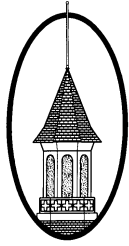


AGENDA  
COMMITTEE OF THE WHOLE  
January 24, 2017  
2200 Harnish Drive  
Village Board Room  
- AGENDA -  
7:30 P.M.

Trustee Dianis – Chairperson  
Trustee Glogowski  
Trustee Steigert  
Trustee Smith  
Trustee Spella  
Trustee Sosine  
President Schmitt

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation** (*Persons wishing to address the Committee on an item on this agenda must register with the Chair prior to roll call.*)
3. **Community Development**
  - A. Presentation of the Fox River Valley Planners Excellence in Public Planning Award
  - B. Consideration of updated Zoning Map
  - C. Consideration of a Special Use Permit for Outdoor Storage at 1300 Chase (D'Land Construction)
  - D. Consideration of a Final PUD and Special Use Permit for Orthollinois on Lot 3 of Olsen's Second Resubdivision
  - E. Consideration of a Special Use Permit Medical Marijuana Dispensary at 1154 N. Main Street
4. **General Administration**
  - A. Presentation for Capital Budget for 2017/2018
    1. Proposed Water and Sewer Improvement and Construction Budget
    2. Proposed MFT and Street Improvement Budgets
    3. Proposed Park Improvement Budget
5. **Public Works & Safety**
  - A. Consider an Agreement with True North Consultants for Environmental Engineering Phase 2 & 3 Design for the Downtown Streetscape Stage 1 Project
  - B. Consider an Amendment to Chapter 41.19(A) Speed Limits; Reducing the Speed on Sandbloom Road
6. **Executive Session**
  - A. Personnel/Collective Bargaining
7. **Other Business**
8. **Adjournment**



**VILLAGE OF ALGONQUIN**  
*COMMUNITY DEVELOPMENT DEPARTMENT*

**– M E M O R A N D U M –**

DATE: January 24, 2017

TO: Committee of the Whole

FROM: Katie Parkhurst, AICP, Senior Planner

SUBJECT: *2017 Zoning Map Update*

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Introduction

The Zoning Map has been updated to reflect the developments over the past year. Zoning of lots has been updated and special uses added. A revised map is attached for your review. Summarized below is a list of changes that have been made:

Added/Corrected:

- Changed lot lines for the Esplanade Plat of Resubdivision for Lots 2, 3, and 4.
- Added SU for 402 North Main Street for a Residential Dwelling Unit.
- Added PUD and SU for 234 South Randall Road for a new multi-tenant retail building and outdoor patio.
- Added a SU for 212-216 Eastgate Court for Rehab Care Group.
- Added a SU on Lot 5 of the Millbrook Marketplace (in front of Walmart) for Aspen Dental.
- Added SU for 1113 South Main Street for Scoo B Doo's pet grooming.
- Annexed and Zoned 1621 Heather Drive to R-2 for a new single family home.
- Added a SU for 2513 County Line Road for Dr. Tabor's Dental Office.
- Added a PUD and SU for 4029 West Algonquin Road for Dunkin Donuts.

Recommendation

Staff recommends forwarding the 2017 Zoning Map to the Village Board for approval.

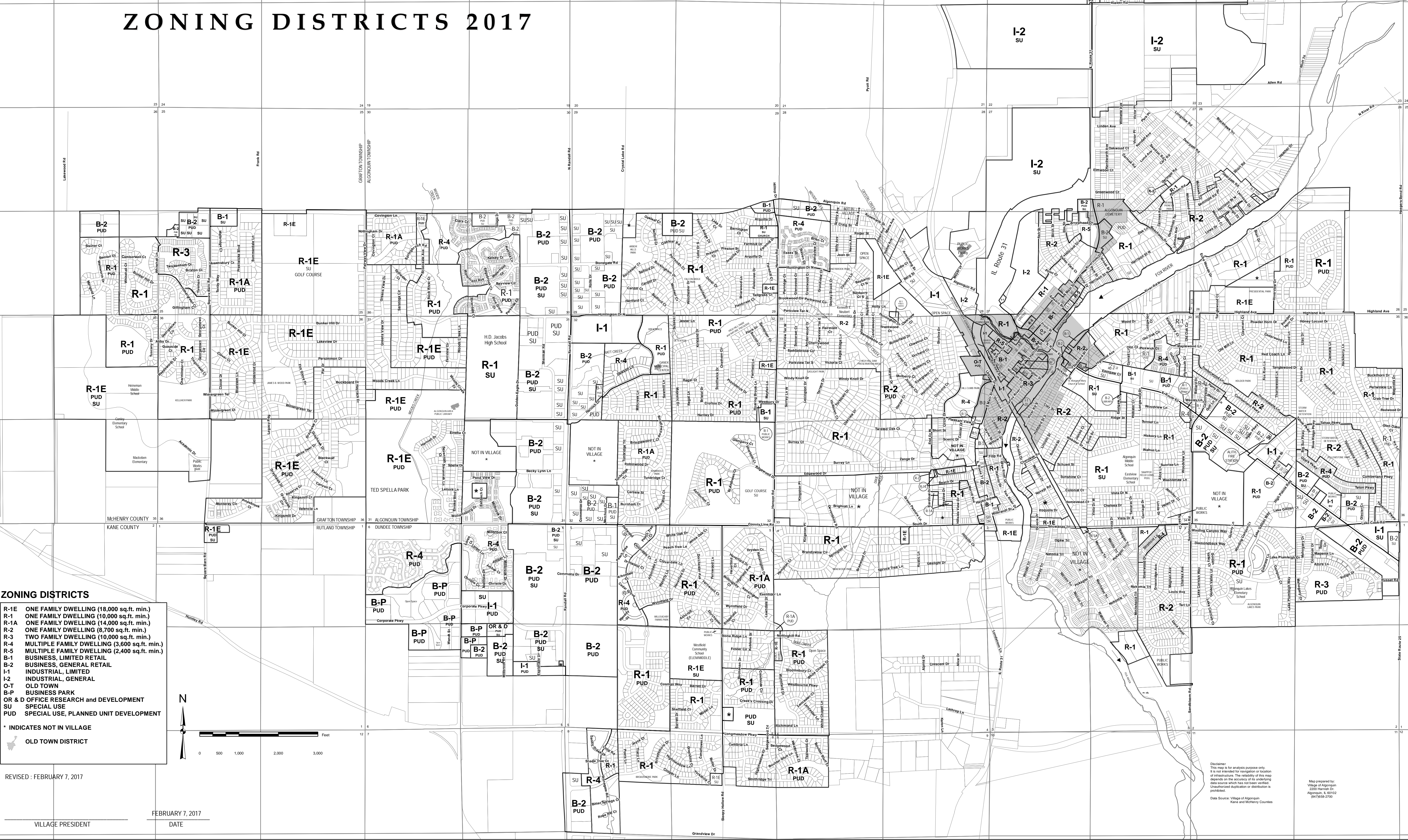




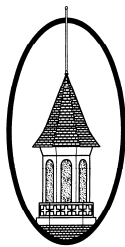
# VILLAGE OF ALGONQUIN

McHENRY / KANE COUNTY, ILLINOIS

## ZONING DISTRICTS 2017







**VILLAGE OF ALGONQUIN**  
*COMMUNITY DEVELOPMENT DEPARTMENT*

**– M E M O R A N D U M –**

DATE: January 24, 2017

TO: Committee of the Whole

FROM: Benjamin A. Mason, AICP, Senior Planner

SUBJECT: **Case No. 2016-14. 1300 Chase – Special Use Permit (outdoor storage)**

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Background

Mr. Joe DiFronzo, has applied for a Special Use Permit for outdoor storage of vehicles and equipment associated with his company's concrete business. D'Land Construction is a concrete contractor that intends to purchase the property at 1300 Chase Street and open their office in the building. The subject property is zoned I-1 Industrial, which allows for the potential of outside storage as a Special Use.



