

VILLAGE OF ALGONQUIN
COMMITTEE OF THE WHOLE
Meeting Minutes
Algonquin Village Hall Board Room
June 24, 2014

AGENDA ITEM 1: Roll Call to Establish a Quorum

Present: Chairperson Jim Steigert, Trustees Debby Sosine, Jerry Glogowski, Brian Dianis, John Spella, Bob Smith, and President John Schmitt

Staff Members Present: Tim Schloneger, Village Manager; Michael Kumbera, Assistant Village Manager; Bob Mitchard, Public Works Director; Jeanna Ballard; Administrative 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 announced those in attendance. He then moved "Other Business" to the top of the agenda.

AGENDA ITEM 6 Other Business

A. Discussion of James B. Wood Park Path Removal

A large number of homeowners from Terrace Lakes Subdivision were present. Chairman Steigert recognized Wayne Guilbeau, 521 Clover Drive, Algonquin, as the spokesman of those gathered to voice their concerns. Mr. Guilbeau then proceeded to explain the homeowners' views regarding the village's plans for repairing/replacing the path around the pond. They want the path restored and not to have the village remove and then seed the area. Quite a bit of discussion ensued. All Committee of the Whole members agreed that the path is an amenity to the neighborhood and park and should be replaced. Differences of opinion were expressed regarding the timing of the replacement. Due to the severe winter, there are many more pressing projects that need repair and there are no funds for James B. Wood Park in the current budget for this fiscal year. Mr. Mitchard stated he has tough decisions to make to take monies from one project to do another. James B. Wood Park path replacement was projected to be three to four years out in the current Public Works Plan. President Schmitt added that pathways are very expensive to build correctly and maintain, and there are no budget items planned for this. It would require up to and possibly more than \$48,000. He also said there will still be a partial path for residents to use in the meantime. Mr. Schloneger stated that revenue streams are low and come to the village at different times of the year. Mr. Spella asked for a list of top five priorities when it comes to park repairs/reconstruction. Mr. Smith defended the village's stance on keeping parks and playgrounds in good condition and said he would like to see the James B. Wood Park path be retained. Members Glogowski, Sosine, and Dianis, though agreeing that the path should remain, wish to wait for the proper appropriations to be in place and not take from other needs at other parks. A straw poll was taken with members Sosine, Dianis, Glogowski, and Schmitt saying no, and Smith, Steigert, and Spella saying yes (4 to 3). Therefore, no Board action will take place.

AGENDA ITEM 2 Community Development

A. Special Use for Residential (2014-06)/Rosemarie Pavlovic, 415-417 North Main Street

Mr. Mason reported a petition was submitted by Rosemarie Pavlovic asking for a Special Use Permit for residential dwelling units at 415-417 North Main Street, which is located in the village's Old Town District and north of the intersection with Edward Street. The house on the property was constructed in the early 1900s and is a four-square design. The property has a detached garage, and there is additional off-street parking behind the home that meets the required 20-foot rear yard zoning setback and can accommodate four-five vehicles. The subject property is zoned B-1 Business, Limited Retail, and had previously been used as a two-unit residential duplex home. There are two front doors, and one leads directly upstairs to a separate dwelling unit on the second floor. Recent use of the property as a residence was considered legal, non-conforming according to the village's Zoning Code, and, because the dwelling units have been vacant for a period of greater than six consecutive months, a Special Use Permit to allow future use of the property for residential purposes is required since the property is located in a commercial zoning district. On June 9, 2014, the Planning and Zoning Commission considered the petition and unanimously recommended approval of the request for the Special Use Permit for residential dwelling units at 415-417 North Main Street, with certain conditions that were discussed and written in the Commission's report. Two items of concern have already been addressed.

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

AGENDA ITEM 3: General Administration

A. BYOBag Campaign Presentation

Ms. Cynthia Kanner appeared representing the BYOBag (Bring Your Own Bag) McHenry County committee that is an advocacy group of the Environmental Defenders of McHenry County and currently consists of ten Defenders members. The group gave a detailed presentation on efforts to make McHenry County plastic bag free. Afterward the Committee of the Whole members applauded them for their efforts. Mr. Schmitt said he recommends this group speak before the Council of Mayors.

B. Consider Resolution Requesting Permission to Park Certain Vehicles on the Western Bypass Bridge in Conjunction with the Dedication Ceremony of the Bypass

Mr. Schloneger reported a resolution is required by the State of Illinois to allow access to the bypass in order to park vehicles on the John C. Schmitt Bridge during the ribbon-cutting/dedication ceremony on Saturday, July 26, following the Founders' Days parade.

Consensus was to move this item to the Board for approval.

C. Consider Public Event Request for Founders' Days, July 24 through July 27, 2014, Algonquin Lakes Park

This is the annual approval of all permits and fee waivers regarding the Founders' Days Festival to be conducted again in Algonquin Lakes Park and at Riverfront Park. Founders' President Kent Miller was present to answer any questions.

The consensus of the Committee of the Whole was to approve these items at the next Board meeting.

