



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

AGENDA ITEM 1: Roll Call to Establish a Quorum

Present: Trustees, John Spella, Jerrold Glogowski, Debby Sosine, Brian Dianis
Village Clerk Jerry Kautz was also in attendance.

Absent: President Schmitt, Trustee Jim Steigert

Staff Members Present: Tim Schloneger, Bob Mitchard, Katie Parkhurst, Police Chief John Bucci,
and Attorney Kelly Cahill.

Chairperson Bob Smith called the Committee of the Whole meeting to order at 7:30 p.m.

AGENDA ITEM 2: Audience Participation
None

AGENDA ITEM 3: Community Development

A. Consider a Resolution Endorsing Metropolitan Mayors Caucus Greenest Region Compact 2

The Metropolitan Mayors Caucus is a membership organization of the Chicago region's 273 cities, towns and villages. Founded in 1997 by then Chicago Mayor Richard M. Daley and leading mayors from nine suburban municipal groups, the Metropolitan Mayors Caucus pushes past geographical boundaries and local interests to work on public policy issues. The caucus provides a forum for metropolitan Chicago's chief elected officials to collaborate on common problems and work toward a common goal of improving the quality of life for the millions of people who call the region home. Chicago-area cities and towns can expand and strengthen their efforts to protect the environment through an unprecedented compilation of consensus municipal goals and supportive resources. The Metropolitan Mayors Caucus launched the Greenest Region Compact 2 in March of this year. This new and exhaustive sustainability guide is expected to coordinate community efforts across the region resulting in superior quality of life and economic vitality for decades to come. The committee compiled 30 local and nine regional or national sustainability plans, extracted their common elements and refined 49 consensus goals to create the compact. They fall into ten categories: climate, economic development, energy, land use, leadership, mobility, municipal operation, sustainable communities, waste and water. The compact also provides a detailed framework of possible objectives and strategies from which a municipality can create a plan tailored to its needs. The mayor's caucus is challenging its membership to pledge support for the compact's goals, and seeks to connect cities with resources to achieve those goals by creating a companion Sustainability Network to guide implementation and help localities navigate complex policies and options. The Metropolitan Mayors Caucus is requesting that all municipalities endorse the Greenest Region Compact 2 to help advance sustainability in the region. A copy can be viewed at Village Hall. Ms. Parkhurst added there is no financial responsibility for village. Following presentation, the consensus was to endorse the GRC2

B. Consider a Special Event Permit for St. Margaret Mary's Summerfest 2016

Ms. Monika Marat from St. Margaret Mary's Church (111 S. Hubbard St.) has applied for a Public Event/Entertainment License for August 28, 2016. The event which is being called "St. Margaret Mary's Summerfest 2016" will take place on the church grounds from the hours of 12:00 p.m. to 8:00 p.m. and will be open to the public. Admission fees are \$2.00 to enter the tent area. Due to this event including outdoor amplified musical performances by various bands throughout the day and an outdoor pony ride, the Village Board's approval is required. The event is a community builder which provides food, games, an art show and music. Security will be provided by volunteer church members. Parking will be provided within the church parking lot and the adjacent school parking areas. Temporary signs are being requested

to be displayed. The necessary liquor permit and raffle permit has been applied for and the required Certificate of Insurance noting the Village as additional insured has been provided. The church is requesting that the Public Event permit fee be waived due to their non-profit status. Consensus of the Committee of the Whole is to move this on to the Board for approval

C. Consider a Special Event Permit for the Algonquin Rotary Club 2016 5K Run

Mr. James Zursin, on behalf of the Algonquin Rotary, was present and has submitted a Public Event /Entertainment License Application proposing to hold their annual End of Summer 5K Run on Saturday, September 24, 2016 from the hours of 8:00 a.m. to 10:00 a.m. The event would include a 5K run leaving from and ending at Westfield Community School with the route going into the residential Willoughby Farms neighborhood areas just east and south of the school. Please note that permission has been granted by the Westfield Community School Principal, William Doran for the use of the school grounds. Proceeds from the \$25.00 entry fee to participate in the event will benefit the Algonquin Rotary for Community improvement. Due to the need for temporary street closure (Sleepy Hollow Road), the use of public streets and the use of enhanced police service (two officers will be contracted for the event), the event is in need of Village Board approval. The Algonquin Police Department and the Public Works Department have reviewed and approved the proposed route and event. Parking for participants will be available within the Westfield Community School parking lot. The event coordinator has indicated they do not wish to utilize any ambulance service on site during the event. Westfield Community School will be open for participants so there will be no need for portable toilets on site. All debris will be cleared by volunteers and all such debris will be disposed at the school. No alcohol will be permitted. The Rotary has provided the necessary Certificate of Insurance naming the Village of Algonquin as additional insured as well as the required Hold Harmless Agreement.

