exceed applicable rules & regulations set by the Village of Algonquin and/or Police Department.
- No more than 300 tickets will be sold at the event.
- The Event Date is July 26, 2025 from Noon – 4:00 P.M.
- Wrist Bands will be distributed to all attendees. Identification will be checked to assure all attendees are over 21 years of age. No FOID cards and conceal carry cards are not allowed for identification purposes.
- A punch card will be issued to attendees to track alcoholic liquor consume by each attendee.
 - The maximum pour per location is 1 oz. of wine.

During the Event:

- At each location a BASSET certified server will pour all alcoholic beverages/samples.
- DAA Volunteers will monitor to prohibit serving to intoxicated attendees. This will include walking the general wine walk path and check-ins with each wine stop.
- Alcohol will be consumed on the license premise and participants will not leave the premise with open alcohol. Signage, in each participating business, advising "All alcohol must be consumed on premise" will be displayed.
- For all non-liquor license businesses. The Special Event Liquor License (both State and Village) will be displayed.
- At check-in, the approved Village Special Event Permit along with the State of Illinois Special Use Permit (NFP) will be displayed.
- The total amount of alcohol ounces served shall not exceed the agreed upon amount with the Village and Police Department.

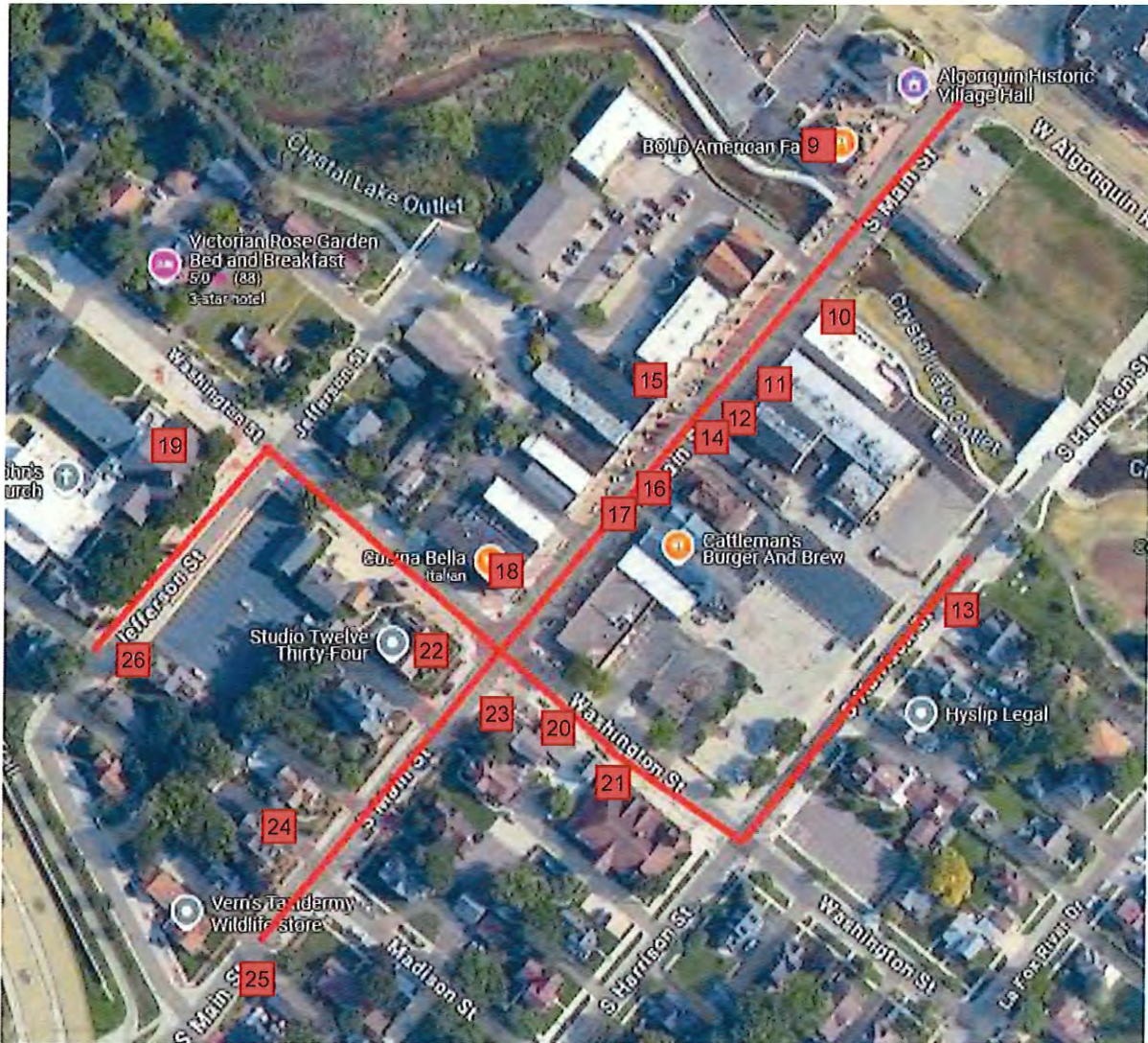
WINE WALK PARTICIPATION LIST

Ref #	BUSINESS	ADDRESS	City	ZIPCODE	Needs State Liquor License (Yes/NO)	Participating (YES/NO/MAYBE)
1	Buena Vista Restaurant Mar Y Tierra	220 N Harrison Street	Algonquin	60102	NO	YES
