

VILLAGE OF ALGONQUIN
COMMITTEE OF THE WHOLE
Meeting Minutes
Algonquin Village Hall Board Room
March 10, 2009

AGENDA ITEM 1: Roll Call to Establish a Quorum

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

Staff Members Present: William Ganek, Village Manager; Jenna Kollings, Assistant Village Manager; Jack Walde, Finance Director; Bob Mitchard, Public Works Director; Russ Farnum, Community Development Director; Sarah Stefan, Recreation Superintendent; Michael Kumbera, Administrative Analyst

AGENDA ITEM 2: Community Development
No items to discuss.

AGENDA ITEM 3: General Administration

A. Review Proposed 2009-2010 General Fund Budget

Mr. Ganek presented to the Committee the proposed General Fund Budget. This budget is balanced with a 4.5% decrease in revenues and expenditures as compared to the 2008-2009 budget. This fund accounts for \$18 million of the overall budget. Personnel is 72% of the budget, with no new full-time hires for any department.

General Services Administration (GSA) accounts for 15% of the general fund. The Police Department is 47% of the budget. Community Development is 7%. Public Works is 27%, split between Public Works Administration (4%), Streets Division (12%), and Parks and Forestry (11%). Multidepartmental has 2% of the budget.

President Schmitt asked if there was any way to get control of the Police Pension Fund. Mr. Ganek replied that the State is in control of what benefits the officers get. The fund depends on those benefits, number of officers employed and retired, as well as the salaries being paid out. Mr. Walde added that the size of the force has increased; therefore, the budget amount will increase. Between the 2007-08 fiscal year and 2008-09, the fund increased by approximately 40%. From 2008-09 to 2009-10, it is proposed to increase by 20%.

Mr. Dianis asked if there are any current job openings and if there is any way to hold off on hiring for those positions right away. Mr. Ganek stated that there are no new positions to be filled, and, if a new position is to open up, delaying the hiring is an option.

Chairperson Glogowski asked staff how confident they are in estimating the 12% decrease in sales tax. Mr. Ganek replied that number is a cautious estimate, but it certainly can be lower. Mr. Walde stated that he tracks sales tax on a monthly basis and has data going back to 1995.

Mr. Smith asked if a projection of new business revenue is available. Mr. Ganek stated that he doesn't have that number on hand.

With no further action needed to be taken, Chairperson Glogowski closed this agenda item for discussion.

- B. Review Proposed 2009-2010 Budget for Remaining Fund
 - 1) Debt Service
 - 2) Police Pension
 - 3) Village Construction
 - 4) Special Revenue

Mr. Walde presented the budget for the remaining funds. He briefly explained which funds were combined, taking the 22 funds and consolidating them into 14, including the Insurance Fund being moved into the General Fund.

With no further action needed to be taken, Chairperson Glogowski closed this agenda item for discussion.

C. Consider Debt Management Policy

Mr. Ganek presented the Village's Debt Management Policy. The creation of this policy was at the recommendation of the bond rating company, Standard & Poors, and the Government Finance Officers Association. Having a formal policy aids the Village in maintaining and improving the bond rating which was recently raised from AA to AA+. This policy is written to the standards in the industry and has been reviewed by Speer Financial, the Village's bond rating company.

Ms. Sosine stated that the policy is good and that staff did a great job.

The Committee of the Whole recommended unanimously that the Debt Management Policy be forwarded to the Village Board for consideration.

D. Consider Agreement with Algonquin Trails Swim Team

Ms. Kollings provided a brief background on the proposed four-year agreement between the Algonquin Trails Swim Team and the Village. Originally, revenue from the swim team was meant to cover staffing costs incurred at the pool during the time the swim team used the pool; this new agreement would have them covering the costs of personnel, operation, and maintenance costs associated with the swim team's use of the pool.

Mr. Dianis asked how many members the swim team has and how many of those are Algonquin residents. Ms. Kollings replied that there are approximately 150 members. Ms. Stefan added that most of the team consists of local residents due to the fact that the team competes against teams from surrounding municipalities.

The Committee of the Whole recommended unanimously that the Agreement with Algonquin Trails Swim Team be forwarded to the Village Board for consideration.

E. Review Options for National Night-Out Event

Ms. Stefan presented to the Committee four options for this year's National Night-Out event. These options include the traditional free swim and BBQ at the Village pool, a BBQ and hands-on event with emergency vehicles (PD and FD), a Village walk from one park to another, including a movie or a mock campout event at a Village park. All options would have emphasis on safety (bicycle, fire, neighborhood).

Mr. Dianis stated that the walking activities were well received in the neighborhoods. The National Association of Town Watch recommends having a significant event the weekend before Founders' Days and providing residents with the literature and encouragement to have an event in their own neighborhoods. Mr. Ganek replied that, with having individual events spread throughout town, it's hard to spread emergency personnel and vehicles to all the

events; that is why it was consolidated to the pool. Mr. Smith agreed that it was difficult to get municipality support at individual events and that it is really hard to coordinate. He believed it worked well at the pool, with a good mix of age groups.

