

VILLAGE OF ALGONQUIN  
COMMITTEE OF THE WHOLE  
Meeting Minutes  
Algonquin Village Hall Board Room  
February 10, 2015

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

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

Staff Members Present: Tim Schloneger, Village Manager; Michael Kumbera, Assistant Village Manager; Bob Mitchard, Public Works Director; John Bucci, Police Chief; Katie Parkhurst, Senior Planner; Steve Ludwig, Parks and Forestry Superintendent; Andy Warmus, Utilities Superintendent; Katie Gock and Jeanna Ballard, Intern. Kelly Cahill, Village Attorney, and Jerry Kautz, Village Clerk, were also in attendance.

Absent: Trustee Bob Smith

Chairperson Brian Dianis called the meeting to order at 7:30 p.m. and announced those in attendance. A quorum was established.

**AGENDA ITEM 2:** Community Development  
Nothing to report.

**AGENDA ITEM 3:** General Administration

A. Consider Public Event Requests

Ms. Katie Gock reported on the two following items.

- (1) Village of Algonquin Summer Concert Series for 2015 – Thursdays, June 25 through August 13, at Riverfront Park

This year the Recreation Department is offering a wide variety of music genres for the community to enjoy from June 25 through August 13. Also, the village will be providing Founders' Days entertainment on Thursday, July 23, at Algonquin Lakes Park. The total cost to the village for all eight concerts is \$6,900. Information regarding the band concerts can be found on the village website and social media.

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

- (2) Village of Algonquin Lunch Hour Entertainment Series for 2015 – Fridays, July 12 and 17, at Spella Park/Library

The village will also continue with Lunch Hour Entertainment Series Friday afternoons throughout the summer. These events invite families, along with their picnic lunch, to enjoy magicians and storytellers during a free, noon, one-hour performance. For 2015, we are offering two programs over the course of the summer months, and we look forward to seeing all of the families at these events. This year's selected artists and park locations are June 12, Magic of Gary Kantor Magic Show, with the village cost being \$350 at Spella Park/Library, and July 17, Istvan & His Imaginary Band Children's Singer, with the village cost being \$550 at Spella Park/Library.

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

B. Review Proposed 2015-2016 Enterprise and Special Fund Budgets

Mr. Mike Kumbera presented the following overview.

(1) Water and Sewer Operating Fund

The fiscal year 2015/2016 Water and Sewer Operating Fund budget is proposed with a fund balance reduction of \$660,450 and estimated expenditures of \$6,743,450 (a 6% increase from the current fiscal year budget).

Anticipated revenue - water and sewer operating fund – (\$6,083,000)

Proposed expenditures - water and sewer operating fund – (\$6,743,450)

(2) Cemetery Fund

The proposed expenditures for the Cemetery Fund and Swimming Pool Fund are balanced at \$31,550 and \$263,700, respectively. Each of these special funds operates independently from the General Fund; however, the Swimming Pool Fund needs to be supported by a substantial transfer from the General Fund to maintain a balance of revenues and expenditures. Interest from the monies in the Cemetery Trust Account is intended to fund major repairs such as gravestones.

Anticipated revenue - cemetery fund - \$37,000

Estimated expenditures - cemetery fund \$31,550

(3) Swimming Pool Fund

Anticipated revenue - swimming pool fund - \$263,700

Estimated expenditures – swimming pool fund - \$263,700

(4) Building Services Fund

Building Services is a division in Public Works, and this fund functions in the same way as the Vehicle Maintenance Service Fund. The Building Services Fund is established to allow the building maintenance staff to plan routine maintenance procedures, generate more accurate staffing levels, and provide budgeting information reflective of the demand placed on each department and division of the village for building maintenance. All equipment, supplies, and labor incurred with the maintenance of municipal buildings are estimated and then allocated to each department based on the facilities used by each department or division. This inter-service fund more accurately reflects the true costs of operating each department and division of the village by including what is commonly called “building overhead” in each department’s respective budget.

Anticipated revenue Building services fund - (\$871,000)

Proposed expenditures:

Building services fund - (\$871,000)

Building maintenance - personnel - (\$450,500)

Building services - contractual – (\$20,150)

Building services - supplies and materials - (\$156,750)

Building services - maintenance (\$234,400)

Building services - capital expenditures - \$0

Building services – other charges - (\$9,200)

The building services fund is a self-balancing fund, with the expenditures being offset by the revenues generated from each department of the village.