2	Risepointe Architects	200 N Harrison Street Ste 101	Algonquin	60102	YES	YES
3	JP Group	200 N. Harrison Street St	Algonquin	60102	YES	YES
4	Port Edwards Restaurant	20 West Algonquin Road	Algonquin	60102	NO	YES
5	Root Dental	1 N Main Street	Algonquin	60102	NO - WATER ONLY	YES - WATER ONLY
6	Texan BBQ	101 North Main Street	Algonquin	60102	NO	YES
7	Keller Williams Inspire	115 N Main Street	Algonquin	60102	Yes	Yes
8	Keller Williams Home Loans	115 N Main Street	Algonquin	60102	Yes	Yes
9	Bold American Fare	8 S. Main Street	Algonquin	60102	NO	YES
10	Whiskey and Wine	103 S. Main Street	Algonquin	60102	NO	YES
11	Main Street General Store	115 S Main St.	Algonquin	60102	Yes	Yes
12	Bullseye Pub and Eatery	119 S. Main Street	Algonquin	60102	NO	YES
13	Clocktower Cupcakes	123 S Harrison St.	Algonquin	60102	Yes	Yes
14	Bella's Wood Fire Pizza	123 S Main Street	Algonquin	60102	NO	YES
15	Strack's Barbershop	150 S Main St.	Algonquin	60102	Yes	Yes
16	Makity Make	203 S. Main Street	Algonquin	60102	YES	YES
17	Cattleman's Burger & Brews	205 S. Main Street	Algonquin	60102	NO	YES
18	Cucina Bella	220 S. Main Street	Algonquin	60102	NO	YES
19	St. John's Lutheran Church	300 Jefferson St.	Algonquin	60102	Yes	Yes
20	RiverBottom Ice Cream	301 S. Main Street	Algonquin	60102	YES	YES
21	Congregational Church of Algonquin	109 Washington St.	Algonquin	60102	Yes	Yes
22	Studio Tweleve Thirty Four	302 S Main Street	Algonquin	60102	Yes	Yes
23	Fox & Home	303 S Main Street	Algonquin	60102	YES	YES
24	Lovebird Family Therapy	328 S Main St.	Algonquin	60102	Yes	Yes
25	Garden on Main	409 S. Main Street	Algonquin	60102	Yes	Yes
26	JP Group (new location)	321 S Jefferson St.	Algonquin	60102	YES	YES

