

VILLAGE OF ALGONQUIN  
COMMITTEE OF THE WHOLE  
Meeting Minutes  
Algonquin Village Hall Board Room  
June 11, 2013

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

Present: Chairperson – Trustee Jim Steigert; Trustees Brian Dianis, Jerry Glogowski, Bob Smith, and President John Schmitt

Absent: Trustee Debby Sosine

Staff Members Present: Tim Schloneger, Village Manager; Bob Mitchard, Public Works Director; Michael Kumbera; Assistant to the Village Manager; Andrez Beltran; Intern. Kelly Cahill, Village Attorney, and Jerry Kautz, Village Clerk, were also in attendance.

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

**AGENDA ITEM 2:** Proclamation

The Village of Algonquin Proclaims Algonquin Garden Club Appreciation Week - June 9 through June 15, 2013. The club has been in existence since 1929. Clerk Kautz read the proclamation with members of the Garden Club in attendance.

**AGENDA ITEM 3:** Community Development

No items to discuss.

**AGENDA ITEM 4:** General Administration

- A. Consider Public Event Request for Founders' Days, July 25 through July 28, 2013, Algonquin Lakes Park

Founders' Committee Vice President Jeff Krajewski was present to answer any questions. Due to the closure of Towne Park for the construction of the Western Bypass, the Founders' Days Festival activities will be held at Algonquin Lakes Park. The Founders' Committee is working with the Police Department regarding traffic and parking issues. The Committee of the Whole discussed some details of the festival as they relate to the temporary location. There is a list of permits and/or fee waivers requiring approval at the next Village Board meeting.

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

- B. Consider Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing, Redefining Various Definitions and Decreasing the Number of Authorized Licenses in

## Various Classes

Mr. Schloneger reported this amendment will revise all applicable liquor license class definitions to include language that states the principal source of sales may not be entertainment. This revision also includes a change to Section 33.07-B, Number of Licenses Issued. We are limiting the number of allowable liquor licenses in all classes to the number of licenses currently issued. From this point forward, liquor license applications will be reviewed as they are submitted, and a decision will be made at that time as to whether or not an increase in a particular class of license will be approved.

Following discussion, it was the consensus of the Committee of the Whole to pass on for approval.

### C. Consider Resolution to Approve Fixed Asset Policy

Mr. Kumbera reported that staff is presently reviewing and modifying the village's financial policies in order to obtain formal Village Board approval of the village's Fixed Asset Policy by resolution. This formal approval process follows best practices offered by bond rating agencies to ensure prudent and transparent financial management, subsequently to achieve an enhanced bond rating for the Village. The village's current Fixed Asset Policy, which was initially approved by the Committee of the Whole in 2010 and again in 2011 for an update regarding intangible property, was recommended by the village auditor. There are no proposed changes; however, staff recommends the Village Board approve this policy via resolution to provide more formalized endorsement.

Consensus of the Committee of the Whole was to move forward for adoption.

### D. Consider Resolution to Approve Budget Policy

Mr. Kumbera also stated, as with the Fixed Asset Policy, staff is presently reviewing and modifying the village's financial policies in order to obtain formal Village Board approval of the village's Budget Policy by resolution. This formal approval process follows best practices offered by bond rating agencies to ensure prudent and transparent financial management, subsequently to achieve an enhanced bond rating for the village. This policy is consistent with current practice; however, staff recommends the Village Board approve this policy via resolution to provide more formalized endorsement.

Consensus of the Committee of the Whole was to move forward for adoption.

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

### A. Consider Waiving of Bidding Requirements for the Purchase of Professional Services for the SCADA System

Mr. Mitchard reported, in alignment with the 2013-2014 approved Capital Improvements budget, the Public Works Department is seeking the support of the Committee of the Whole and the entire Board membership to consider and approve a purchase of professional services

related to the procurement and installation of equipment, correction of sub-code electrical issues, and provide screen development with system control with TRI-R Systems, Inc. as it relates to upgrading the existing SCADA (Supervisory Control and Data Acquisition) System. The initial overview of this project was presented to the Committee of the Whole in August 2012.

Utility sites to be the recipient of upgrades in this fiscal year include:

1. All ten sewage lift stations
2. WTP no. 2 and associated wells and water storage facilities
3. WTP no. 3 and associated wells and water storage facilities

Budgeting for this purchase is achieved through the Capital Improvements fund, account number 12900400-45570, in an approved amount of \$415,000. Improvements to the SCADA System will continue with a phased approach, with FYE 2014 as year two of a three-year project. Following are answers to some Committee of the Whole questions: The budgeted amount of \$415,000 is less than the original estimate and that TRI-R is a specialized service with very high capabilities and reliabilities. They are excellent in troubleshooting in addition to coming in under our budgeted amount for this project. For this reason staff requests the waiver of bids. Staff will also study the cost versus benefits of using fiber optic cable for communication purposes with the SCADA System and will report back to the Committee of the Whole.

When discussion finished, it was the consensus of the Committee of the Whole to forward this on to the Board for waiver of bid.

**AGENDA ITEM 6:** Other Business  
No items to discuss.

**AGENDA ITEM 7:** Executive Session  
No items to discuss.

**AGENDA ITEM 8:** Adjournment

There being no further business, Chairperson Steigert adjourned the meeting of the Committee of the Whole at 7:50 p.m.

Submitted: Jerry Kautz, Village Clerk