



Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held On August 19, 2025
Village Board Room
2200 Harnish Dr. Algonquin, IL

Trustee Glogowski Chairperson, called the Committee of the Whole meeting to order at 8:38 p.m.

AGENDA ITEM 1: Roll Call to Establish a Quorum

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

A quorum was established

Staff in Attendance: Tim Schloneger, Village Manager; Michael Kumbera, Deputy Village Manager/Chief Financial Officer; Michele Zimmerman, Assistant Public Works Director; Dennis Walker, Police Chief; Patrick Knapp, Community Development Director; Kelly Cahill, Village Attorney.

AGENDA ITEM 2: Public Comment

None

AGENDA ITEM 3: Community Development

Mr. Knapp:

A. Consider the Saint Vincent de Paul Walk for the Poor Public Event on September 13, 2025

Mark Minaglia, on behalf of the St. Vincent de Paul Society, is seeking approval of a public event license for the annual Walk for the Poor.

The Walk for the Poor will take place on Saturday, September 13, 2025, beginning at 7:00 a.m. It will begin at St. Margaret Mary Church, head south on Hubbard St to the McHenry County Prairie Path Trail. From there, it will continue northwest on the trail, cross Main Street, then turn around under the bypass to return to St. Margaret Mary Church on the same route. The walk will only occur on the trail and sidewalks, so street closures are not required.

There will be crossing guards at each intersection along the walk route. All the money raised will go to the St. Vincent de Paul treasury to assist families in need in Algonquin and Lake in the Hills.

Mr. Minaglia is also seeking a waiver of the Public Event License Fee of \$50/day.

All Village Departments and the Algonquin-Lake in the Hills Fire Protection District (ALFPD) have reviewed this request and recommend that the Committee of the Whole advance this matter to the Village Board for approval, subject to the following conditions:

- Traffic shall not be impeded in any manner due to the walk;
- Residents along Hubbard Street shall be notified of the walk at least one week before the event;
- Final site and circulation plans are subject to review and approval by Village Staff and Fire as needed;
- 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;
- Public Event License Fees must be paid prior to the event, unless waived by the Village Board;
- 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;
- 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

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

AGENDA ITEM 4: General Administration

Mr. Kumbera:

A. Discussion of Draft Term Sheet for Festival Management Services

The purpose of this item is to present the Village Board with a draft term proposal outlining the preliminary service scope, financial framework, and roles for professional management of a proposed community festival. Staff is seeking confirmation that the proposed direction aligns with Board priorities before preparing a formal agreement. Time is of the essence to secure resources, sponsorships, entertainment, and operational capacity for a potential summer 2026 event.

Following prior Board discussions about hosting a professionally managed, multi-day community festival, staff engaged Chicago Special Events Management (SEM) to prepare a draft term sheet summarizing anticipated services, compensation, and operational responsibilities. This document is intended as a framework for further negotiations and is not a binding agreement. Due to the limited lead time to plan, market, and execute a high-quality festival in 2026, staff have initiated a direct negotiation procurement process with SEM rather than a traditional competitive solicitation. This approach enables the Village to expedite decision-making while engaging a firm with proven large-scale festival experience, strong industry relationships, and the specialized capabilities necessary to meet the event's operational and financial objectives.

The draft term sheet includes:

- **Scope of Services:** Comprehensive logistical management, vendor coordination, entertainment booking, marketing and sponsorship solicitation, on-site operations, security planning, and post-event reporting.
- **Financial Structure:** Fixed management fee, commission percentages for sponsorships and vendors, and performance incentives tied to net revenue.
- **Operational Roles:** Clearly defined responsibilities for both the Village and SEM for planning, permitting, vendor/sponsor relations, and event execution.
- **Budget Controls:** Transparency provisions with Village approval required for reimbursable expenses exceeding 10% over budgeted amounts.

Staff requests confirmation that the draft term sheet reflects the desired policy direction, specifically:

1. Support for a multi-day, turn-key festival model.
2. Acceptance of SEM's proposed scope of work and responsibilities.
3. Agreement with the financial framework and revenue-sharing provisions.
4. Alignment on the Village's role in planning and operations.

Upon receiving Board feedback, staff will incorporate any revisions into the term sheet and proceed to negotiate a detailed agreement for formal review and discussion at a future meeting.

It is the consensus of the Committee to forward this to Village Staff to finalize the event details.

B. Consider Purchase Agreement for Office Furniture Replacement with Rieke Interiors

Staff recommends the proposed Rieke Furniture contract for replacement of all General Services & Administration front office furniture.

Rieke has previously completed successful furniture replacement projects for both the Police Department and Finance Department, replacing similarly failing systems. Based on these past experiences, we are confident in their ability to deliver a high-quality, long-lasting product that meets our expectations and needs.

This project was included in and approved as part of the FY26 budget to address the aging, original furniture in the Village's front office area. The existing cubicles and storage units have deteriorated to the point of being functionally inadequate and do not meet the current operational needs of the department. At this time, the existing product has been discontinued and therefore we are unable to find replacements for failing equipment.

In addition to replacing the over twenty-year-old furniture, this replacement will:

- ☐ Modernize the front office environment
- ☐ Provide fully functioning, ergonomic workspaces for current staff
- ☐ Add two new workstations to support future staffing needs, when applicable
- ☐ Include additional storage to support operational efficiency
- ☐ Improve workflow by reconfiguring the layout for better access & collaboration
- ☐ Ensure full ADA compliance for employees and the public

The design was developed in coordination with staff input to ensure it aligns with actual work needs and provides a comfortable and functional workspace. Staff recommends the approval of this contract for the price of \$118,995, which agrees with the budgeted funds of \$119,000 for FY26.

