

VILLAGE OF ALGONQUIN  
COMMITTEE OF THE WHOLE  
Meeting Minutes  
Algonquin Village Hall Board Room  
January 8, 2013

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

Present: Chairperson – Trustee Brian Dianis; Trustees Debby Sosine, Jim Steigert, Jerry Glogowski, John Spella, and President John Schmitt

Absent: Trustee Bob Smith

Staff Members Present: William Ganek, Village Manager; Bob Mitchard, Public Works Director; Russ Farnum, Community Development Director; Michael Kumbera, Assistant to the Village Manager; Katie Gock, Recreation Coordinator; Kelly Cahill, Village Attorney; Jerry Kautz, Village Clerk

Chairperson Dianis called the meeting to order at 7:30 p.m. and established a quorum with all Committee members present except for Mr. Smith.

**ITEM 2:** Community Development

No items to discuss.

**ITEM 3:** General Administration

A. Citizen Survey Presentation

Mr. Kumbera reported that in fall 2012, staff began work on the first Algonquin Community Survey for village residents. This survey was scientific in design, and results are statistically significant at a 95 percent confidence interval, with a margin of error of plus or minus 5 percent. This signifies that results can be used to make inferences about the entire population with a certain degree of accuracy. Exactly 1,500 residents were randomly selected to complete the survey which was delivered via mail in late September. The overall response rate was 28.2 percent, with 423 residents responding anonymously.

A. 2012 Photo Contest Presentation

Ms. Katie Gock reported 2012 was the first year in which we held the “Fall into Fun” photo contest. Eleven people took photos during the fall months and submitted them electronically. The deadline to submit photos was December 1, 2012. After all the photos were collected, they were posted on Facebook to be voted on by the public. Each “like” the photo received was one vote for that picture. Greg Dybas’s photo of a rainbow received the most “likes,” and he was the first-place finisher. All entries received a participation certificate for the photos that were submitted.

C. Discussion of Resolution Format for Agreements

Mr. Kumbera reported staff is proposing a procedural change to agreements that require Village Board action. Currently agreements are approved with a motion to “approve agreement” and are referenced appropriately in the meeting minutes. To assist with record keeping and to help differentiate between agreements that require Board action and those that are administrative in nature, staff is recommending that the Village Board act on resolutions authorizing execution of agreements. Agreements authorized by staff under the authority of village ordinances will continue to be filed appropriately as an agreement; however, there will now be a clear differentiation between what is considered administrative and what requires Board action. No formal action is required by the Board.

D. Consider Resolution to Execute Trails Swim Team Agreement

Mr. Kumbera reported this is a housekeeping item regarding an agreement renewal with Trails Swim Team, Inc. for the use of Lions-Armstrong Memorial Swimming Pool and Splashpad. Trails Swim Team is an affiliate organization of the village that provides residents the opportunity to swim on a competitive swim team during the summer months. The initial agreement with Trails Swim Team, Inc. was executed in 2009 and set in place until 2012, with a supplemental contract executed each year to determine lane usage to avoid conflict with the village’s Learn-to-Swim Program. The proposed agreement is for four years. In exchange for the use of Lions-Armstrong Pool, Trails Swim Team, Inc. will pay the village an annual fee and will be charged a fixed hourly rate for salary expense.

The consensus of the Committee of the Whole was to move on to the Board for approval.

**ITEM 4:** Public Works & Safety

A. Update on Edgewood Drive Easements in the Highlands Subdivision

For the past year, Public Works has been working on engineering plans to improve the Highlands Subdivision. This is the portion of Edgewood Drive that runs through the Golf Club of Illinois. During the engineering process, it was discovered that much of the sidewalk and driveway apron work was located on private property, or within existing easements that are not legal binding for the necessary work that needs to be implemented. This subdivision also contains a street lighting system that is owned by the village and is outdated and both difficult and impractical to maintain. Therefore, permanent easements are needed from the homeowners on both sides of Edgewood and other local roads within the subdivision in order to complete the project.

