

VILLAGE OF ALGONQUIN
COMMITTEE OF THE WHOLE
Meeting Minutes
Algonquin Village Hall Board Room
May 13, 2008

AGENDA ITEM 1: Roll Call to Establish a Quorum

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

Staff Members Present: William Ganek, Village Manager; Jeff Mihelich, Assistant Village Manager; Jenna Kollings, Assistant Village Manager; Robert Mitchard, Public Works Director; Kelly Cahill, Village Attorney

AGENDA ITEM 2: Community Development
No items to discuss.

AGENDA ITEM 3: General Administration

- A. Consider Site Lease Agreement with US Cellular at the Public Works Facility Site on Meyer Drive for Installation of a Monopole Tower.

Ms. Kollings provided an overview of the agreement between the Village and U.S. Cellular to build a cell tower on Meyer Drive. The agreement includes U.S. Cellular paying the Village a one-time fee of \$20,000.00, attorney's fees associated with the agreement, and a yearly site rental fee. She noted that when compared to similar lease agreements, the fees have been significantly increased. The agreement also includes provisions for public safety agencies to install communication equipment on this site, if needed.

Mr. Glogowski asked for clarification on item number five of the lease agreement. Ms. Kollings stated that it gives the option for other cellular companies to utilize the same tower without building any new towers. Mr. Glogowski then asked if these secondary tenants would pay the Village the same fees as U.S. Cellular. Ms. Kollings replied it depends on the space needed.

Mr. Dianis asked what would happen if U.S. Cellular could not obtain or maintain insurance. Ms. Cahill stated that would be in violation of the agreement.

Ms. Sosine asked if there will be tree removal at the chosen site. Mr. Mitchard replied that current plans include removal of one tree, and planting of several more.

The Committee of the Whole recommended unanimously that the Site Lease Agreement with US Cellular at the Public Works Facility Site on Meyer Drive for Installation of a Monopole Tower, be forwarded to the Village Board for consideration.

- B. Consider Ordinance Establishing Prevailing Wage Rates for the Village of Algonquin

Ms. Kollings presented the Ordinance Establishing Prevailing Wage Rates as required by state statute. These wage rates requires contractors and subcontractors to pay workers on public works construction projects no less than the general prevailing rate of wages.

The Committee of the Whole recommended unanimously that the Ordinance Establishing Prevailing Wage Rates for the Village of Algonquin be forwarded to the Village Board for consideration.

C. Consider Ordinance Amending Section 3.14B, Purchase Orders, of the Algonquin Municipal Code

Ms. Kollings provided an overview on the proposed ordinance. Due to the upgrade in the software system that manages all of the Village's financial transactions, it is necessary to update purchasing procedures in regards to *Electronic Processing, Requisitions to Purchase Orders, Purchase Approval, and Direct Invoices*. She specifically noted that the new system and procedures allow for electronic signatures (strictly controlled by authorized personnel) and emergency purchases up to \$30,000.00, and ties all purchases in with the budget.

Mr. Dianis asked if there are any policies regarding electronic document storage. Ms. Kollings replied that there are internal policies to address those issues regarding the electronic signature control as well as the special ink used for printing checks. Mr. Dianis asked if there were any policies as far as electronically backing up the data in the system. Ms. Kollings replied there were policies for the entire Village wide systems, not just the Munis software. There are backups of the system done daily.

Mr. Glogowski asked if \$30,000.00 for an emergency purchase is enough; he thought that it could be higher. Mr. Ganek stated that number is for emergency purchases only, and that most larger purchases will not be emergencies and can go through the normal purchasing process. However, an emergency session of the Board can be called if a larger purchase is needed.

The Committee of the Whole recommended unanimously that the Ordinance Amending Section 3.14B, Purchase Orders, of the Algonquin Municipal Code, be forwarded to the Village Board for consideration.

AGENDA ITEM 4: Public Works & Safety

A. Consider Resolutions for FAU Route Designations

Mr. Mitchard presented to the Committee a list of seven roadway segments to be considered for a functional classification change. These segments are considered local roads, but meet requirements to be considered collector roads. Re-classifying these roads will make them eligible for Federal funding through McHenry County Council of Mayor's Surface Transportation Program (STP). Funding will pay up to 80% of the project construction costs. Mr. Ganek added that this can only happen as funds become available.

Mr. Glogowski asked how re-classifying these roads changes speed limits and truck routes. Mr. Mitchard replied that jurisdiction does not change; the Village will still have full control of those issues. Mr. Glogowski then asked what Hanson Road is classified as. Mr. Mitchard stated it is an FAU Route and is currently being funded by the STP.

The Committee of the Whole recommended unanimously that the Resolutions for FAU Route Designations be forwarded to the Village Board for consideration.

AGENDA ITEM 5: Executive Session

None necessary.

AGENDA ITEM 6: Other business

A. Oakridge Court – Roadway Improvements

Mr. Mihelich provided a brief overview on the improvements to Randall Road that are being required of the developer, Oakridge Properties. These changes are to provide an additional right-of-way from various property owners to help to safely widen Randall Road. The proposed ordinance being presented to the Village Board on May 20, 2008, will allow a decrease in the 50-foot landscape buffer for existing and approved developments.

Mr. Glogowski asked for clarification on the area that is being addressed with this issue. Mr. Mihelich stated they are referring to Becky Lynn Lane and Harnish Drive, and mainly Randall Road. Mr. Ganek added that the Village is requiring the developer to widen Randall Road as they did with Algonquin Commons, and this ordinance will allow the right-of-way needed without changing existing plans.

Mr. Dianis asked if this would affect both sides of Randall Road. Mr. Mihelich confirmed that both northbound and southbound lanes would be widened. Mr. Dianis then asked if this could have been built into the plans during the initial phase. Mr. Mihelich stated that this will only affect existing properties.

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

B. McHenry County 2030 Land Use Plan

President Schmitt summarized the resolution supporting a land use policy proposal for McHenry County. The resolution supports the Land Use Plan but asks the County to consider policies directing development with municipal areas, preserving agricultural areas beyond the normal mile and a half planning jurisdictions. The Mayors' Caucus has presented this recommendation to the McHenry County Regional Planning Commission and the McHenry County Planning and Development Department, as well as the chairman of the County board and felt that the official statement addressed by each of the member municipalities would carry additional weight. The resolution will be officially presented to the Village Board at the May 20, 2008 meeting.

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

C. Email Access for all Village Trustees

President Schmitt advised the Committee that Ms. Kollings would be providing Village email addresses for all Trustees, so that all issues brought to the Village Boards attention can be addressed by all Trustees. Ms. Kollings will be advising Trustees on how to access their email in the near future.

Chairman Steigert asked if it would be better for Board members to provide their personal email addresses. President Schmitt replied no; the Village email addresses are the ones provided on the website for residents to access.

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

D. Brunswick Zone XL Security Issues

In regards to a letter Mr. Mihelich had distributed regarding Brunswick Zone XL, Mr. Smith would like to see additional external security added to the parking lot on the weekends during the summer months. He would like there to be dedicated security for the parking lot, not just officers patrolling the parking lot and inside. Mr. Ganek stated that Brunswick Zone is planning on hiring their own security company, alleviating the burden on the Police Department to add extra patrols to this area. Mr. Smith replied that he would like the Village to look into requiring additional dedicated security to the parking lot on the weekends.

AGENDA ITEM 7: Adjournment

There being no further business, Chairman Steigert adjourned the meeting of the Committee of the Whole at 8:00 pm.

Respectfully Submitted,

Susan Morgan, Recording Secretary