Staff Comments

General concerns related to outdoor storage include screening from view of adjacent properties and roadways, as well as maintenance and upkeep of the property to meet village standards. The petitioner has provided both a letter describing the type of equipment they propose to keep stored outside, as well as a map showing the site layout. The proposed outdoor storage area would primarily be on an existing paved surface at the rear of the building, that abuts Francen & Son Foreign Car Repair. Additional outside storage of vehicles is proposed along the side of the building facing south.



The building is designed for an office/warehouse tenant, and the business would be compatible with the surrounding area which is a mix of office users and automotive services. The petitioner has explained their smaller equipment, such as bobcat vehicles, will be stored inside the building's 5,000 square foot warehouse.

The business is proposing to store some work equipment on site, such as dump trucks and equipment trailers, in particular during the winter months when construction jobs are slow. The petitioner has agreed to install a fence on the south side of the building, to help screen the vehicles and equipment.

#### Planning and Zoning Recommendation

On January 9, 2017 the Planning and Zoning Commission considered the petition and added the following conditions to Staff's recommendation: a) an 8-foot tall board-on-board privacy fence shall be installed along the south lot line; b) storage shall be permitted on the south side of the building provided storage does not exceed the height of the fence; c) a maximum of 12 vehicles or pieces of equipment shall be stored outside.

#### Recommendation

Staff concurs with the Planning and Zoning Commission and recommends approval of the Special Use Permit for outdoor storage at 1300 Chase Street with the following conditions:

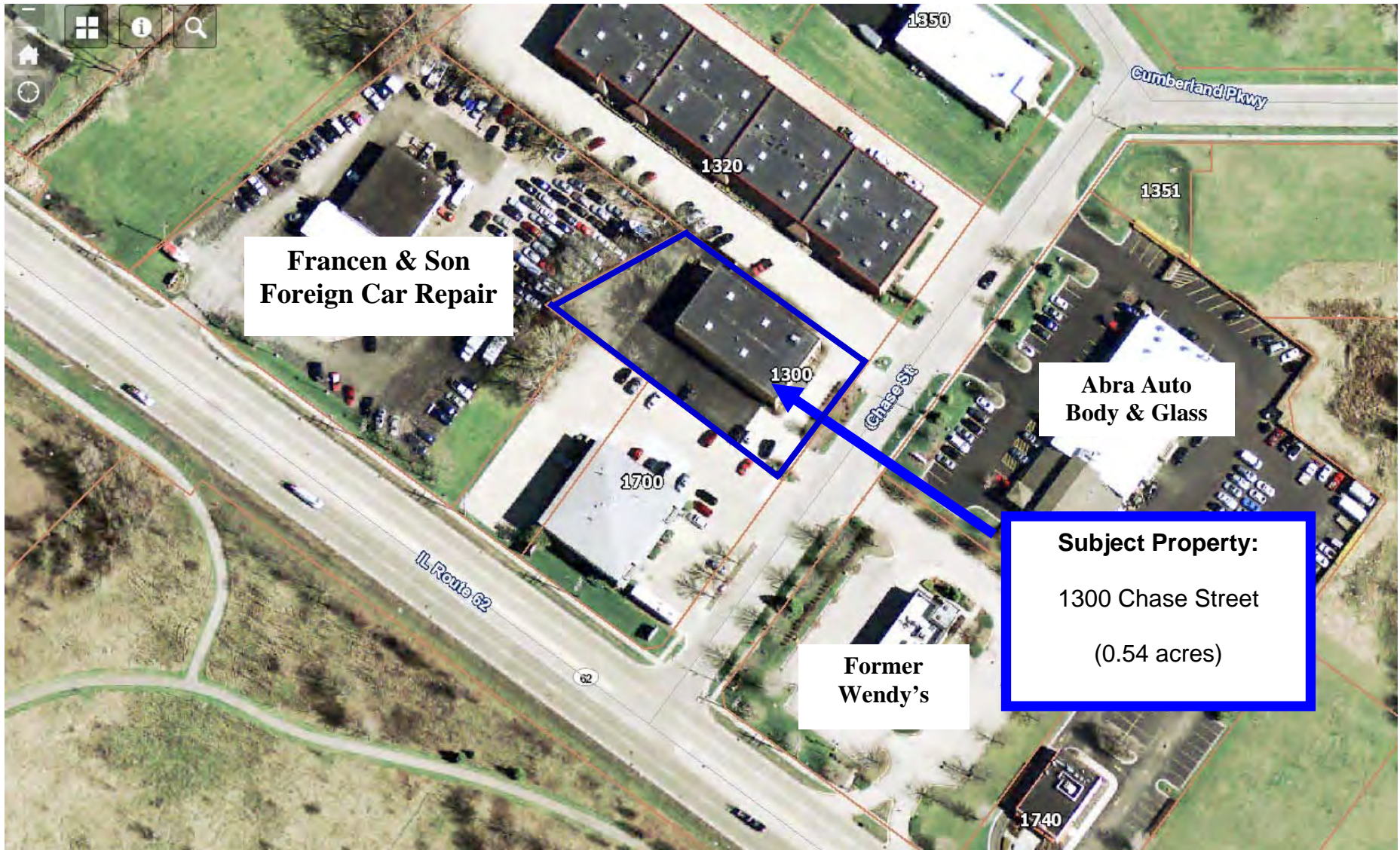
1. An eight- (8) foot tall board-on-board fence shall be installed on the south side of the property in the locations shown on the petitioner's site plan dated November 22, 2016.
2. The fence shall have a solid latchable gate that is to be kept closed at all times, except for when vehicles or equipment are entering or exiting the outdoor storage area.
3. The petitioner shall obtain a building permit for the fence and be required to submit specifications for the fence design for review and approval by the Community Development Department.
4. The lumber rack and contents proposed to be placed in the outdoor storage area shall not exceed the height of the fencing.
5. A maximum of twelve (12) total vehicles or pieces of equipment – of the type described in the petitioner's letter dated November 22, 2016 or substantially similar thereunto – shall be permitted in the outdoor storage area at any one time.
6. All vehicles, trucks and trailers stored in the outdoor storage area shall be registered to and used for the business.
7. All vehicles, trucks and trailers stored in the outdoor storage area shall be functional and maintained in a good operating manner.