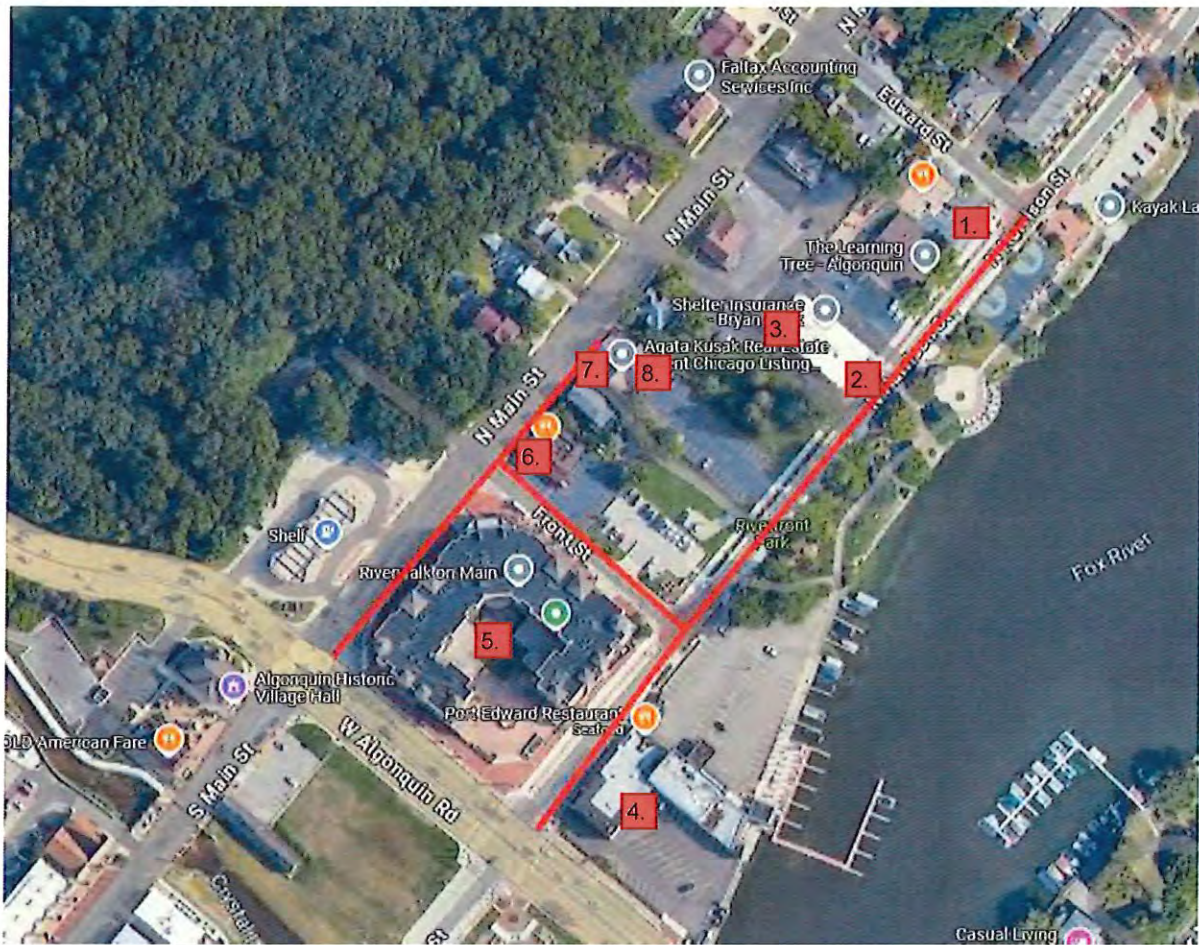
General Area of Event

- This is the general area of the event. No street closure is being requested at this time.
- Participants will walk on sidewalk and should obey all pedestrian crosswalks.

S Main Street Area (general path highlighted in RED)



N Main Street Area (general path highlighted in RED)






Downtown Algonquin Summer Wine Walk 2025 – Draft Marketing Templates

Facebook Event Info:



Join us for the **2nd Annual Summer Wine Walk Fundraiser**, hosted by the Downtown Algonquin Association! This year, we're bringing the **island vibes** to downtown with our **Sips in Paradise** theme, inspired by Jimmy Buffett!

What to Expect:

-  Enjoy a variety of hand-selected wines at multiple downtown stops
-  Stroll through downtown while sipping and soak in the tropical fun
-  **After-Party** to keep the fun going!

TICKETS:

Tickets will be available soon—stay tuned for the official sales launch! Follow this event and our page for updates.

Don't miss out on this unforgettable summer event! Gather your fellow wine lovers, slip on your flip-flops, and get ready for a fun-filled afternoon supporting the downtown community.

Save the Date FB Post:

🌴 🍷 **SAVE THE DATE!** 🍷 🌴

The **2nd Annual Summer Wine Walk Fundraiser** is back, and this year, we're bringing the **island vibes** to Downtown Algonquin!

📅 Saturday, July 26, 2025 (1pm-4pm)!

This year's theme, **Sips in Paradise**, brings island vibes to downtown, inspired by the legendary Jimmy Buffett. Stroll through downtown, sip delicious wines, and soak in the tropical fun—all while supporting local businesses and community initiatives!

