

**Village of Algonquin
Committee of the Whole Meeting Minutes
Held in the Village Board Room
February 9, 2016**

AGENDA ITEM 1: Roll Call to Establish a Quorum

Present: Trustees John Spella, Jerrold Glogowski, Jim Steigert, Robert Smith, Debby Sosine, Brian Dianis. President John Schmitt and Village Clerk Jerry Kautz was also in attendance.

Absent: None

Staff Members Present: Tim Schloneger, Village Manager; Robert Mitchard, Public Works Director; Michael Kumbera, Assistant Village Manager; Katie Gock Recreation Coordinator; Susan Skillman, Comptroller; and Attorney Kelly Cahill

Chairperson Dianis called the Committee of the Whole meeting to order at 7:36 p.m.

Audience Participation: None

AGENDA ITEM 2: Community Development
None

AGENDA ITEM 3: General Administration

A. Consider Public Event Requests

Ms. Katie Gock reporting:

(1) Village of Algonquin Summer Concert Series for 2016 Thursdays, June 23 through August 18, at Riverfront Park

This year the Recreation Department is offering a wide variety of music genres for the community to enjoy.

<u>Date</u>	<u>Band Name</u>	<u>Genre</u>	<u>Cost</u>
June	23 Tony Ocean	60s/70s	\$ 800
June 30	Gina Glocksen	Pop/Rock	900
July 7	Senn Allan Band	Country	900
July 14	Second Hand Soul	Motown/Soul	1,000
July 21	Rebel Souls	Classic Rock	900
July 28	Pirates Over 40	Caribbean	850
Aug 4	Liberty's Teeth	Pop	700
Aug 11	Centerfold Classic	Rock	1,000
Aug 18	Libido Funk Circus	60s to Current	1,200

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

(2) Village of Algonquin Lunch Hour Entertainment Series for 2016 Fridays, June 17 and July 29, 2016

In addition to the Summer Concert Series, the Recreation Department continuing to offering the 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 hour performance.

<u>Date</u>	<u>Entertainer</u>	<u>Cost</u>	<u>Location</u>
June 17	Leonardo Music Children Singer	\$350	Spella Park/Library
July 29	Jason Kollum Variety Act	\$325	Spella Park/Library

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

(3) Harvest Hustle 5K Run/Walk, Downtown Algonquin, Saturday, October 1, 2016

The Recreation Department is planning the fourth annual Harvest Hustle 5K run/walk for Saturday, October 1 to benefit the Recreation for "All-Gonquin" scholarship fund. The scholarship fund continues to help Algonquin youth participate in the recreation program offerings at a discounted rate. This event will consist of a 3.2 mile run and 1.5 mile walk road course throughout downtown Algonquin. The race will start and end on Main Street near Historic Village Hall.

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

B. Presentation of New Algonquin Recreation Logo

Ms. Gock reporting:

One challenge the Recreation Department faces is finding an identity within a Village that provides so many services to residents. The market for recreation creates a more defined focus on specific segments of the current population; therefore it is so important that recreation be seen as a standalone service. The process to develop a new brand began with the Evaluation Plan prepared by Pros Consulting, LLC in December 2009. This report indicates that the "future should include the development of specific branding for the department, along with sub brands associated with core program areas", further in this report it is mentioned to continue to build an image and brand as an objective under the Internal Business and Process Theme Section. As a solution to developing a brand/logo the department worked with 99designs.com a crowdsourcing website to complete this project. Through this progressive approach the project was sent out worldwide to designers that may be interested in designing. Within a 2 week time period 35 designers submitted 174 designs. The administrative ease and cost effectiveness of working with this company provided many great choices that keep key elements of Algonquin as the focus, but also satisfies the need of branding recreation as presented in the evaluation plan.

A slide presentation was presented for the Board and those present to view the various elements that went into creating the new logo. The Committee of the Whole members thought the new logo was excellent. No action needed.

C. Review Proposed 2016-2017 Enterprise and Special Fund Budgets

Mr. Kumbera and Ms. Susan Skillman reported on the following with the use of a PowerPoint presentation:

(1) Water and Sewer Operating Fund

The Water and Sewer Operating fund is a separate enterprise fund that does not receive any tax income since revenue is derived solely from the usage of the Village's water and sewer services. Water, sewer and all other utilities are businesses, regardless of who owns them. The Village's Water & Sewer utilities are businesses that just happen to be owned by government. It is for this reason that the fund is classified as a true enterprise fund. It is the pure business of providing water and sewer services. The revenues and expenditures are directly related to the demand for the water and sewer services and are not supplemented by any other fund or tax dollars. The fiscal year 2016/2017 Water and Sewer Operating Fund budget is proposed with a fund balance reduction of \$158,600 and estimated expenditures of \$7,079,300 (a 5% increase from the current fiscal year budget).