8. Outdoor storage of vehicles and equipment shall be kept behind the rear building line as designated with black cross-hatching on the petitioner's site plan dated November 22, 2016.
9. Outdoor storage shall only be permitted on the south side of the building – as designated by the red-highlighted box on the petitioner's site plan dated November 22, 2016 – provided the vehicles and equipment do not exceed the height of the fence.
10. No vehicles, trucks or trailers shall be parked outside the storage area for more than twenty-four (24) hours.
11. Pursuant to Section 21.22 of the Algonquin Zoning Code, for any violation of the conditions of a Special Use Permit, a daily fine, found in Appendix B of the Municipal Code, shall be charged per violation until the violation is corrected. Each day that a violation continues shall be considered a separate offense. The Village shall notify the property owner in writing of the violation and the property owner shall have one day to correct the violation before a fine is charged.

Enclosures: Property Map; P&Z minutes; Petitioner Submittal



# Property in Question Map



**VILLAGE OF ALGONQUIN  
PLANNING AND ZONING COMMISSION  
Meeting Minutes  
William J. Ganek Municipal Center-Board Room  
January 9, 2017  
7:30 p.m.**

**AGENDA ITEM 1:** Roll Call to Establish a Quorum  
Present: Chairperson Patrician, Commissioners Hoferle, Postelnick, Laipert, and Szpekowski.

Absent: Commissioners Neuhalphen and Sturznickel

Staff Members Present: Russ Farnum, Community Development Director; Katie Parkhurst, Senior Planner; Ben Mason, Senior Planner; and Kelly Cahill, Village Attorney.

**AGENDA ITEM 2:** Approval of Minutes from the November 14, 2016 Meeting.  
A motion by Commissioner Hoferle to approve the November 14, 2016 minutes as presented was seconded by Commissioner Szpekowski and a voice vote noted all ayes. The motion carried.

**AGENDA ITEM 3:** Public Comment  
There was no one wishing to make any public comment.

**AGENDA ITEM 4:** Request for a Final PUD and Special Use Permit  
**Case No. 2016-13 Burger King East Algonquin Road**  
Petitioner: Mark Huonder, N-3 Real Estate

**OPEN PUBLIC HEARING AND ESTABLISH QUORUM**

Mrs. Parkhurst called roll to verify a quorum. Present: Chairperson Patrician; Commissioners Hoferle, Szpekowski, Postelnick, and Laipert. Absent: Commissioners Sturznickel and Neuhalphen. Mrs. Parkhurst announced a quorum was present.

**COMMISSION MOTION ON PETITION**

Chairperson Patrician entertained a motion to continue the request for a Final PUD and Special Use Permit for Burger King on East Algonquin Road. Commissioner Szpekowski moved and Commissioner Laipert seconded a motion to recommend continuing the request to the February 13, 2017 Planning and Zoning Commission meeting.

The Roll Call noted the following: Ayes: Chairperson Patrician; Commissioners Hoferle, Laipert, Postelnick, and Szpekowski. Nays: None. Absent: Sturznickel and Neuhalphen. Motion carried 5-0.

**CLOSE PUBLIC HEARING**

**AGENDA ITEM 5:** Request for a Special Use Permit  
**Case No. 2016-14 D'Land Construction**  
Petitioner: Joe DiFronzo, D'Land Construction



## **OPEN PUBLIC HEARING AND ESTABLISH QUORUM**

Mrs. Parkhurst called roll to verify a quorum. Present: Chairperson Patrician; Commissioners Hoferle, Szpekowski, Postelnick, and Laipert. Absent: Commissioners Sturznickel and Neuhalfen. Mrs. Parkhurst announced a quorum was present.

## **PETITIONER COMMENTS**

Ms. Cahill verified that proper notice of the meeting had been posted, and swore in the petitioner. Mr. Joe DiFronzo, owner of D'Land Construction, is looking to relocate for the main office and storage for equipment and trucks for his company. D'Land Construction is a concrete company and they specialize in municipal work for sidewalks, curbs and streets. The company currently leases space in Bensenville and he desires to own a building. Mr. DiFronzo expects to have 8-10 pieces of equipment and vehicles to be stored outside.

## **STAFF COMMENTS**

Mr. Mason reviewed his staff report for the Commission. Outside storage is allowed with a Special Use Permit in I-1 zoning. Proper screening is required for any type of outside storage. Staff is recommending a 6' tall board on board fence to screen the equipment/vehicles and recommend that all items be kept in the fenced in area. Staff recommends moving the gate to line up with the rear wall of the building. Mr. Mason reviewed all the proposed conditions on the outside storage.

## **COMMISSION QUESTIONS/COMMENTS**

Chairperson Patrician inquired if there were any Commissioner questions or comments.

Commissioner Hoferle inquired if any neighbors spoke to the petitioner. Mr. DiFronzo stated no, they have not contacted him personally. Commissioner Hoferle asked if there is any room for landscaping to soften the fence. Mr. DiFronzo stated no, the lot is currently all paved. There is existing fencing on two sides of the property, so the new fence would tie into the existing fences.

Commissioner Postelnick inquired if D'Land will only have 8 trucks or if consideration should be made counting for growth of the company. Mr. DiFronzo stated that smaller equipment would be kept in the building and the larger vehicles would be parked outside. Mr. DiFronzo stated he would like to have some flexibility in the number of vehicles stored on site for when the business grows.

Chairperson Patrician asked about the 8 vehicles now and how would he grow. Mr. Mason explained that staff's recommendation was based off the petitioner's current business and to contain the storage to the rear of the property. If the gate is allowed up the side of the building that would allow for more storage of vehicles. The petitioner would like to have the gate located up front so that the movement of vehicles on site does not involve opening and closing the gate. Staff wants to ensure the area for the storage is well defined for future property maintenance enforcement.

## **PUBLIC COMMENT**

Chairperson Patrician called for public comments.

Mary Kamps, 1700 East Algonquin Road property owner, has owned the building since 2001. They have a dental practice in the building. She is concerned about what will be visible. She viewed the petitioner's

current storage yard in Bensenville and was concerned about what would be stored and visible. She saw flatbeds with bobcats parked on top, so a 6-foot fence will not screen this equipment.

There were no further comments, so Chairperson Patrician closed public comments.

#### **CLOSE PUBLIC COMMENT**

#### **COMMISSION MOTION ON PETITION**

Chairperson Patrician stated the Commissioners should consider the height of the fencing. Mr. DiFronzo stated the smaller equipment will be inside, the current facility does not have any indoor storage space. The proposed location has 5,000 square feet in the warehouse.

Commissioner Hoferle asked about installing an 8-foot tall fence. Mr. DiFronzo stated he is not opposed to the height of the fence. Mr. Mason stated there is currently fencing on the north side which is 6 feet.

Commissioner Szpekowski asked about flexibility for additional vehicles. Mr. Mason stated the Commission could specify where the fence and gate should be located in addition to the number of vehicles.

Chairperson Patrician asked Mrs. Kamps if there is concern about moving the gate further up in front of the garage door. She thought an 8-foot fence was a nice compromise. Chairperson Patrician inquired about the 8-foot fence now with the gate beyond the garage door.