🎫 **Tickets go on sale soon—stay tuned!**

Grab your flip-flops, your best island attire, and get ready for an afternoon of great wine and summer vibes!

💎 Click "Interested" or "Going" on our Facebook Event to stay updated on ticket sales, participating locations, and more event details! 💎 [LINK]

#SipsInParadise #WineOClockSomewhere #DAAWineWalk #DowntownAlgonquin
#SupportLocal #SipShopStroll



VILLAGE OF ALGONQUIN
MEMORANDUM

DATE: May 14, 2025

TO: Village Board

FROM: Michelle Weber

SUBJECT: Liquor Code Amendment

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 E liquor licenses.

Buttered Toast, which held a Class A-1 Liquor License, has sold to a new owner and the new owner has chosen not to sell alcohol.

Fox 14 Marina, which held a Class E Liquor License, has sold to a new owner and they have not applied to obtain a liquor license.

Staff recommends amending Chapter 33.07 by removing one Class A-1 and one Class E from inventory to accommodate the changes, leaving only one available Class A-1 liquor license which it earmarked for the new owners of what was Capitol Bistro.

Attachment

ORDINANCE NO. 2025 - O - ____

***An Ordinance Amending Chapter 33, Liquor Control
and Liquor Licensing, of the Algonquin Municipal Code***

WHEREAS, the Village of Algonquin, McHenry and Kane Counties, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ALGONQUIN, McHenry and Kane Counties, Illinois, as follows:

SECTION 1: Section 33.07-B, Number of Licenses Issued, Paragraph 2 and Paragraph 13 of the Algonquin Municipal Code shall be amended as follows:

2. Forty Class A-1 licenses at any one time.
13. One Class E license at any one time.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect June ____, 2025, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:

Voting Nay:

Abstain:

Absent:

APPROVED:

(SEAL)

Village President, Debby Sosine

ATTEST: _____
Village Clerk, Fred Martin

Passed: _____

Approved: _____

Published: _____



Village of Algonquin

The Gem of the Fox River Valley

MEMORANDUM

TO: Tim Schloneger, Village Manager
FROM: Stacey VanEnkevort, Recreation Director
DATE: May 14, 2025
SUBJECT: Towne Park Ribbon Cutting | Request for Approval

The Recreation Department is preparing for the reopening of Towne Park, located in the heart of downtown Algonquin. As a primary location for many of our Village's special events, Towne Park holds a special place in our community.

To commemorate this important milestone, we are organizing a Towne Park Grand Reopening Celebration. We hope to see many residents and guests join us for a fun and memorable evening in Towne Park.

Event Details

Date: June 18, 2025

Time: 6:00 – 8:00 PM

Location: Towne Park - 100 Jefferson St.

The event will feature:

- Ribbon cutting and pavilion dedication ceremony
- Family-friendly activities in partnership with the Algonquin Area Public Library
- Balloon artist
- Live DJ entertainment
- Food trucks to provide dinner and refreshment options during the event

Approvals Requested

1. Pursuant to the Algonquin Municipal Code section 34.12, staff is proactively requesting a waiver to invite various food vendors to sell food and drink products during the events.
2. Pursuant to Algonquin Municipal Code Section 43.10, regarding amplified sound systems, staff is requesting approval to have amplified music at the event.

If you agree, please forward to the Village Board for approval. Thank you for your support and consideration.

C: Michael Kumbera, Deputy Village Manager
Nadim Badran, Public Works Director
Dennis Walker, Police Chief



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: May 15, 2025

TO: Tim Schloneger, Village Manager

FROM: Kevin Crook, Chief Innovation Officer

SUBJECT: *Software Upgrade – Tyler Technologies Enterprise Asset Management & Enterprise Permitting and Licensing*

The Village of Algonquin proposes upgrading two foundational platforms—Enterprise Asset Management (EAM) and Enterprise Permitting and Licensing (EPL)—to continue modernizing and consolidating its digital infrastructure. Provided by Tyler Technologies, these upgrades follow the successful implementation of the Tyler Parks and Recreation system in 2024 and will further enhance the Village’s Enterprise Resource Planning (ERP) ecosystem (MUNIS).

The total contract price for the combined project is \$294,474, which includes:

- Initial implementation (18 months): \$251,243
 - Recurring annual fees: \$43,231
- (Implementation cost is within the FY26 budget allocation of \$291,000)*

The implementation cost for the current year is \$251,243, which is within the FY26 budget of \$291,000 allocated for this work.