(5) Vehicle Maintenance Service Fund

The Vehicle Maintenance Service Fund is established to account for all the vehicle and equipment maintenance necessary across all departments of the village. Fuel, parts, and labor expenses incurred as part of the village’s annual vehicle maintenance are estimated and then allocated to each department based on service needed for the maintenance of vehicles and equipment. In addition, this service fund has similar overhead expenditures of

“contractual services,” “supplies,” “maintenance,” and “training” as do other department budgets. The Vehicle Maintenance Fund coordinates the daily maintenance of approximately 330 vehicles and various other pieces of equipment that comprise the village’s fleet and equipment. The number of vehicles and equipment has increased with the fleet maintenance service to the Algonquin/Lake in the Hills Fire Protection District.

Vehicle maintenance service fund - (\$1,342,500)

Proposed expenditures:

- Vehicle maintenance service fund - (\$1,342,500)
- Vehicle maintenance - personnel - (\$361,500)
- Vehicle maintenance - contractual – (\$28,900)
- Vehicle maintenance - supplies and materials - (\$806,100)
- Vehicle maintenance - maintenance (\$132,050)
- Vehicle maintenance - capital expenditures - (\$0)
- Vehicle maintenance - other charges - (\$13,950)

The Vehicle Maintenance Service Fund is a self-balancing fund with the expenditures being offset by the revenues (reimbursements) generated from each department of the village. The charges to each department are based on the fleet vehicles and equipment maintenance needs of that specific department.

#### C. Road Capital Improvement Program Overview

Mr. Mitchard and Mr. Ludwig presented a slide overview of the above program to update the board. They showed a condition report of all village roads and stated that decision making in regard to which roads get on the construction list is based solely on scientific analysis and not an east versus west side scenario. Mr. Ludwig explained how many roads, streets, and cul-de-sacs are in the village and where funding comes from to support maintenance repairs and reconstruction, basically from a small percentage of Motor Fuel Taxes and Home Rule Sales Tax. Historically the village does about two miles of road improvements a year with a few exceptions. One was being 5.10 miles in 2014/15. These are done equally between east and west sides of town. Mr. Mitchard stated since he has been director, 50 percent of road inventory has been improved, with 64 plus miles never touched. There are 31 miles that need attention. When money is tight as it is now, asphalt rejuvenation, crack filling and striping has been stopped. Plans change due to weather conditions like the past two years, and also traffic patterns. He added that Mr. Schloneger has brought in Infrastructure Management Services (IMS), a company that does scientific study and analysis of road systems. This will greatly improve the processes. President Schmitt added that the village has been on sound financial footing, with a seven-month reserve, but some money will have to be used. The village has to be very prudent with tough decisions to be made. Mr. Schloneger also stated that staff is doing all they can to save costs; he also brought up the fact that the Water & Sewer Fund should be self-funded and the village should not have to use sales tax money. A financial review of this fund is forthcoming.

#### **AGENDA ITEM 4:** Public Works & Safety

##### A. Consider Ordinance Amending Section 41.15A, Traffic Enforcement on Certain Property, to Eliminate the Recording Requirement of Certain Contracts

Attorney Cahill reported the village currently has police enforcement agreements with private property owners allowing our Police Department to patrol and issue citations for traffic violations on private property, i.e., shopping centers. The department recently had a traffic matter where one of our officers wrote a ticket for a violation occurring on private property where we had a police enforcement agreement, and the defendant’s attorney raised the fact that the police enforcement agreement had never been recorded as is required by Section 625 ILCS 5/11-209(c) of the Illinois Vehicle Code. None of our agreements are currently recorded due to cost concerns as we have a lot of these. The Village ultimately won the case asserting home rule authority. However, to avoid these challenges in the future, it is recommend that Section 41.14-A be amended to clarify that, per our home rule authority, we are not recording these agreements.

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

**AGENDA ITEM 5:** Executive Session  
Nothing to report.

**AGENDA ITEM 6:** Other Business

1. President Schmitt will visit Springfield, Illinois, next week for discussions regarding finances and how they will affect municipalities.
2. Houlihan's Restaurant is requesting a change of liquor license from Class A-1 to Class A-3 which would allow them to seal wine bottles that have been purchased and partially consumed and allow patrons to carry out these sealed, partially-consumed bottles. President Schmitt asked the trustees to carefully give thought about allowing this to occur. A liquor meeting will be scheduled.

**AGENDA ITEM 7:** Adjournment

There being no further business, Mr. Dianis adjourned the meeting of the Committee of the Whole at 8:55 p.m.

Submitted: Jerry Kautz, Village Clerk