Chairperson Patrician entertained a motion to approve the request for a Special Use Permit for D'Land Construction. Commissioner Hoferle made a motion and Commissioner Postelnick seconded a motion to recommend approval of the request for outdoor storage at 1300 Chase Street, consistent with the plans submitted by the petitioner, the findings of fact listed in the staff report and the conditions recommend by staff with the changes to those conditions as stated: Storage shall be permitted on the south side of the building provided storage does not exceed the height of the fence; the height of the fence installed on the south side of the property shall be an 8-foot board-on-board fence; the gate shall be permitted in the location as shown on the petitioner's site plan, to include the overhead garage door and the service door within the fenced area; and a maximum of 12 vehicles or pieces of equipment shall be stored outside.

The Roll Call noted the following: Ayes: Chairperson Patrician; Commissioners Hoferle, Laipert, Postelnick, and Szpekowski. Nays: None. Absent: Sturznickel and Neuhalfen. Motion carried 5-0.

**AGENDA ITEM 6:** Request for a Final PUD and Special Use Permit

**Case No. 2016-11 OrthoIllinois**

Petitioner: Don Schreiner, Rockford Orthopedic Associates

#### **OPEN PUBLIC HEARING AND ESTABLISH QUORUM**

Mrs. Parkhurst called roll to verify a quorum. Present: Chairperson Patrician; Commissioners Hoferle, Szpekowski, Postelnick, and Laipert. Absent: Commissioners Neuhalfen and Sturznickel. Mrs. Parkhurst announced a quorum was present.

#### **PETITIONER COMMENTS**



# **D'LAND**

## **CONSTRUCTION L.L.C.**

600 S. County Line Road, Suite # 1N  
Bensenville, IL 60106  
P. (630) 694-8600 / F. (630) 694-8601  
DLandConstruction@Sbcglobal.net

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November 22<sup>nd</sup> 2016

Ben Mason  
Senior Planner  
Village of Algonquin

Re: 1300 Chase St. Algonquin

D'Land Construction LLC. is a concrete contractor. D'Land does road work for local municipalities in the Chicago suburbs. Our work mainly consists of curb and gutter and sidewalk removal and replacement.

Below is a list of equipment we will be storing in the storing area marked out on the aerial map:

- Dump Trucks (2 Six Wheeler Dumps)
- Equipment Trailers (4)
- Lumber (Concrete Forms) see Lumber Rack on Map
- Landscaper Dump Trucks (3 Single axle Dumps)

All of this equipment is usually left on jobsite during construction season and will not be in the yard at all times. Also during the winter months of Dec – March Most of the equipment will be put inside the building since there a little to no operations during those months.

**Respectfully**  
**Joe DiFronzo**  
**D'Land Construction, L.L.C**

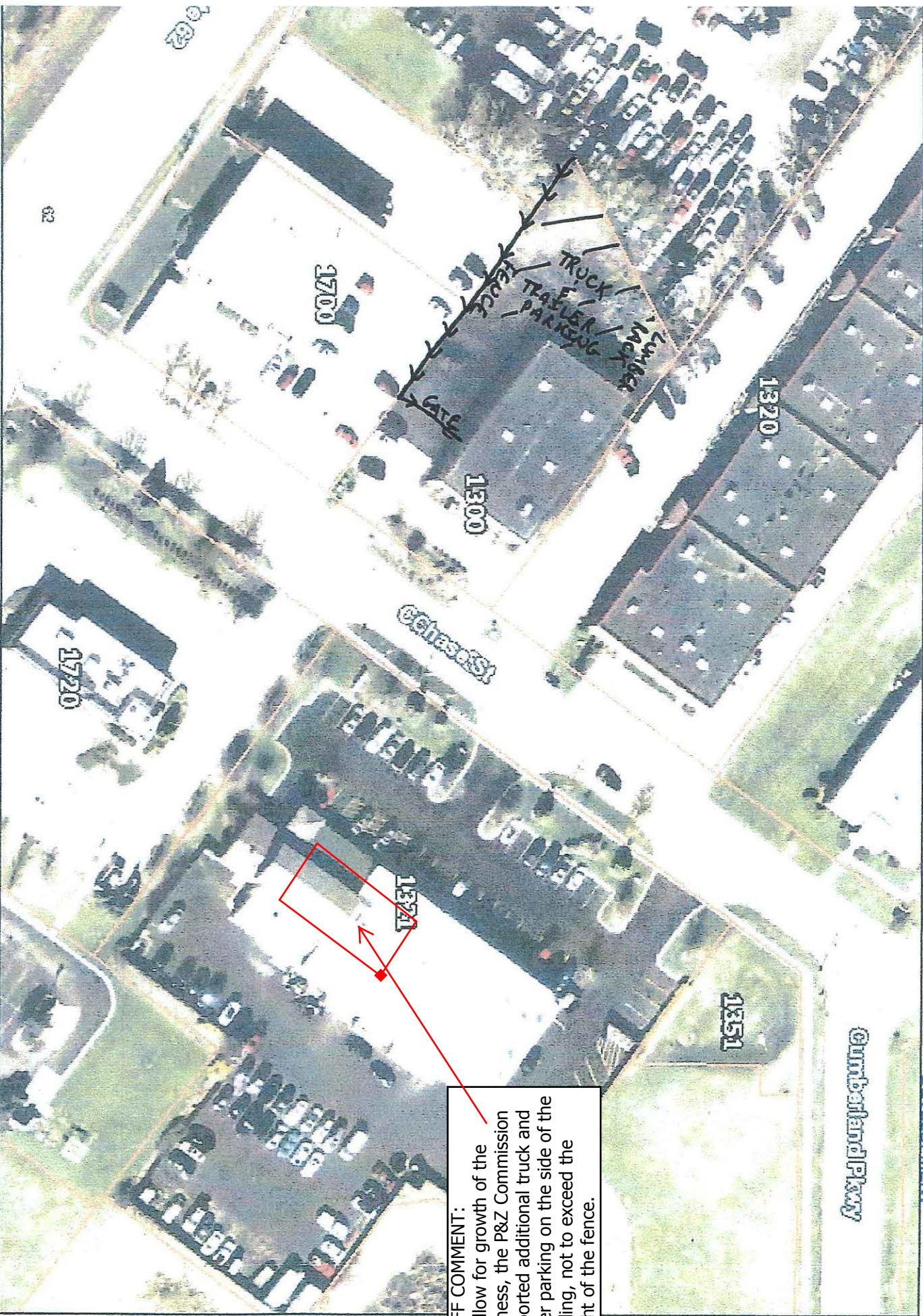


RECEIVED

NOV 22 2016

# Algonquin Basemap Viewer

COMMUNITY  
DEVELOPMENT



STAFF COMMENT:  
To allow for growth of the business, the P&Z Commission supported additional truck and trailer parking on the side of the building, not to exceed the height of the fence.





