

VILLAGE OF ALGONQUIN
COMMITTEE OF THE WHOLE
Meeting Minutes
Algonquin Village Hall Board Room
February 12, 2008

AGENDA ITEM 1: Roll Call to Establish a Quorum

Present: Chairperson – Trustee Dianis; Trustees Glogowski, Smith, Sosine, and Steigert; and President Schmitt

Absent: Trustee Spella

Staff Members Present: William Ganek, Village Manager; Jeff Mihelich, Assistant Village Manager; Jenna Kollings, Assistant Village Manager; Vincent Olsen, Superintendent of Internal Services; Andrew Warmus, Superintendent of Utilities; Kelly Cahill, Village Attorney

AGENDA ITEM 2: Community Development

A. Village of Algonquin Comprehensive Plan, Including Parks, Trails and Open Space Master Plan

Mr. Mihelich provided a brief overview of the plan, highlighting conservation design, the Western Bypass and mixed use development areas. He noted that the entire Comprehensive Plan was done in-house. The Planning and Zoning Commission unanimously recommended approval of the draft plan.

Ms. Sosine asked if the Comprehensive Plan is separate from the Parks, Trails and Open Space Plan. Mr. Mihelich stated that it is separate. Ms. Sosine also asked if planning area “C” on page 55 of the map is the Corporate Campus. Mr. Ganek stated that it is and that this map is an updated version of the previous map.

Mr. Steigert thought the plan is an extraordinary document and very useful to both residents and developers alike.

President Schmitt enjoyed reading the plan. He believes the Village has stuck close to the previous plan and he knows it will also stick close to this updated plan. He thinks this is critical for success in Algonquin.

Ms. Sosine felt that Longwood Drive, which is currently a Class II trail (off street), should be changed to a Class I trail (on street).

Mr. Steigert was concerned that changing the trail to Class I would create safety issues. He felt that safety should prevail.

President Schmitt asked about the volume of traffic on Longwood Drive. Mr. Mihelich was unsure of the volume of traffic on this road and suggested that the Longwood Drive Trail be shown as a potential Class I or Class II trail.

Mr. Glogowski was inspired by the previous plan and enjoys a community that emphasizes open space. He also wondered how wide Longwood Drive is. Mr. Mihelich was uncertain of the actual width of the street and did not want to tell the Trustees an inaccurate measurement.

Mr. Smith was encouraged by all of the work on the plan being done in-house.

Chairperson Dianis thought the plan was laid out well.

The Committee of the Whole recommended unanimously that the Comprehensive Plan, Including Parks, Trails and Open Space Master Plan, be forwarded to the Village Board for consideration with the understanding that the Longwood Drive Trail be shown as a potential Class I or Class II trail.

B. Willoughby Farms Lot 637 – Easement and Maintenance Agreement

Mr. Mihelich provided an overview of the easement for Willoughby Farms Lot 637. The easement and maintenance agreement was reviewed by the Village Attorney and Assistant Village Manager and staff recommends approval.

The Committee of the Whole recommended unanimously that the Willoughby Farms Lot 637 – Easement and Maintenance Agreement be forwarded to the Village Board for consideration.

AGENDA ITEM 3: General Administration

- A. Proposed 2008-2009 Enterprise and Special Fund Budgets
 - 1. Water and Sewer Operating Fund
 - 2. Cemetery Fund
 - 3. Swimming Pool Fund
 - 4. Vehicle Maintenance Service Fund
 - 5. Building Services Fund

Ms. Kollings presented the special fund budgets. She provided an overview on the sources of revenue for each fund, as well as the projected expenditures.

Ms. Kollings then gave a brief summary of the revenue and expenditures for the Water and Sewer Operating Fund. The Water Division accounts for about 53% of this fund's expenditures, while the Sewer Division accounts for about 47% of the fund's expenditures.

Mr. Glogowski asked if the replacement of Digester 3 is covered by insurance. Mr. Ganek explained that it is not covered. Mr. Glogowski also requested that Richmond's Class A Sludge model be studied for applicable concepts. Mr. Warmus said that they were looking into this model. Mr. Glogowski wondered why salary expenditures increased if no new employees have been hired. Mr. Ganek stated that they are in the process of salary negotiations with the union.

Chairperson Dianis wondered if vehicle repairs would be more cost effective than the purchase of new vehicles. Mr. Olsen said that trading in a vehicle that still has value actually saves the Village money.