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

AGENDA ITEM 4: General Administration

A. Consider an Ordinance Declaring Certain Items as Surplus

A list of many surplus and obsolete office items was submitted by the Village IT Department (List available at Village Hall). The list requires approval from the Village Board to proceed with disposing all items.

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

B. Consider an Ordinance Amending Chapter 33 of the Algonquin Municipal Code, Increasing the Number of A-1 and B-2 and Decreasing the Number of E Liquor Licenses

In accordance with an ordinance passed in 2013 limiting the number of allowable liquor licenses in all classes to the number of licenses issued at that time, the proposed ordinance increases the number of available Class A-1 liquor licenses by two, B-2 Liquor Licenses by one, and decrease the number of E liquor licenses by one. This change is the result of a request from:

1. Thai Chilli & Sushi Inc. d/b/a Bangkok, 4077 W. Algonquin Road, Algonquin, would like to reinstate their A-1 liquor license. At the time their liquor license was up for renewal, April 30th, the corporation was not registered with the state with the proper owner. Since that time, all changes have been made with the state and appropriate agencies.
2. Algonquin Operations LLC d/b/a Clarendale of Algonquin, 2001 W. Algonquin Road, Algonquin to be able to sell/serve alcohol on the premises for consumption on the premises (A-1) in their on-site Pub and Restaurant.
3. OM Ganshay, Inc. d/b/a 7-Eleven Store #33784, 501 E. Algonquin Road, Algonquin currently holds an E license (sell beer and wine) and would like to change their license to be able to sell all alcohol (B-2) for consumption off premises. This request would entail, increasing the number of B-2 and decreasing the number of E licenses.

Following discussion, it was the Committee of the Whole consensus pass on to the Board for approval.

C. Consider an Ordinance Amending the Village of Algonquin Annual Budget for Fiscal Year 2015-2016

Mr. Schloneger reported a housekeeping item Village department heads submitted requests to increase their budget for Fiscal Year Ending April 30, 2016, that requires approval by the Village Board. Budget Ordinance No. 2015-O-12 created spending authority for Fiscal Year Ending April 30, 2016. Illinois

statutes allow the Village Board to delete, add to, or change the budget by a vote of two-thirds of the corporate authorities then holding office.

The following summarizes the budget revisions to the various line items made during Fiscal Year Ending April 30, 2016. Spending for these revisions has caused the original fund budgets to be exceeded. Budget amendments for these increases to budgeted expenditures are justified under Illinois statutes as follows: budget increases for expenditures may be made due to the use of Fund Balance (cash reserves) that existed at the beginning of the fiscal year. The preliminary surplus (Revenues over Expenditures) in the General Fund indicates an increase of approximate \$1,800,000 at April 30, 2016. The amendment requires the two-thirds approval of the Village Board.

MFT Fund: The expenditure budget for Harper Drive Phase 2 increases \$13,000 for engineering of this project. The offset for this increase is in cash reserves in the beginning Fund Balance as expenditures were not completed in the prior fiscal year.

Street Improvement Fund: Infrastructure maintenance improvement expenditures for the downtown diagonal parking increases \$25,000 as this project was not originally budgeted for this fiscal year. The offset for this increase is cash reserves in the beginning Fund Balance. Capital improvement for the Indian Grove street improvement increases \$1,000,000 for this project. The offset for these increases is in cash reserves in the beginning Fund Balance as expenditures were not completed in the prior fiscal year.

Park Improvement Fund: Maintenance – wetland mitigation expenditures for site visits and burns at Falcon Ridge and Blue Ridge wetlands increases \$10,000 as additional funds were needed this fiscal year. The offset for this increase is restricted cash reserves in the beginning Fund Balance.

Water & Sewer Operating Fund:

Office furniture and equipment expenditures for a SCADA computer server purchase for the sewer department increases \$7,800 as additional funds were needed to purchase this fiscal year. Maintenance – treatment facility expenditures increases \$63,165 for drywell painting. The offset for these increases is in cash reserves in the beginning Fund Balance as expenditures were not completed in the prior fiscal year.

Development Fund:

Cul De Sac: Increased use of outsourced service providers during the winter season caused contracted snow removal services to exceed budget and a budget increase of \$6,000 is required. The offset for this increase is cash reserves in the beginning Fund Balance.

Following conversation, it was the consensus of the Committee of the Whole to move to the Board for approval

D. Consider an Ordinance Amending Chapter 33.01 of the Algonquin Municipal Code, Definitions, Adding the Definition for Entertainment

Attorney Cahill explained that proposed is an ordinance to clarify the term ‘entertainment’ as used in the village’s Liquor Code. The Liquor Code states the for certain liquor licenses, the main source of sales has to be from food sales and or liquor but not from entertainment. This was to prevent establishments from seeking a liquor licenses that are really in business for video gaming purposes. This requirement was added a year ago but at that time staff felt that the term entertainment need to be defined to clarify that the term specifically includes video gaming. This will avoid any argument a video gaming establishment might try to make the term ‘entertainment’ does not apply to video gaming. The Committee of the Whole consensus was to pass this on for approval.