D. Consider Agreement with Kronos for Timekeeping and Payroll Software

Mr. Kumbera reported, as part of the FY 14/15 budget, the Village Board approved the purchase of enterprise time and attendance software with a total budgeted cost of \$80,000. As the total purchase price is beyond the spending authority of staff, the Village Board must approve this purchase. Currently, the Village of Algonquin utilizes four systems for timekeeping and payroll input activities: Paper Timesheets (GSA and Community Development); Telestaff (Police); Timeforce (Public Works); Icon (Pool) Ultimately, data is manually imported into MUNIS, the Village's enterprise resource planning (ERP) software. The various systems require a laborious process to verify, approve, and migrate data to MUNIS, where the Village's payroll is administered. In conjunction with the Kronos purchase, all legacy timekeeping systems except Telestaff will be eliminated, reducing any applicable maintenance and support expenditures. Telestaff, which is a subsidiary product of Kronos that fully integrates, will remain as the Police Department has much more specialized needs as part of their 24/7 operation which includes minimum staffing levels. Kronos features robust reporting capabilities that can help address issues with absenteeism, Family and Medical Leave Act (FMLA) tracking, and other paid time off analyses. The current reporting is not as robust with data stored in multiple locations. The annual expenditures for the village's payroll are in excess of \$12 million. A consolidated system is essential for operating efficiency as well as general management of this significant expense. The payroll process in a public sector entity with exempt, nonexempt, and collective bargaining unit employees is complex, with over 200 pay and deduction types in Algonquin alone. A streamlined and more automated process is essential for the effective service delivery of the village. Staff respectfully recommends approval of the purchase of the Kronos software. The total invoice price is \$78,677.18 which is below budget.

Consensus was to move this item to the Board for approval.

E. Consider the Purchase of Enterprise Level Licensing from Microsoft

Mr. Kumbera reported, as part of the FY 14/15 budget, the Village Board approved the purchase of Microsoft Enterprise Level licensing with a total cost of \$32,937.41. As the total purchase price is beyond the spending authority of staff, the Village Board must approve this purchase. The Microsoft Enterprise Level Agreement (ELA) is critical to the daily operation of the village. This contract encompasses all appropriate operating licenses, including, but not limited to, clients, servers, email, productivity suites, virtualization, etc. In addition, we carry software assurance to ensure that we are licensing to upgrade to the latest released version of software. This ensures that the village continues to provide its employees the best tools to do the job, a hidden cost but the foundation of all other software that the village utilizes.

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

AGENDA ITEM 4: Public Works & Safety

A. Consider Ordinance Declaring Certain Property and Equipment as Surplus and Retracting a Surplus Designation

Mr. Mitchard reported the following is a list of equipment numbers deemed as surplus. Additionally, we are requesting that unit 526, which was previously deemed surplus in April of 2013, have its deeming retracted. In working toward best decision-making relative to our fleet, we have identified a need to replace unit 821 from its faithful service at the Wastewater Treatment Plant. While unit 526 is no longer suitable for standard operational service, it is far more suited for the work at the treatment plant than is unit 821. Via this document we will request that 821 be deemed so that 526 may be utilized in its stead. Unit numbers to be declared surplus are 75CC1, 75MP1, 821, 821SAL, 905, 562, 576PG, 576SB, 578GR, 8PW01, 522, 563. Also included are unnumbered, on-site, aged service parts--old tires and the like. In addition the following poly-totes are deemed surplus: two 330-gallon plastic tote tanks with galvanized steel support and skid, and five 275-gallon plastic tote tanks with galvanized steel support and skid. Complete information on all items can be obtained from Public Works Department.

The Committee of the Whole consensus was to move this list of items to the Board for approval.

B. Consider Agreement with Infrastructure Management Services for Data Collection Services

Mr. Mitchard reported the Village of Algonquin has requested that IMS (Infrastructure Management Services) provide the service related to conducting a detailed survey of the village's roadway network and relaying back to us usable data that will allow us to analyze the needs of our transportation network. The data collected using IMS's advanced technologies will be configured by staff and imported into Cityworks for analysis and consideration of future Capital Improvement Program strategies. Staff recommendation is that the Committee of the Whole recommend to the Board of Trustees to enter into a contractual agreement with IMS for the basic services listed and reject the two options for a total cost not-to-exceed \$33,355.

Consensus was to move this item to the Board for approval.

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

Mr. Mitchard reported, according to the 2014-2015 approved Capital Improvements budget, staff is seeking the support of the Board membership to consider and approve a total expenditure of \$316,000 for professional services related to the procurement and installation of equipment, correction of sub-code, and failing electrical issues and provide control schemes and screen development with TRI-R Systems, Inc. as it relates to upgrading the existing SCADA (Supervisory Control and Data Acquisition) System in its third and final year of the project. Utility sites to be the recipient of upgrades in this fiscal year include WTP #1 and associated wells and water storage facilities. Budgeting for this purchase is achieved through a Capital Improvement Fund, account number 12900400-45570, an approved amount of \$310,000. There is a difference of \$6,000 between what we are asking for and what has gained Board approval. This is not an extra, but represents a realignment of work from year 2 to year 3. The total amount of the project has not changed, there has been no increase.

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

AGENDA ITEM 5: Executive Session
Nothing to report.

AGENDA ITEM 7: Adjournment

There being no further business, Chairperson Steigert adjourned the meeting of the Committee of the Whole at 9:08 p.m.

Submitted: Jerry Kautz, Village Clerk