Mr. Smith asked what happens to the old vehicles. Mr. Olsen explained that they use a service to sell the vehicles at auction which appears to receive the highest volume of return. To date, this service has generated good sales and is an efficient process.

Ms. Kollings then gave a brief overview of the revenue and expenditures for the Cemetery Fund. Revenues generally come from the sale of gravesites. Expenditures include maintenance contracts, headstone repairs and site surveys.

Mr. Smith asked for the status on the amount of vandalism at the cemetery. Mr. Olsen stated that there has been no vandalism in several months. Mr. Ganek added that some of the previously damaged headstones were already deteriorating, making it easy to damage. He also said that he sees headstone vandalism occur in cycles.

Ms. Sosine asked about the repairs made to damaged headstones. Mr. Ganek replied that the Village only repairs enough of the headstone so there are no imminent safety concerns to the public.

Ms. Kollings then continued by presenting the Swimming Pool Fund. She noted that some of the sources of revenue for this fund include annual fees, daily fees and swim lessons. Included among this fund's expenditures are personnel, maintenance and concessions.

Ms. Sosine wondered where transferred money comes from. Ms. Kollings explained that this money comes from the General Fund.

Ms. Kollings continued by presenting the Internal Services Funds, which is comprised of the Vehicle Maintenance Service Fund and the Building Services Fund. Revenue for the Vehicle Maintenance Service Fund is generated from payments from Village departments. Expenditures include personnel, supplies and maintenance. The Building Services Fund also earns revenue from payment from other Village departments. This fund's expenditures include personnel, supplies, outsourced maintenance and supplies.

Ms. Sosine likes that the Village has established the Internal Services department because it saves the Village money on outsourcing.

Mr. Glogowski is happy to see in-house oil changes performed as preventative maintenance on Village vehicles.

Mr. Steigert likes this refined budget process that he feels gets better each year.

With no official action to be taken on this issue, Chairman Dianis closed the discussion to move on to the next item.

B. Consideration of Contract Extension for Audit Services with Auditor McGladrey & Pullen, Certified Public Accountants

Mr. Ganek explained that the contract between the Village of Algonquin and McGladrey & Pullen has elapsed and he recommends approval of extending this contract for three additional years.

Chairperson Dianis asked if the Village has compared other accounting firms. Mr. Ganek felt there was no need since the Village did shop around a few years ago and decided on McGladrey & Pullen at that time. He added that there is a good working relationship between the Finance Department and the auditor and we would like to continue this excellent relationship.

The Committee of the Whole recommended unanimously that the extension of McGladrey & Pullen's contract as accountants for the Village of Algonquin be forwarded to the Board for consideration.

AGENDA ITEM 4: Public Works & Safety

A. Presentation of Supplemental Resolution for Use of MFT Funds for Road Maintenance (Road Salt, Sand and Liquid Calcium Purchase)

Mr. Ganek presented an overview of a resolution to use MFT Funds for road maintenance. He emphasized that these funds would provide money for road maintenance (sand and salt purchase) during the winter months of 2008/2009, not the current winter season.

Mr. Smith asked when the Village plans on purchasing the salt, sand and liquid calcium since these items are currently extremely expensive. Mr. Ganek offered to hold off on purchasing these items until prices come down.

Mr. Glogowski asked if a tonnage comparison from last year to this year was ever performed. Mr. Ganek said that a comparison has not been done but speculated that this season's tonnage is about double when compared to last year.

Ms. Sosine inquired about what is done with the excess salt at the end of each year. Mr. Ganek said that it is kept in the salt dome.

Mr. Smith asked if a combination mixture of salt and sand would save money. Mr. Ganek explained that sand clogs the storm sewers so the Village prefers to use salt. However, more sand is being used due to less salt availability.

Mr. Steigert wondered if there is adequate storage in the salt bin. Mr. Ganek stated that there is land available to build a second salt dome if needed but the storage is adequate as this time.

The Committee of the Whole recommended unanimously that the Supplemental Resolution for Use of MFT Funds for Road Maintenance including road salt, sand and liquid calcium purchases be forwarded to the Village Board for consideration.

AGENDA ITEM 5: Executive Session

None necessary.

AGENDA ITEM 6: Other business

No other business.

AGENDA ITEM 7: Adjournment

There being no further business, Chairman Dianis adjourned the meeting of the Committee of the Whole at 8:37 pm.

Respectfully Submitted,



Kimberly Nix, Recording Secretary