

VILLAGE OF ALGONQUIN
COMMITTEE OF THE WHOLE
Meeting Minutes
Algonquin Village Hall Board Room
March 11, 2008

AGENDA ITEM 1: Roll Call to Establish a Quorum

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

Staff Members Present: William Ganek, Village Manager; Jeff Mihelich, Assistant Village Manager; Jenna Kollings, Assistant Village Manager; Jack Walde, Finance Director; Michelle Zimmerman, Assistant Public Works Director; Kelly Cahill, Village Attorney

AGENDA ITEM 2: Community Development

- A. Wal-Mart Expansion (2008-02)/Existing Zoning B-2 PUD General Retail
 - (1) Final Planned Development – 38,000 Square Foot Addition
 - (2) Special Use Permit – Pharmacy Drive-Through
 - (3) Final Plat of Re-Subdivision

Mr. Mihelich provided an overview on the proposed Wal-Mart expansion. He provided details on the architectural upgrade to the entire building as well as the addition. It was also noted that there will be a frontage road extending from Harnish Drive to County Line Road.

Ms. Sosine asked if there was a time line as to when the road will be complete. Mr. Mihelich stated that a reasonable estimate would be September or October.

Mr. Steigert added he was glad to hear the issues of entering or exiting the restaurant's parking lots are being addressed with the frontage road. He also noted that the Wal-Mart store was an attractive building to begin with, and is happy to see it continued through this expansion.

Mr. Dianis asked if there are any considerations due to the proximity of the garden center entrance to the County Line Road stop light that will be installed. Mr. Mihelich stated that they are aware of this issue. He noted that there are two curb cuts in this area and Village staff recommended that the southern most curb cut be eliminated. Mr. Dianis then added that he was pleased with the design as well.

Mr. Smith also liked the design of the upgrade and asked if the store will be closed at all during construction. Mr. Mihelich stated it would not.

Chairman Glogowski asked if the 40 mph speed limit on County Line Road will be addressed when the stop light is installed. Mr. Mihelich said the speed limit was not part of the traffic study, but can be evaluated after the light is installed and the impact on traffic has been determined.

The Committee of the Whole recommended unanimously that the Final Planned Development, the Special Use Permit, and the Final Plat of Re-Subdivision for the Wal-Mart expansion be forwarded to the Village Board for consideration.

AGENDA ITEM 3: General Administration

A. Review Proposed 2008-2009 General Fund Budget

Mr. Ganek presented the General Fund Budget for 2008-2009. He provided a detailed presentation on the "Constraint Process" used to determine the budget; and he described the six categories of the budget for each department. Mr. Ganek also highlighted the theme for this year's budget, *Meet and Exceed the Needs of the Public, "Pursuit of Excellence."* He also pointed out that the budgets presented over the last 4 years were recognized by the GFOA as a distinguished budget document and staff plans on submitting this budget for recognition this year.

He continued by detailing all the departments that are a part of the General Fund and their particular revenues and expenditures. In summary, the General Fund Budget is balanced with an 8% increase in revenues and expenditures.

The General Services Administration Department makes up 14.6% of the budget, with a proposed 6% increase of expenditures from the previous year's budget. This can be attributed to the addition of an administrative analyst, the addition of municipal court, and increased maintenance of municipal facilities.

The Police Department is responsible for 44% of the overall budget. This department had the largest increase in expenditures. The 12% increase is due to a significant boost in police pension requirements, the installation of the red light video enforcement cameras and replacement of squad cars.

The Public Works Department accounts for 26% of the General Fund, encompassing the Public Works Administration Division, Streets Division, and the Parks and Forestry Division. With the focus of their expenditures on capital investment of materials and equipment, their budgets increased 4%, 4%, and 16%, respectively. Major purchases include a leaf collection machine to supplement street sweeping along curb lines, a large format scanner, an automated GPS vehicle location system, and a replacement aerial lift truck.

Mr. Smith asked, in regards to the large format scanner, if there is a charge to developers for using paper copies and if we require them to have electronic formats. Mr. Ganek stated the Village does require developers to provide electronic plans; however, there are certain instances where paper copies are used. Mr. Steigert asked how long paper copies are stored, and Ms. Kollings answered that the Village follows State statutes on record retention. Mr. Steigert then asked if the hard copies are stored off site. Mr. Ganek replied that there is storage at the Public Works facility.