Justification for Upgrade

1. Enterprise Asset Management (EAM)

EAM will replace legacy systems for managing fleet and facility assets and later all other Public Works assets—notably Cityworks, CFA, and SeeClickFix—by enabling seamless integrations across departments. This will consolidate data systems and eliminate inefficiencies tied to fragmented platforms.

System improves:

- Inventory tracking and asset lifecycle management
- Mobile support for field staff
- Centralized financial and maintenance history

2. Enterprise Permitting and Licensing (EPL)

EPL will replace legacy permitting platforms that no longer support modern workflows or integrations. The new platform will consolidate permitting, code enforcement, plan review, and inspections, while enabling real-time coordination with all MUNIS system users.

System improves:

- Integrated CRM, permitting, code enforcement, and plan review
 - A significantly enhanced online experience for residents and contractors.
- By consolidating platforms, EPL eliminates duplicated data entry and enhances staff productivity while providing a scalable, secure, and modern workflow environment for Community Development operations.

Return on Investment

The upgrade is projected to deliver annual savings of at least \$35,000 by retiring legacy systems (Cityworks, SeeClickFix/Algonquin Fix It!, and CFA), which is nearly cost-neutral compared to the Village's current annual maintenance expenses.

More significantly, this project will streamline operations by eliminating the manual, redundant processes and staff time currently required to coordinate segregated systems. By centralizing workflows, automating routine tasks, and reducing training and maintenance burdens, the Village will realize significant time and productivity savings. Additionally, the project will enhance customer satisfaction by providing a unified service interface, allowing users to log in once to access utility billing, recreation programs, building permits, and service requests.

Recommendation

Staff recommends that the Village Board approve the purchase of Tyler Technologies' Enterprise Asset Management and Enterprise Permitting & Licensing solutions, not to exceed \$291,000 in FY26, with remaining recurring fees beginning in FY27.



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: May 20, 2025

TO: Tim Schloneger, Village Manager

FROM: Cliff Ganek, P.E. Village Engineer

SUBJECT: *2024 Material and Maintenance Items Expenditures - Closeout*

In 2024, Public Works staff utilized Motor Fuel Tax (MFT) funds for salt, de-icing liquid, asphalt, concrete removal and replacement, asphalt bike path repair and street patching, pavement marking, street sweeping, storm sewer cleaning, street light maintenance, tree removal and crack sealing. In accordance with IDOT requirements, the Village Board must formally approve the actual use of MFT funds to complete the State's annual closeout process.

The summary of the forms below which require Village sign off are required to complete formal documentation of MFT funds used.

- BLR-14222: Maintenance Expenditure Statement – summary of actual costs incurred under the approved general maintenance program
- BLR 13210: Request for Approval of Change in Plans – Documents deviations between estimated and actual MFT expenditures
 - *Note: Due to a shift in the use of MFT funds in FY25/26 and the misalignment between the State and Village fiscal years, actual spending was \$561,583.85 less than originally approved.*
- BLR 13510: Final Expenditures – Certifies final expenditure totals for submission to IDOT

Therefore, Staff recommends that the Committee of the Whole move this item to the Village Board for formal approval of the attached MFT expenditure forms. Approval is necessary to comply with IDOT documentation requirements and ensure continued eligibility for Motor Fuel Tax funding.



Submittal Type **Original**

Maintenance Expenditure Statement

District Estimate of Cost For

1 Municipality

Local Public Agency		County	Section Number	Maintenance Period	
				Beginning	Ending
Village of Algonquin		McHenry	24-00000-00-GM	01/01/24	12/31/24

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
(I) Snow/Ice Removal - Lake County MPI Bid	I				\$0.00		\$0.00	
(II) Snow/Ice Removal	IIA			\$0.00			\$0.00	
(III) Concrete Repairs - Local Bid	IIB					\$341,316.50	\$341,316.50	
(IV) Asphalt Material Resurfacing	IIA			\$24,299.60			\$24,299.60	
(V) Road Patching/ Repair - Local Bid	IIB					\$20,492.11	\$20,492.11	
(VI) Bike Path Repair - Local Bid	IIB					\$184,428.99	\$184,428.99	
(VII) Pavement Marking - McHenry County DOT Bid	IIB					\$80,312.12	\$80,312.12	
(VIII) Street Sweeping - Local Bid	IIB					\$107,655.48	\$107,655.48	
(IX) Storm Sewer Cleaning - Local Bid	IIB					\$115,675.00	\$115,675.00	
(X) Street Light Maintenance	IIB					\$241,587.85	\$241,587.85	
(XI) Tree Removal- Local Bid	IIB					\$63,608.50	\$63,608.50	
(XII) Crack Sealing	IIB					\$23,500.00	\$23,500.00	
Total Cost							\$1,202,876.15	