President Schmitt asked how these activities relate to National Night Out, stating it originally was for local areas to get out in their own neighborhoods. Ms. Kollings suggested making a large event before Founders' Days and handing out information or a guide to how a neighborhood could organize their own National Night-Out event at that time.

Mr. Ganek stated that this agenda item is brought before the Committee to solicit feedback on which direction staff should take in planning the event due to wanting to put this event in the Rec brochure that is due to go to the printer's in the next week or so.

Mr. Steigert stated that he likes the options presented and suggested breaking down the Village map into sections and asking residents to volunteer as neighborhood "captains." He added that this will not be able to happen in the next couple of months, and planning is key.

Mr. Spella agreed with Mr. Dianis about bringing National Night Out back to the local neighborhoods.

Chairperson Glogowski compared National Night Out to the city block parties held years before. He agrees that the event should be localized to neighborhoods. Ms. Sosine also agrees with Mr. Dianis and stated that she would also like to see the pool party event continue. Mr. Smith added that planning is going to have to take place. He also agrees that Mr. Dianis' idea of encouraging awareness and participation in smaller, more local events makes the most sense.

Mr. Ganek stated that there seems to be a consensus of a "pre-event" which is going to be scheduled a few days prior to National Night Out and is asking for direction from the Committee as to which option they would like pursued. All Trustees agreed the event should take place at the pool.

With no further action needed to be taken, Chairperson Glogowski closed this agenda item for discussion.

AGENDA ITEM 4: Public Works and Safety

- A. Consider Bids for:
 - 1) Painting the Hanson Road Water Tower
 - 2) Yellowstone Park Playground Equipment

Mr. Mitchard presented the bid for painting the Hanson Road water tower. He stated that the low bidder was rejected because they did not prepare and sign the proper documents. Staff recommends that the contract be awarded to the lowest responsible bidder, Jetco Ltd.

Mr. Dianis asked if there will be issues with the timeliness of the contractor's work (reference the engineer's report). Mr. Mitchard replied that they do good work; they will just have to be watched over and pushed to complete the work in the time frame necessary. Mr. Ganek added that there is a penalty or financial incentive to complete the job on time. Chairperson Glogowski asked where that is stated in the notice of award. Mr. Mitchard stated that it will be in the contract itself.

Mr. Smith asked what the specific issue with the low bidder was. Mr. Mitchard replied that they signed the contract; however, there is a packet of certification documents they did not complete.

Mr. Mitchard then presented the Yellowstone Park bid recommendation. Again, staff is not recommending the apparent low bidder because they did not meet the specifications needed. The lowest responsible bidder is the recommendation. This contractor has been used in the past and had trouble, but they are confident that they have learned about working with the Village and will do a good job.

The Committee of the Whole recommended unanimously that the Bids for the Painting of the Hanson Road Water Tower and Yellowstone Park Playground Equipment be forwarded to the Village Board for consideration.

AGENDA ITEM 5: Executive Session

No items to discuss.

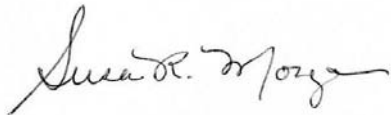
AGENDA ITEM 6: Other business

A. Mr. Steigert expressed his concern with the increase in fare for the senior bus. He would like to make sure that seniors who need the service will be able to utilize it. Ms. Sosine agreed and stated that doubling the fare is substantial. Mr. Dianis asked if different fares could be assigned depending on the location they are going. Mr. Ganek stated that it would be difficult to do that because seniors who travel outside of the Village typically are going to medical appointments. He added that it would make money collection and other logistical issues more involved for the bus drivers, especially when you have riders who make multiple stops. Chairperson Glogowski asked if this is the first time the fare has been raised. Ms. Kollings stated that it is the first raise in fees since 2002. Mr. Dianis asked if staff could monitor rider levels when the fare is raised. Chairperson Glogowski would like feedback from the people who do use the service. President Schmitt asked staff to look into placing a sign in the bus to give riders notice that the fee will be going up. Ms. Sosine pointed out that there have been instances when a rider has not been able to afford the current rate and accommodations have been made; she would like to make sure that will continue. Mr. Smith stated that it could be looked at on a case-by-case basis. Mr. Dianis asked if sponsorship would be an option. Mr. Steigert concluded the discussion by reiterating that if a resident is having a financial issue, they will not be excluded.

AGENDA ITEM 7: Adjournment

There being no further business, Chairperson Sosine adjourned the meeting of the Committee of the Whole at 9:57 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Susan R. Morgan".

Susan Morgan, Recording Secretary