ANTICIPATED REVENUE - WATER AND SEWER OPERATING FUND – (\$6,920,700)

Approximately \$6,705,000 is expected to be generated from water, sewer and fixed fees. This source alone accounts for 97% of the revenue needed to operate the water and sewer system of the Village. Other revenue sources are generated from interest on cash reserves, service charges, late charges, cell tower rental fees, and new meter sales.

PROPOSED EXPENDITURES - WATER AND SEWER OPERATING FUND – (\$7,079,300)

The expenditure format for the Water and Sewer Operating Fund separates the Water and Sewer Divisions; however, many of the expenditure items are split between the Water Division line items and the Sewer Division line items.

(2) Cemetery Fund

The budgets include anticipated revenues and expenditures for fiscal year 2016/2017. Each of these special funds operates independently from the General Fund; however, the Swimming Pool Fund needs to be supported by a substantial transfer (\$130,800) 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. The proposed expenditures for the Cemetery Fund and Swimming Pool Fund are balanced at \$32,150 and \$247,300, respectively.

ANTICIPATED REVENUE - CEMETERY FUND - \$40,500

ESTIMATED EXPENDITURES - CEMETERY FUND \$32,150

(3) Swimming Pool Fund

The Swimming Pool Fund is proposed to be balanced with required improvements and maintenance of the facility. With a significant subsidy from the General Fund (53% of the pool's expenses) to cover the increasing maintenance costs, recreational swimming opportunities continue to be offered to the public in the 2016 swim season at affordable rates. Hopefully, a few more years of swimming and water recreation enjoyment can be provided to our residents under this proposal. However, we will need to recognize that the life of this facility will be coming to an end in the near future.

ANTICIPATED REVENUE - SWIMMING POOL FUND - \$247,300

ESTIMATED EXPENDITURES – SWIMMING POOL FUND - \$247,300

(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. The Building Services Fund is a self-balancing fund, with the expenditures being offset by the revenues generated from each department of the Village. The charges to each department are based on the building maintenance and supply needs of that specific department. Although facilities continue to age, there are no major capital improvements planned. The maintenance of the Village's facilities is an investment that must be sustained to ensure long-term benefit for employees and residents. This will translate into improved public services to the citizens of the Village in the long run.

ANTICIPATED REVENUE BUILDING SERVICES FUND - (\$808,500)

PROPOSED EXPENDITURES BUILDING SERVICES FUND - (\$808,500)

(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 (i.e., mowers, other maintenance equipment) that comprise the Village's fleet and equipment. The number of vehicles and equipment includes the fleet maintenance service to the Algonquin/Lake in the Hills Fire Protection District.

ANTICIPATED REVENUE VEHICLE MAINTENANCE SERVICE FUND - (\$1,347,000)

PROPOSED EXPENDITURES VEHICLE MAINTENANCE SERVICE FUND - (\$1,347,000)

The above was a review of the proposed Annual Budget with more funds to be reviewed at a later date. No action is needed at this time

AGENDA ITEM 4: Public Works & Safety

A. Harper Drive Road Rehab Project Recommendation

Mr. Mitchard reporting:

There were seven bidders on the project, with the low bidder being Arrow Road Construction of Mt. Prospect, IL. This contractor has performed many similar projects for the Village of Algonquin in the past and has performed adequately in all cases, including the most recent project in the Copper Oaks Subdivision, where we successfully used the base stabilization process that is being applied here. Our prior positive relationship with this company and its superintendent, Terry Pyne, allowed us to minimize the number of reference checks to the one submitted.

The Village's budget for the Harper Drive project, which goes into effect on May 1, 2016, is \$770,000.00 and the engineer's estimate for the work was \$758,846.00. This makes the Arrow Road bid of \$624,786.25 very competitive and attractive to our department. The project specifies the use of full-depth, cold-mill, in-place recycling with base stabilization, rather than conventional reconstruction methods. Staff therefore recommends the village enter into a contract for the Harper Drive Road Rehab Project with Arrow Road Construction in the amount of \$624,786.25.

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

AGENDA ITEM 5: Executive Session

None

AGENDA ITEM 6: Other Business

None

AGENDA ITEM 7: Adjournment

There being no further business, the Committee of the Whole meeting was adjourned at 8:26 p.m.

Submitted: Jerry Kautz, Village Clerk