On September 24, 2012, the village had a public meeting with the single-family homeowners of the subdivision in order to explain the project and acquire the needed easement. At this meeting, the Village was able to get some signatures. For the past three months, staff has been calling and writing the remaining residents but failed to get their cooperation on signing the easement document. So far the progress of attaining signatures for the easements is placing us at about 50 percent of the total signatures needed to move forward with bidding and

construction. One option to move forward is to obtain the easements through eminent domain. This will be an approximate two-year process but will allow the village to do a proper and comprehensive repair of the neighborhood.

This project would be delayed in our capital plan until all easements are obtained, at which time it will be reprogrammed. However, repairing the townhome portion of the Subdivision is possible this year since all easements have been secured. The HOA has signed all the necessary easement documents on their portion of the subdivision. Additionally, the townhome portion has a wider right-of-way than the single-family portion. The townhome section will be programmed for construction in the 2013/14 fiscal year.

The Committee of the Whole members had several questions since a number of residents are objecting to giving temporary easements. The village may have to use eminent domain to obtain the rights for the easements. This would be very costly to the taxpayers, being approximately \$100,000 in costs and legal fees. Thirteen property owners are resisting. The options are either to condemn repair the lighting only, reconstruct just the road with no work to curbs or sidewalks, or do nothing at all and just reconstruct Phase One (townhomes).

Following discussion, the consensus of the Committee of the Whole was to proceed with Phase One only.

#### B. Consider Bids for Village Hall Roof Replacement Project

Mr. Mitchard reported that emergency repairs to the Village Hall roof were made in the spring of last year. It was determined that the rest of the roof was in need of repairs, so, in fiscal year 2012-2013, a budget of \$110,000 was established to complete these repairs. The village received five responses to the bid request, ranging from \$161,300 down to \$84,450. Of the five respondents, two parties physically asked to conduct onsite inspections. These firms were Weatherguard Roofing and Exterior Construction Specialists. Bid prices from these two firms were \$105,000 and \$84,450, respectively. In review of the material listed, as well as references, it has been determined that both vendors are capable in size and scope of performing this job in a professional manner. Both possess the necessary specialized equipment to reach the unique features of this facility, and they both have the necessary experience on facilities of this magnitude.

Mr. Mitchard conducted follow-up conversations with Exterior Construction Specialists to determine their level of certainty with this bid price. The nature of this conversation indicated that they have read the specifications and have a clear understanding of the expectations of this process. Staff recommends Board members consider awarding this contract in the amount of \$84,450 to Exterior Construction Specialists. Approval should deliver this project \$23,550 under the budgeted amount.

The Committee of the Whole gave consensus to approve staff's recommendation

**ITEM 5:** Other Business

1. Mr. Farnum reported that Kane County requested a letter of support for a grant application for Congestion Mitigation and Air Quality (CMAQ) to do intersection improvements on Longmeadow Parkway at Randall Road and Sleepy Hollow Road. Staff will draft the letter to be ready for next week's Board meeting. The Village will not have to participate in costs for this project.

Consensus of the Committee of the Whole was to move to the Board for approval.

**ITEM 6:** Executive Session

**Recess to Executive Session:** Moved by Schmitt, seconded by Sosine, to recess into Executive Session to discuss Personnel. Roll call vote: voting aye Sosine, Steigert, Spella, Dianis, Glogowski, President Schmitt. Motion carried: 6-ayes, 0-nayes, 1-absent at 8:43 p.m.

**Reconvene and Report:** Moved by Schmitt, seconded by Spella, to reconvene the Committee of the Whole. Roll Call vote: voting aye – Spella, Steigert, Glogowski, Sosine, Dianis, President Schmitt. Motion carried: 6-ayes, 0-nays, 1-absent at 9:27 p.m.

Attorney Cahill reported that a personnel matter was discussed with no action to be taken tonight.

**ITEM 7:** Adjournment

There being no further business, Chairperson Dianis adjourned the meeting of the Committee of the Whole at 9:28 p.m.

Submitted: Jerry Kautz, Village Clerk