**VILLAGE OF ALGONQUIN**  
*COMMUNITY DEVELOPMENT DEPARTMENT*

**– M E M O R A N D U M –**

DATE: January 24, 2017

TO: Committee of the Whole

FROM: Benjamin A. Mason, AICP, Senior Planner

SUBJECT: **Case No. 2016-11. OrthoIllinois Algonquin – Final PUD & Special Use**

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Introduction

Mr. Don Schreiner, on behalf of the petitioner Rockford Orthopedic Associates, has submitted a petition to construct a medical office facility on the vacant lot south of the Advocate Sherman Immediate Care Center. The property is zoned B-2, General Retail and the site is generally located at the southwest corner of the intersection of Randall Road and Bunker Hill Drive.

The developer is proposing to construct a new 26,490 square foot orthopedic clinic called OrthoIllinois Algonquin Clinic (rendering at right). Attached is a business plan that outlines their services offered and scope of operations. Please note this location is intended to replace the OrthoIllinois Clinic currently in Crystal Lake.



This petition involves both a request for Final PUD for the development plan, as well as, a Special Use Permit for medical office use.

Staff Comments

Attached are comments on the proposed plans from Public Works and Christopher Burke Engineering. Outlined below are some highlights of the proposal:

**Site Plan/Engineering** – The subject property is a 6.38-acre parcel (Lot 3) in Olsen's Second Resubdivision, which was platted in 1999. The property is located south of Advocate Sherman and in front of the Woods Creek Commons shopping center.

Access to the site will be from Sherman Road to the west, which runs from Bunker Hill Drive down to Harnish Drive. The northernmost entrance to the property will align with the curb cut that is existing on the west side of the frontage road.

The building is oriented to the west and includes a drop-off area under a canopy at the main entrance. There is an existing pedestrian sidewalk along Sherman Road and the developer shall provide a connection east through the site to link to the sidewalk in front of the building. The sidewalk shall be extended around all four (4) sides of the building, to provide pedestrian as well as Fire Department access to the entire building.

There are a total of 132 parking spaces proposed on the site, which is greater than the village's minimum requirement of 106 spaces for a building of this size (26,490 square feet = 106 spaces @ 4 spaces per 1,000sf). The main parking field adjacent to Sherman Road will be for patients and visitors to the office, while the spaces at the rear of the building will generally be for use by staff and employees of the clinic.

The developer shall be required to extend curbing on both sides of all driveways and parking lot areas on site. The proposed wheel stops in the rear lot behind the building shall be eliminated, nor would they be necessary once curbing is extended all along the eastern parking lot.

Both the Village Engineer and Public Works Department have noted required changes and modifications to the proposed utility plan drawings, including the need to install storm sewer pipe to convey runoff from the parking lot south to the existing storm manhole along the southern property line.

**Photometric Plan** – The developer shall submit catalog cuts of the proposed pole- and wall-mounted fixtures to staff for review and approval prior to construction. The light fixtures shall comply with village standards, and consist of metal halide or LED, flat black painted posts, downcast lights, and have bulbs flush with housing on 25-foot poles. Light fixtures shall not have a tilt. All wall-mounted lights on the building shall be shielded and downcast with the housing covering the lumens.

**Landscape Plan** – Village Staff sent a copy of the development plans to McHenry County DOT for review and the developer shall be required to modify their landscaping plan accordingly to accommodate the county's right-of-way acquisition. For example, the location of the proposed monument sign may need to be shifted inward on the site, depending on forthcoming comments from the county. Staff is comfortable though with the overall layout of the site plan, as the proposed setback of the parking lot and building pad is consistent with the Advocate Sherman property to the north.

Foundation landscaping is proposed at the front and rear of the building, and shall be added to the north and south sides as well, to supply additional greenery. The landscape plans shall be revised to incorporate comments from Public Works to increase tree diversity on the site. Additionally, the developer shall submit a landscape and maintenance plan for the



balance of the site, south of the proposed building pad and parking lot; currently, the property is occupied by opportunistic plant species and vegetation that appear to be somewhat scruffy and unkempt, and the developer shall provide a more formal landscape plan for the portion of the site that extends south toward the detention pond.

**Signage** – The proposed monument sign and wall sign drawings shall be revised to address Community Development staff’s comments. In particular, the sign face of the proposed monument sign is too large and needs to be reduced to meet village standards. Additionally, one of the three wall signs proposed shall be eliminated, as the village’s Sign Code permits a maximum of only two (2) wall signs for a free-standing building.

**Architecture** – The building’s main entrance is oriented toward Sherman Road to the west. An employee entrance will be located at the rear of the building, facing Randall Road. The proposed architecture offers varied roof lines and building materials to add interest. The building is one-story, and much of the side and rear elevations will consist of a stone base and brick façade. The front of the building will feature a glass entrance to provide for significant natural light for the interior lobby. Consistent with the building’s earth tone colors, light gray panels will be used for sections on the east and west elevations, to break up the lower flat roofline and accent areas of the building that will serve as physical therapy and staff conference rooms.

Staff recommends the developer extend the building’s stone base underneath the windows, to provide a more uniform appearance between the brick and panel sections of the building. The stone base would soften the appearance of the large window openings, which currently have a look similar to overhead garage doors that would more commonly be seen on industrial or automotive buildings. A stone base around the entirety of the building would also “ground” the building visually.

#### Planning and Zoning Recommendation

On January 9, 2017 the Planning and Zoning Commission considered the petition and unanimously recommended approval (5-0) of the request for the Final PUD and Special Use Permit, subject to the conditions listed by staff.

#### Recommendation

Staff concurs with the Planning and Zoning Commission and recommends approval of the Final Planned Unit Development as well as a Special Use Permit for medical office with the following conditions:

1. That site construction shall not commence until a site development permit has been issued by the Village.
2. The Site Plan as prepared by Eriksson Engineering Associates, Ltd. dated November 17, 2016 shall be revised to incorporate comments from the December 15, 2016 Christopher Burke memo and the December 22, 2016 Public Works memo. The developer shall provide a pedestrian connection between the sidewalk on Sherman

Road and the sidewalk proposed in front of the building. The building's sidewalk shall be extended around all four (4) sides of the structure, to provide pedestrian as well as Fire Department access to the entire building.