AGENDA ITEM 5: Public Works & Safety

Public Works Director Mitchard reported all the following

A. Consider an Agreement with Christopher Burke Engineering for Phase 1 Design Services for the Randall Road Pedestrian Underpass

An agreement with Christopher Burke Engineering, Inc. for \$204,258.00 for phase 1 design services for the Randall Road Pedestrian Underpass. Phase 1 and 2 design services were previously completed for this project in its initial proposal as an overpass at the intersection of Randall Road, Huntington Drive and Bunker Hill Drive. However, during land acquisition discussions with the property owners at this intersection, the Village was not able to obtain the property needed to properly construct the overpass. It was decided by staff to move this pedestrian connection south and construct an underpass under Randall Road. In order to do this, we need to begin the engineering process again, starting with this phase 1

design proposal. Phase 1 engineering for this project was passed as part of the 2016–2017 FY budget in the amount of \$300,000.00 as part of the Street Improvement Fund. Therefore, it is Staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Phase 1 Engineering for the Randall Road Pedestrian Underpass to Christopher Burke Engineering, Inc. for \$204,258.00. The consensus of the Committee of the Whole was to forward to the Board for approval

B. Consider an Agreement for the Woods Creek Streambank Stabilization and Restoration Project

Bids were received for the Woods Creek Streambank Restoration (2016) project that the Village of Algonquin is proposing. Each bid was reviewed to ensure conformance with the bid specifications (certification, security, cost, etc.).

Per the bid requirements all firms submitted a cost based on 32 line items. This project had an engineer's estimate of cost at \$759,522.04. The fund code for this project is 04900300-45593 and has a budget amount of \$830,000.00. The budget contains a note that the line item is *Grant Contingent, to that point the Village received a grant in the amount of \$471,493.00 for the project. This project has a very tight bid spread with only a 7% difference between high and low bids. The 3 low bids fell within 4% of each other, thus indicating amazing consistency when competitive. The two low bids are within 6K of each other, which means they are within 1% of each other. This is a clear indication that pricing on the base bid low end was ultra-competitive. Qualification for the contractor will be required to be submitted as part of this bid. These include a company portfolio, as well as evidence and documentation that the company has a minimum of ten years' experience in similar work restoring natural communities and streambank restoration. The contractor performing ALL work in this contract must have a degreed ecologist, who has knowledge in streambank restoration and restoration ecology, on staff who has worked for said company for at least 2 years. A resume for the ecologist will be required to be submitted as part of this bid.

Three of the four firms indeed met all of the requirements, however the calculated/tabulated low bidder "Front Range Environmental" seems to be suggesting that they will use Tallgrass Restoration for some aspects of the work, however it is not clear which parts. The qualification clearly says "contractor perform ALL work", however it is possible that Tallgrass is performing planting only, which I believe meets the intent of the qualification. Encap, Inc. has a very good reputation in the native restoration business. The price is within 1% of the tabulated low bid and Encap is also familiar with the village, as they have conducted other contracts (and are currently working in the Village on a project – Surrey Lane Drainage). It is for these reasons and the analysis conducted that Staff recommends Encap Inc. for award of the contract in the amount of \$592,596.70.

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

C. Consider a Construction Management Agreement for the Woods Creek Streambank Stabilization and Restoration Project

For Board consideration there is an agreement with Applied Ecological Services, Inc. for construction management services in the amount of \$60,000.00 for the Woods Creek Streambank Stabilization Project. Construction management services for this project were passed as part of the 2016–2017 FY budget in the amount of \$80,000.00. Money for this service is coming out of the Street Improvement Fund. Construction for this project involves the restoration of the headwaters of Woods Creek. The first two reaches of this stream have become highly channelized and eroded causing flooding and siltation issues. This area is also listed as critical for restoration in the Woods Creek Watershed Plan. The Village applied for, and received grant funding in the amount of \$471,493.22 from the Illinois Environmental Protection Agency through the Section 319 Water Quality grant for the construction of the project. That amount covers 60% of the cost of construction.

It is Staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Construction Management Services for the Woods Creek Streambank Stabilization Project to Applied Ecological Services, Inc. for \$60,000.00.

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

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7:

Other Business

(1) Mr. Mitchard informed the Committee that due to a mistake in road grading by Kane County, they will be closing Boyer Road from Corporate Pkwy. to Huntley Road for the next three weeks to correct the error.

AGENDA ITEM 8:

Adjournment

There being no further business, Chairman Smith adjourned the Committee of the Whole meeting at 7:56 p.m.

Submitted: Jerry Kautz, Village Clerk