Maintenance Engineering Cost Summary

Preliminary Engineering Fee
Engineering Inspection Fee
Material Testing Costs
Advertising Costs
Bridge Inspection Costs

Costs

Maintenance Engineering Total

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$1,202,876.15	
Contributions, Refunds, Paid with Other Funds	\$0.00	
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$1,202,876.15	

Maintenance Expenditure Statement

Submittal Type **Original**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Algonquin	McHenry	24-00000-00-GM	01/01/24	12/31/24
Motor Fuel Tax Portion			\$1,202,876.15	
Motor Fuel Tax Authorized			\$1,764,460.00	
Surplus/Deficit			\$561,583.85	
Rebuild Illinois Portion			\$0.00	
Rebuild Illinois Authorized			\$0.00	
Surplus/Deficit			\$0.00	
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).			\$0.00	

Remarks

☐ I hereby certify that the maintenance operations shown above were completed in accordance with Illinois State Statutes and Bureau of Local Roads Streets Manual, for the work during the maintenance period stated above, and that receipted bills are on file and available for review.

SUBMITTED

Local Public Agency Official Signature & Date

Title

Village President

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

☐

WMFT Entry By

Entry Date



Request for Approval of Change of Plans

Local Public Agency	County	Route	Section Number
Village of Algonquin	McHenry		24-00000-00-GM
Request Number	<input checked="" type="checkbox"/> Final		
1	Contractor		
	N/A, various		
Address	City	State	Zip Code
N/A	N/A	IL	60102
Date			
03/07/25			

I recommend that this Deduction be made from the above contract.

The estimated quantities are shown below and the contractor agrees to furnish the materials and do the work at the unit prices.

Item Description	Unit of Measure	Quantity	Unit Price	Addition (A) or Deduction (D)	Total Addition	Total Deduction
Maintenance Items	L SUM	561583.85	\$1.0000	D	\$0.0000	\$561,583.8500
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
					\$0.0000	\$0.0000
Total Changes					\$0.00	\$561,583.85

Add Row

Total Net Change	(\$561,583.85)
Amount of Original Contract	\$1,764,460.00
Amount of Previous Change Orders	
Amount of adjusted/final contract	\$1,202,876.15

Total net deduction to date (\$561,583.85) which is -31.83% of the contract price.

State fully the nature and reason for the change

Change in MFT budgeting, maintenance items removed from MFT. Municipal & State FY do not line up

When the net increase or decrease in the cost of the contract is \$10,000.00 or more, or the time of completion is increased or decreased by 30 days or more, one of the following statements must be checked:

- ☐ The Local Public Agency has determined that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
- ☒ The Local Public Agency has determined that the change is germane to the original contract as signed.
- ☐ The Local Public Agency has determined that this change is in the best interest of the Local Public Agency and is authorized by law.

Prepared By	Title of Preparer
Cliff Ganek, P.E.	Village Engineer

Submitted/Approved

Local Public Agency Signature & Date	
BY:	<div> <div>Cliff Ganek</div> <div>Digitally signed by Cliff Ganek Date: 2025.05.13 09:03:34 -05'00'</div> </div>
Title:	Village Engineer

For a Road District project County Engineer signature required.