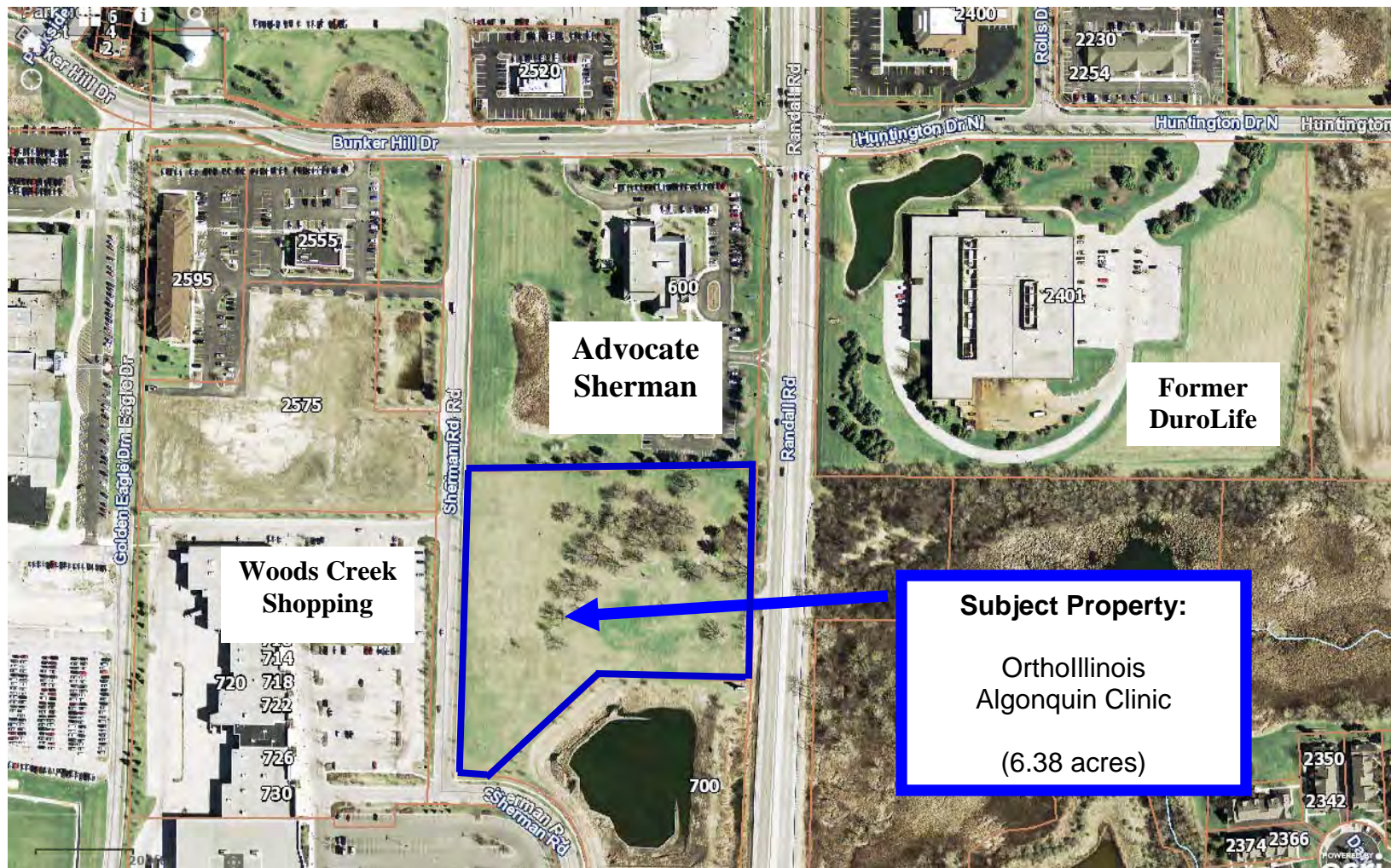
3. The Engineering Plans as prepared by Eriksson Engineering Associates, Ltd. dated November 17, 2016 shall be revised to incorporate comments from the December 15, 2016 Christopher Burke memo and the December 22, 2016 Public Works memo. The developer shall be required to extend curbing on both sides of all driveways and parking lot areas on site. The proposed wheel stops in the rear lot behind the building shall be eliminated. Storm sewer pipe shall be installed to convey runoff from the site to the existing detention pond to the south. Fire hydrant locations shall be added to the site and engineering plans and should be within 100 feet of the building.
4. The Photometric Plan as prepared by Harwood Engineering Consultants, Ltd. dated November 1, 2016 shall be revised to incorporate comments from the December 15, 2016 Christopher Burke memo and the December 22, 2016 Public Works memo. The parking lot light fixtures shall meet village standards of metal halide or LED lights, the lens flush with the housing on 25-foot poles, flat black poles and fixtures, downcast lights and no exposed bulbs. The developer shall submit catalog cuts of the proposed pole- and wall-mounted light fixtures to Community Development Department staff for review and approval prior to installation.
5. The Landscape Plan as prepared by Eriksson Engineering Associates, Ltd. dated November 17, 2016 shall be revised to incorporate comments from the December 15, 2016 Christopher Burke memo and the December 22, 2016 Public Works memo. Foundation landscaping shall be added to the north and south sides of the building. The developer shall also be required to modify the landscaping plan to accommodate McHenry County's land acquisition for the widening of Randall Road; modifications may include items such as relocation of the proposed monument sign and landscape plantings out of the right-of-way. The developer shall provide a formal landscape plan for the portion of the site that extends south of the parking lot toward the detention pond.
6. The Building Elevations as prepared by AMB Development Group dated November 1, 2016 shall be revised to incorporate staff comments. The building's stone base shall be extended underneath the windows on all four sides, to provide a more uniform appearance between the brick and panel sections of the building.
7. The sign elevations prepared by AMB Development Group dated November 1, 2016 shall be revised to incorporate comments from the December 5, 2016 Building Department memo. The proposed monument sign shall be revised to meet the Village's Sign Code requirements, including a brick or stone frame around all four sides and a decorative stone cap. The wall sign drawings shall be revised to include measurements and dimensions. A maximum of two (2) wall signs is permitted in accordance with the Village's Sign Code regulations. The developer shall be required to obtain all

appropriate sign permits from the Community Development Department prior to construction.

Enclosures: Property Map; P&Z minutes; Staff & Consultant memos; Plan Submittal



# Property in Question Map



current storage yard in Bensenville and was concerned about what would be stored and visible. She saw flatbeds with bobcats parked on top, so a 6-foot fence will not screen this equipment.

There were no further comments, so Chairperson Patrician closed public comments.

#### **CLOSE PUBLIC COMMENT**

#### **COMMISSION MOTION ON PETITION**

Chairperson Patrician stated the Commissioners should consider the height of the fencing. Mr. DiFronzo stated the smaller equipment will be inside, the current facility does not have any indoor storage space. The proposed location has 5,000 square feet in the warehouse.

Commissioner Hoferle asked about installing an 8-foot tall fence. Mr. DiFronzo stated he is not opposed to the height of the fence. Mr. Mason stated there is currently fencing on the north side which is 6 feet.

Commissioner Szpekowski asked about flexibility for additional vehicles. Mr. Mason stated the Commission could specify where the fence and gate should be located in addition to the number of vehicles.

Chairperson Patrician asked Mrs. Kamps if there is concern about moving the gate further up in front of the garage door. She thought an 8-foot fence was a nice compromise. Chairperson Patrician inquired about the 8-foot fence now with the gate beyond the garage door.

Chairperson Patrician entertained a motion to approve the request for a Special Use Permit for D'Land Construction. Commissioner Hoferle made a motion and Commissioner Postelnick seconded a motion to recommend approval of the request for outdoor storage at 1300 Chase Street, consistent with the plans submitted by the petitioner, the findings of fact listed in the staff report and the conditions recommend by staff with the changes to those conditions as stated: Storage shall be permitted on the south side of the building provided storage does not exceed the height of the fence; the height of the fence installed on the south side of the property shall be an 8-foot board-on-board fence; the gate shall be permitted in the location as shown on the petitioner's site plan, to include the overhead garage door and the service door within the fenced area; and a maximum of 12 vehicles or pieces of equipment shall be stored outside.