Ms. Sosine asked, in regards to the new GPS system, if it can be removed from one vehicle and installed into another. Mr. Ganek stated that it can; it is a matter of moving an antenna and the wiring, a process that should take approximately 15 minutes.

Mr. Ganek continued with Community Development, which makes up 7% of the General Fund and has a 2% decrease from the previous year's budget. This is mainly due to fewer expenses created by the slowdown of residential building activity. There was an increase in the contractual services due to a proposed feasibility study for a Randall Road pedestrian crossing to support pedestrians and the Village bike system. There is also the addition of a hybrid or fuel efficient vehicle to this department based on availability.

Mr. Steigert asked if McHenry County would be contributing to the funding of the pedestrian crossing study. Mr. Ganek stated that the Village has not asked the County for a monetary contribution but it will be discussed with the County as part of their Randall Road expansion plan.

President Schmitt asked why the hybrid vehicles may not be available, and Mr. Ganek replied that manufacturers of the vehicles under the State joint purchased agreement cannot keep up with demand.

Mr. Ganek then outlined the Multi-Departmental Expenditures that include major computer software improvements that cross over to all departments. This includes the second phase upgrade for the financial system, and GIS internet hosting making certain information accessible to the public.

Mr. Ganek summarized by stating the total for the General Fund Budget is \$18,987,700.00. The projected revenues and expenditures are conservative, yet realistic and value added, and hopes are that this will allow the Village to provide an even higher level of service for the upcoming year.

Mr. Steigert commended the Village staff on their budget presentation, noting it is easier to read and understand. He is also impressed by the accomplishments of each department and encourages staff to include this information on the Village website.

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

B. Review Proposed 2008-2009 Budget for Remaining Funds

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| (1) Debt Funds | (4) Tax Levy |
| (2) Cemetery Funds | (5) Other Funds |
| (3) Development Funds | |

Mr. Walde outlined the proposed budgets for the Debt fund. He reviewed revenues and expenditures for the Water and Sewer Bond and Interest Fund, the Water and Sewer Bond Reserve Fund, Water and Sewer Depreciation Fund, and the Debt Service Fund.

Ms. Kollings continued by providing an overview on the remaining funds. She noted that there will be a new fund structure which is being implemented with the new financial software consistent with the audit. This will take the 23 current funds and consolidate them into 14.

Ms. Sosine asked, when combining funds, how this will affect yearly comparisons. Ms. Kollings stated that, essentially, they will be seeing the same information, just under fewer fund headings.

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

B. Consider a Municipal Audit Agreement with AmAudit for Independent Audit Services of Utility Costs and Fees.

Mr. Walde provided an overview on the service that AmAudit can provide for the Village and the need for such a service. AmAudit will review all utility billings and services and determine if there were any lost tax revenues, non-compliance by our utility companies with franchise agreements, and areas for cost reduction due to errors in rates. AmAudit would only require payment if any errors were found in either billing errors on utility invoices paid by the Village or identifying and correcting residential and/or business omissions for utility tax payments. He

concluded by adding that there is no downside to this agreement; even if no errors are reported, the benefit to the Village is peace of mind.

Mr. Steigert asked how long an audit can take. Mr. Walde replied that it depends on how cooperative the utility companies are with the auditors and how many municipalities are requesting audits, but it would take at least several months to complete.

The Committee of the Whole recommended unanimously that the Municipal Audit Agreement with AmAudit for Independent Audit Services of Utility Costs and Fees be forwarded to the Village Board for consideration.

C. Consider Request from School District #158 For Release of School Impact Fees

Mr. Ganek presented a request from Consolidated School District #158 for the release of any impact fees collected since January 2007.

The Committee of the Whole recommended unanimously that the Request from School District #158 For Release of School Impact Fees be forwarded to the Village Board for consideration.

AGENDA ITEM 4: Public Works & Safety

No items to discuss.

AGENDA ITEM 5: Executive Session

None necessary.

AGENDA ITEM 6: Other business

No items to discuss.

AGENDA ITEM 7: Adjournment

There being no further business, Chairman Glogowski adjourned the meeting of the Committee of the Whole at 9:10 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Susan Morgan". The signature is fluid and cursive, with the first name "Susan" and last name "Morgan" clearly distinguishable.

Susan Morgan, Recording Secretary