County Engineer/Superintendent of HighwaysSignature & Date

Approved:
Illinois Department of Transportation

Regional Engineer Signature & Date

IDOT Department Use Only

Received Location	Received Date	Additional Location?
		<input type="checkbox"/>
WMFT Entry By	Entry Date	



Final Report of Expenditures

Local Public Agency	County	Section Number
Village of Algonquin	McHenry	24-00000-00-GM

Contractor	Award Date	Award Amount
Various	03/19/24	\$1,764,460.00

Was this project a bondable capital improvement? ☐ Yes ☒ No

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
Maintenance	\$1,764,460.00	\$1,202,876.15				\$561,583.85
						-
						-
						-
						-
						-
						-
Total Funds Received	\$1,764,460.00					
Total Expenditures:		\$1,202,876.15				
Add	Project Total					\$1,202,876.15

Remarks

The improvement was constructed in accordance with the plans approved by the Department on 12/31/24

Final inspection of the designated work was made by the Department on 03/28/25 and it was

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: Village of Algonquin

Prepared By	Date
Cliff Ganek, P.E.	03/28/25
Title of Preparer	
Village Engineer	

Submitted:

Local Public Agency Signature & Date

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Title

Village President

Approved:

Regional Engineer, DOT Signature & Date

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VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: May 14, 2025

TO: Tim Schloneger, Village Manager

FROM: Cliff Ganek, P.E., Village Engineer

SUBJECT: Recommendation to Approve the Standard Agreement Provisions - Joint Improvement Projects Off the State Highway System for Boyer Road Improvements

The Village has been awarded Surface Transportation Program – Local (STP-L) funding to complete the improvements on Boyer Road from Longemeadow Parkway to County Line Road. In order to utilize grant funding, the Village must comply with State and Federal regulations. As part of the project, land acquisition is required within Dundee Township to complete the roadway, water main, and multi-use path improvements on seven parcels.

At the Phase II Design Kick-Off meeting, the State has requested that the Village approve the attached Land Acquisition form, LA 4193 stating that the Village will comply with State and Federal requirements related to land acquisition and for this project and allow the State to advertise this project for public bid.

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 Standard Agreement Provisions – Joint Improvement Projects Off the State Highway System, LA 4193 State form.



**Illinois Department
of Transportation**

**Standard Agreement Provisions
Joint Improvement Projects Off the
State Highway System
(Federal Aid Projects)**

Route: Boyer Road
State Section: County Line Road to Longmeadow Parkway
Local Agency Section: 22-00093-00-PV
Project No. _____
Job No. R-55-001-97

- A. The Village of Algonquin agrees to acquire in its name and at its own expense, subject to reimbursement as hereinafter provided, all right of way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The requirements of Titles II and III shall be carried out in accordance with established State Policies and Procedures, as now or hereafter revised or amended. Prior to the STATE'S advertising for bids, the local agency shall certify to the STATE that all requirements of Titles II and III of said Uniform Act have been complied with.
- B. The STATE will advertise for bids for the construction of the proposed improvement after the local agency's certification as to compliance with Titles II and III requirements have been accepted by the STATE and subject to approval by the Division Administrator of the Federal Highway Administration.
- C. The STATE shall provide such guidance, assistance and supervision and monitor and perform audits to the extent necessary to assure validity of the local agency's certification of compliance with Titles II and III requirements of the aforesaid act.