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

C. Consider the First Amendment of the Site Lease Agreement with T-Mobile Central, LLC for the Leased Premises Located at 740 Hanson Road.

This amendment extends the current lease with T-Mobile for the communications facility at 740 Hanson Road by adding three (3) automatic five-year renewal terms, unless terminated by T-Mobile with 120 days' notice. It authorizes facility upgrades (subject to required permits) without additional consideration, sets a flat \$50/hour personnel rate during normal business hours, and maintains the existing 4% annual rent increase during renewal terms. The Village will also receive a one-time payment of \$10,000 within 60 days of the Amendment's effective date.

Staff recommends approval of the First Amendment to the Site Lease Agreement with T-Mobile Central LLC as presented.

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

AGENDA ITEM 5: Public Works & Safety

Ms. Zimmerman:

A. Consider an Intergovernmental Agreement with McHenry County for Design Services Related to the Shared Yard Project

In June of 2024, the Village Board authorized the execution of an Intergovernmental Agreement with McHenry County for the conceptual design of a shared yard located at the Village's Public Works Facility. The County and Village shared the cost of the design 50/50 for the consulting services of Williams Architects. The Phase I design is wrapping up and the Village and County are looking to advance the project to Phase II.

Presented is an Intergovernmental Agreement with McHenry County that details the expectations and requirements from each agency as it relates to the Phase II program. The terms of the IGA are identical to the Phase I IGA with the Village serving as the lead agency to be reimbursed 50/50 with the County.

The IGA includes an anticipated not to exceed cost of \$494,781, which includes the proposals from Featherstone, Williams Architects, and Christopher Burke Engineering. The Featherstone proposal was discussed at the COTW meeting on August 12th, and the two other agreements will be discussed on this meeting agenda. This cost will be split 50/50 between both agencies with each agency's portion being \$247,390.50. This IGA is only for Phase II services and a new IGA will be required before the project can advance to the construction phase.

1. The Village and County are nearly completed with the Phase I concept study for the shared yard project.
2. The next phase, comprised of detailed design work, requires the execution of another IGA with McHenry County
3. The terms of the Phase II IGA are identical to the Phase I IGA executed last year, with the primary update being the cost of the three consultants' proposals.

Staff recommends the Village Board advance the proposed IGA to the next Village Board meeting for approval so the agencies can continue the collaborative project into the next phase.

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

B. Consider Agreements with Williams Architects for the Architectural Design and Christopher Burke Engineering for the Engineering Design of the Algonquin/McHenry County Shared Yard Phase II Design

At the August 13th Committee of the Whole meeting, the Village Board advanced a design coordination agreement with Featherstone, Inc. for the coordination of the Phase II design for the shared yard expansion project with McHenry County.

The Village has been working to conclude the Phase I conceptual design with Williams Architects. Williams has performed well through the Phase I process, and staff has requested the attached proposal for Phase II architectural design work. Williams' design work will be focused on the architectural elements of the project, including the design of the 120-foot diameter salt dome, concrete storage bins, and brine tank system and related components both on the exterior and interior of the facility. Their proposal includes a fee not to exceed \$279,000.

In addition to architectural work, the project will require civil engineering design work to address stormwater, paving, grading, and utility improvements. Staff has requested a proposal from Christopher B. Burke Engineering, or CBBEL, for this work, as the Village's preferred engineering firm. CBBEL has provided a not to exceed proposal of \$158,731 for their portion of the work. Both firms were requested to provide their pricing in a not to exceed format due to the overlapping of certain functions. For example, while CBBEL will be responsible for site grading design, Williams will need to be involved in part of that work where it relates to the location of the new structures and how those structures will drain. Featherstone, the project management firm will be tasked to ensure duplicative work is not performed and coordination between both disciplines. Additionally, this work is based on an assumed

construction cost of approximately \$4.5 million, which will be refined by Featherstone as the project progresses through design.

Both firms have performed exceptionally well and the proposals total \$437,731, which is just under 10% of the anticipated construction cost, which is the standard expectation for Phase II design work. The Village is the lead agency on this project and will be the contract holder for each agreement, but will be reimbursed for 50% of all costs by the County. Therefore, the Village's share of this work will be \$218,865.50.

1. Staff is preparing for the next phase of the shared yard project with McHenry County.
2. The project will require architectural and engineering design work.
3. Staff is looking to continue working with Williams, the Phase I consultant, and utilize CBBEL for the civil design work.

4. The total is in a not to exceed amount as the disciplines will need to overlap at certain junctures, which will be managed by Featherstone to prevent duplicative charges.
 5. All costs will be shared 50/50 with the County for this phase of the project pursuant to the IGA.
- Staff is recommending the Village Board advance the proposed agreements to the next Village Board meeting for formal approval:
1. A proposal from Williams Architects for architectural design services in the amount not to exceed \$279,000; and
 2. A proposal from CBBEL for engineering design services in the amount not to exceed \$158,731

It is the consensus of the Committee to forward these two items 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 Glogowski adjourned the meeting at 9:19 p.m.

Submitted:

Fred Martin, Village Clerk