The Roll Call noted the following: Ayes: Chairperson Patrician; Commissioners Hoferle, Laipert, Postelnick, and Szpekowski. Nays: None. Absent: Sturznickel and Neuhalfen. Motion carried 5-0.

**AGENDA ITEM 6:** Request for a Final PUD and Special Use Permit

**Case No. 2016-11 OrthoIllinois**

Petitioner: Don Schreiner, Rockford Orthopedic Associates

#### **OPEN PUBLIC HEARING AND ESTABLISH QUORUM**

Mrs. Parkhurst called roll to verify a quorum. Present: Chairperson Patrician; Commissioners Hoferle, Szpekowski, Postelnick, and Laipert. Absent: Commissioners Neuhalfen and Sturznickel. Mrs. Parkhurst announced a quorum was present.

#### **PETITIONER COMMENTS**

Ms. Cahill verified that proper notice of the meeting had been posted, and swore in the petitioners. Gilbert Sass, architect, and Don Schreiner, CEO for Rockford Orthopedic Associates, were sworn in and introduced themselves. OrthoIllinois is a group of orthopedic doctors based in Rockford that have a few other locations and are continuing to expand. They wish to combine the Crystal Lake and Huntley locations into one in Algonquin. They will have 14-15 providers in the new building. The services include physical therapy, x-ray, MRI, clinics, and doctor offices.

### **STAFF COMMENTS**

Mr. Mason reviewed his staff report for the Commission. Mr. Mason explained the orientation of the building will be towards Sherman Road with access points only on Sherman, none on Randall Road. The building illustrations show a one-story building with various roof heights and material changes to provide interest to the building. Staff is recommending that the stone base be extended under the windows on all elevations to provide more uniformity to the building.

### **COMMISSION QUESTIONS/COMMENTS**

Chairperson Patrician inquired if there were any Commissioner questions or comments.

Commissioner Szpekowski inquired how much landscaping will be on the side facing Randall Road. Mr. Sass showed the proposed landscaping will be trees on that side of the building. They explained they will maintain and continue to improve on the landscaping each year.

Commissioner Hoferle inquired about the lattice-type canopy for the entrance. Mr. Sass explained that it is completely covered, what showed up on the drawings is the framing for the canopy. Commissioner Hoferle inquired about the color of the materials for the building. Building material samples were shown.

Commissioner Szpekowski inquired how privacy is maintained with so many windows. Mr. Sass explained any windows in the exam rooms are up high. There are windows in the physical therapy area as they want people to see people working out and getting better.

Chairperson Patrician inquired if there is a hospital affiliation. Mr. Schreiner stated they work with both Centegra and Advocate. All insurance is accepted at this time, like Medicaid and Medicare. Chairperson Patrician confirmed that access will only be from Sherman Road, no access to Randall Road.

Commissioner Laipert asked about the size of the sign. Mr. Sass stated the logo is 6 feet. Mr. Mason explained that only two wall signs are permitted, that would include the logo.

### **PUBLIC COMMENT**

Chairperson Patrician called for public comments. There were none, so Chairperson Patrician closed public comments.

### **CLOSE PUBLIC COMMENT**

### **COMMISSION MOTION ON PETITION**

Chairperson Patrician entertained a motion to approve the request for a Final PUD and Special Use Permit for OrthoIllinois. Commissioner Szpekowski moved and Commissioner Hoferle seconded a motion to recommend approval of the request, consistent with the plans submitted by the developer, the conditions recommended by staff, and the findings of fact as presented to the Commission.



The Roll Call noted the following: Ayes: Chairperson Patrician; Commissioners Hoferle, Laipert, Postelnick, and Szpekowski. Nays: None. Absent: Commissioners Sturznickel and Neuhalfen. Motion carried 5-0.

## **CLOSE PUBLIC HEARING**

**AGENDA ITEM 7:** Request for a Special Use Permit  
**Case No. 2016-12 Medical Cannabis Dispensary**  
Petitioner: Ross Morreale, IL DISP III, LLC

## **OPEN PUBLIC HEARING AND ESTABLISH QUORUM**

Mrs. Parkhurst called roll to verify a quorum. Present: Chairperson Patrician; Commissioners Hoferle, Szpekowski, Postelnick, and Laipert. Absent: Commissioners Sturznickel and Neuhalfen. Mrs. Parkhurst announced a quorum was present.

## **PETITIONER COMMENTS**

Ms. Cahill verified that proper notice of the meeting had been posted, and swore in the petitioner. Mr. Morreale introduced himself and explained that he is a partner in the cultivation center and other dispensaries in Illinois. The State of Illinois has required strict security and control requirements for the facility which Mr. Morreale will comply with and is familiar with since he has other facilities.

## **STAFF COMMENTS**

Mr. Farnum reviewed his staff report for the Commission. Mr. Farnum explained the State requirements and what the Village is permitted to require. Staff feels the location is appropriate and will be easily policed by our Police Department. Staff has recommended additional security measures in response to concerns by neighboring businesses and the police department, such as 24-hour video surveillance of the building and parking lot. Signage will be minimal for this location as well. Sale of the cannabis and paraphernalia can only be sold to those with a prescription.

## **COMMISSION QUESTIONS/COMMENTS**

Chairperson Patrician inquired if there were any Commissioner questions or comments.

Commissioner Hoferle asked for the clarification as to the location being central in the County as noted in the report. Mr. Farnum explained the location is central in terms of population density of the County, not the physical location. Commissioner Hoferle inquired as to what was the reasoning for the restriction of 1,000 feet from Randall Road. Mr. Farnum explained that restriction was added in the Zoning Ordinance to restrict this use from taking retail space on Randall Road. Commissioner Hoferle inquired why there is a test phase or limit to the application process ending in 2017. Mr. Morreale explained there were some dispensaries that were not awarded or built in the first round of applications, so the State will be opening a second round shortly. There will only be one license permitted by the State for a dispensary to open in McHenry County.

Commissioner Szpekowski asked about facilities in Kane County and Lake County since Algonquin is located adjacent to these counties. Mr. Morreale stated there are open facilities in Mundelein, North Aurora, and Schaumburg. Mr. Morreale is part of the ownership of a dispensary in Effingham and a cultivation center in the middle of the state.



# VILLAGE OF ALGONQUIN

## PUBLIC WORKS DEPARTMENT

### – M E M O R A N D U M –

DATE: *Thursday, December 22, 2016*  
TO: *Ben Mason*  
FROM: *Shawn M. Hurtig*  
SUBJECT: *Public Works Review # 1 – FINAL PUD Submittal*  
*Ortho Illinois of Algonquin (CD2016-11)*

---

Please find below the Village of Algonquin comments, concerns, and issues regarding the subject project.