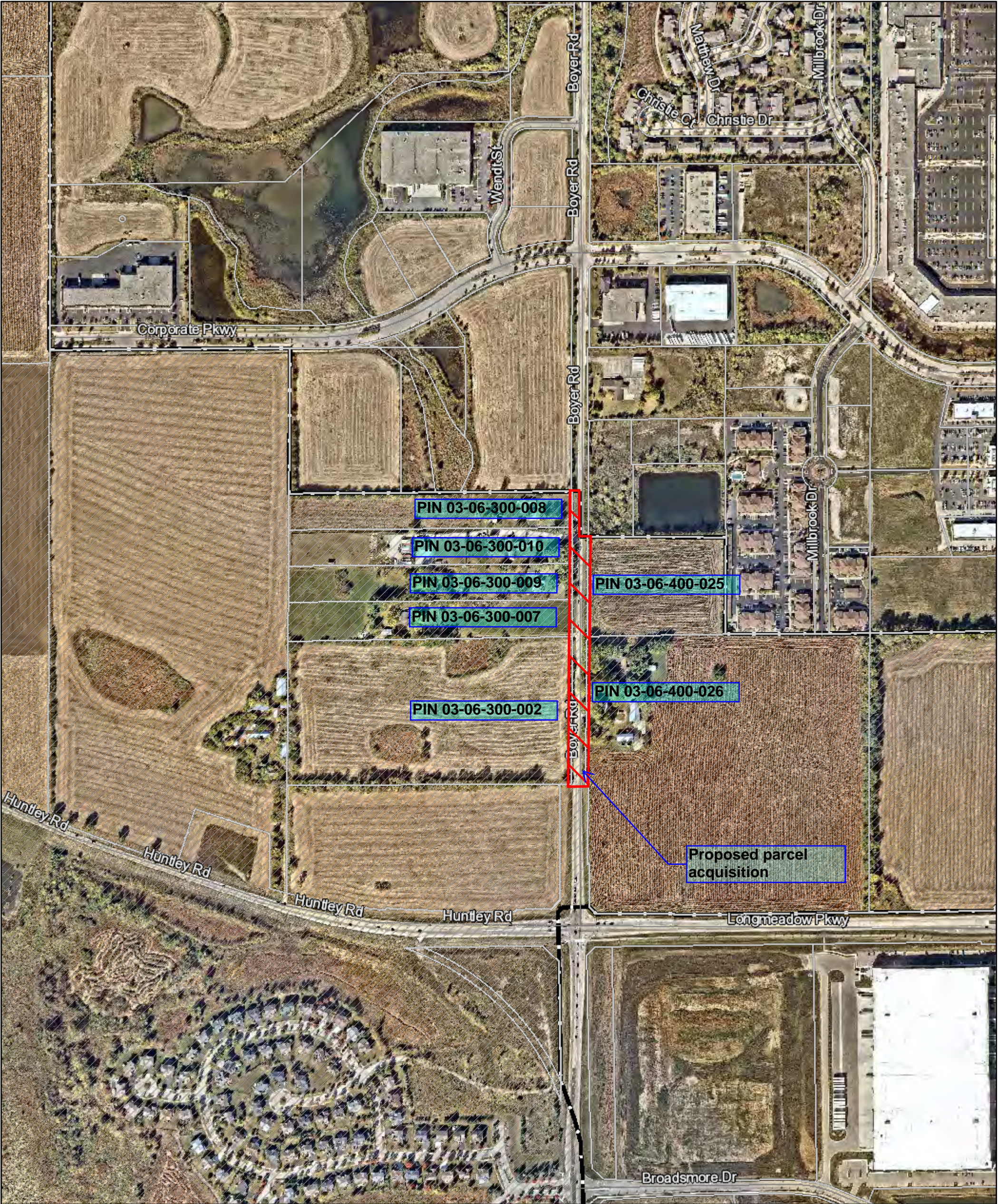
The Village of Algonquin has EXECUTED this Agreement as of June 3, 2025, the Effective Date.

Village/City/County

By: _____
____(Village President)

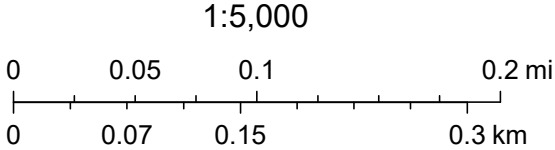
Date: _____

Boyer Road - Land Acquisition Exhibit



May 15, 2025

- Not in Village
- Village Limit
- Street Name
- Tax Parcels





VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: May 15, 2025

TO: Tim Schloneger, Village Manager
Committee of the Whole

FROM: Jason Schutz, Utilities Superintendent

SUBJECT: Large Meter Testing - M.E. Simpson Co., Inc.

This memo serves to announce the launch of our Large Water Meter Evaluation, Testing, and Calibration Program within the Village. We have been extremely proactive by testing approximately 100 large meters throughout our system annually to ensure accuracy, prevent deficiencies, and maintain peak performance.

Testing all large water meters annually is crucial for several reasons:

Accuracy in Billing:

- Ensures customers are billed correctly for their water usage.
- Prevents dissatisfaction and financial discrepancies.

Revenue Protection:

- Accurately measures all water usage, protecting the municipality's revenue.
- Prevents significant financial losses due to under-recorded water usage.

Water Conservation:

- Promotes water conservation by providing users with accurate consumption data.
- Encourages users to take steps to reduce wastage.

Leak Detection:

- Identifies leaks in the system through regular testing.
- Prevents water loss, saves money, and protects infrastructure from damage.

Customer Trust:

- Builds trust with residents and businesses through consistently accurate water meters.
- Fosters good relationships by maintaining transparency in water usage and billing.

Currently, the Water and Sewer Operating Fund (Professional Services) has allocated \$47,000.00 specifically for the Large Water Meter Testing Program. 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 Meter Testing Program in the amount of (not to exceed) \$47,000.00 to the Villages preferred contractor M.E. Simpson Co., Inc.