#### Plan Review Comments:

<u>PAGE</u>	<u>ISSUE</u>
Misc.	A title sheet is necessary that includes project name, developer contact info, revision block, engineers stamp, site location map, index of sheets, etc.. per ordinance
Misc.	A plat of survey is necessary
Misc.	Provide a copy of the Ph. 1 Environmental Report
Misc.	Provide a copy of the Geotechnical Report
Misc.	Provide a copy of the McHenry County DOT comments and/or permit for work within Randall Rd ROW
Misc.	Tree Survey shall include which are to be removed, a total qty of dbh to be removed, and the reforestation calculation and/or fee.
Misc.	It is requested that Sherman Drive sidewalk along the full length of the property be raised to be at least 2% above curb line. This will require the removal and replacement of all the parkway trees. A credit for those replacements can be added to the reforestation number (removal of existing parkway trees on Sherman to accommodate new walk grade will not count towards removal dbh number)
Grading	The ROW, including apron & sidewalk must drain to Sherman Drive.
Removal	Indicate at least an 18" wide Class D patch in front of all curb removal and or installation locations along Sherman Drive
Grading	Indicate (symbolize) all reverse pitch curb
Misc.	All parking lots must be curbed (prefer B6:12), the Village does not allow for parking bumpers on new installations
Utility	The sanitary inspection MH must be located within 10 feet of the building and be fully accessible (not in a parking stall)
Utility	The Village sanitary sewer main shall be extended to at least the proposed project property line. The Village main must be installed in either the existing Sherman Drive Right of Way or in a permanent easement (with temporary rights to construct. The main shall be installed in an accessible area (ie not between retaining walls). The proposed project service shall not go beyond property line and must wye into the public main.
Utility	The Village prefers the domestic/fire service (14" x 6") be conducted by a cut in tee then valve in vault (within utility easement).
Misc.	Please fill out the Water Customer Data sheet (attached)

Misc.	The domestic service line shall be tapped 5 feet outside of building line. A b-box shall be added and copper line run separately into utility room
Utility	The parking lot is far too large for just two storm water structures. Add additional structures to the west lot, and indicate structures in the east lot (as it must be fully curbed).
Utility	Storm sewer runs shall connect to the existing stub provided to the existing detention facility (storage capacity provided). A 36" stub to the property has been provided (see attached storm sewer exhibit)
Utility	Add note "all roof downspouts must connect directly to the storm sewer system, it is not permitted to have downspouts discharge at grade"
Misc.	A 10 foot wide PCC multi-use path shall be installed from the proposed Sherman Drive crossing to the proposed wye connection on the East side of Sherman
Misc.	Provide a PCC pedestrian sidewalk connecting the building to the right of way sidewalk / path
Landscape	The site does not meet the 20-10 rule for tree diversity. Only 20% of the total tree qty can be from a single genus and only 10% can be of a specific species. As an example if you have 10 trees, only 2 can be of the Oak genus, and only 1 can be a Red Oak (species), the other must be a different species of Oak (Burr, White, etc...)
Landscape	Add foundation plantings to the North and South sides of the building. Increase plant density and color to all foundation plantings
Landscape	Monument sign plantings shall be added
Landscape	It appears that the landscape plan does not match the parking lot geometry. There are plants shown in the far west parking stalls of the west lot.
Landscape	Add perennials to the north side of the north entrance and to the south side of the south entrance
Landscape	Add mulch rings to all existing trees on the property that are to remain
Landscape	Indicate restoration of the sanitary sewer line (along Sherman) and pavement removal (near Randall) areas beyond the limits shown.
Landscape	It is requested that the land not be disturbed by the project but within the lot be fine graded and seeded as it is to be maintained as turf grass.
Landscape	Sheet C300 "Grading & Paving" calls out for vegetated swales. As noted in a previous comment, the storm sewer shall connect directly to existing storm sewer stub. However, if some amount of BMP is still proposed prior to the detention facility, please note that due to the size of these swales the Village does not recommend installing native vegetation (will be quickly overrun by invasives, will be difficult to establish due to only periodic flows, and will likely not have an appropriate long term management plan).

Cc: Project File (listed in footer)

Attachments: None





**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

December 15, 2016

Village of Algonquin  
2200 Harnish Drive  
Algonquin, IL 60102

Attention: Ben Mason, Senior Planner

Subject: Orthollinois Algonquin – FIRST REVIEW  
Algonquin Case No. 2016-11  
(CBBEL Project No. 07-0272.00094)

Dear Ben:

We have reviewed the following documents related to the aforementioned project:

- Engineering Improvement Plans prepared by Eriksson Engineering Associates, Inc. bearing a revision date of November 17, 2016
- Electrical Site Calculation Plan ESC100 prepared by Harwood Engineering Consultants, Ltd. bearing a revision date of November 1, 2016
- Architectural Plan Sheets A100 thru A310 prepared by Michael Jansen, Architect bearing a revision date of November 17, 2016
- Drainage Summary prepared by Eriksson Engineering Associates, Inc. bearing a revision date of November 16, 2016.

It is our understanding that this project will be presented to the Planning and Zoning Commission in January of 2017. We offer the following comments for your consideration.

**ENGINEERING IMPROVEMENT PLANS**

Sheet C000

1. The word Sherman is misspelled in the descriptions for site benchmarks #1 and #2 (typical to all applicable plan sheets).
2. Approximate beginning and ending dates for the entries in the INTENDED SEQUENCE OF MAJOR SEDIMENT AND EROSION CONTROL MEASURES should be added to the plan sheet.
3. A project location map should be added to the plan sheet.

4. The thickness of the binder course in both the standard and heavy duty asphalt pavement sections should be made equivalent (3 inches) for ease of construction. The aggregate base thickness for the form section can be thinned by the engineer if so desired (typical to all applicable sheets).

#### Sheet C100

5. The location of Site Benchmark #1 should be noted on the plan sheet on the hydrant along Sherman Road near the center of the lot.
6. The identity of the various dashed lines on the plan sheet should be specified; either easement or setback lines.
7. A symbol for reverse pitch curb and gutter should be added to the LEGEND (typical to all applicable plan sheets).

#### Sheet C200

8. All utility structures shall be given unique identifiers.
9. The inverts of the proposed sanitary sewer are missing from the plan sheet.
10. It is not clear if the 8-inch sanitary sewer is meant to be a public main or a long 8-inch diameter service line. The engineer should identify what the design intent is. If it is a public main, it will either have to be constructed within the Sherman Road right-of-way or an easement in private property dedicated for it.
11. The east-west segment of the aforementioned pipeline should be constructed of 6-inch diameter pipe unless the anticipated flow from the building will require it to be 8-inch as proposed.
12. A sanitary inspection manhole shall be constructed on the aforementioned 6-inch service line.
13. The off-site extension for the proposed sanitary sewer is not shown within the plan set.
14. The proposed b-box on the water service to the structure shall be replaced with a valve vault.
15. The runoff for the site should be rerouted in storm sewers to the existing storm manhole along the south property line which discharges directly into the existing detention pond versus discharging overland into a swale which ultimately leads to the same destination.

16. In connection with the above, an additional storm inlet/catch basin should be constructed on the south end of the east parking lot to collect the runoff from this area and serve as a point of connection for the building downspouts.
17. The number of noted parking stalls along the west side of the west parking lot should be revised from 12 to 14.
18. The number of noted parking stalls in the third parking line from the west side of the west parking lot should be revised from 15 to 14.
19. The number of noted parking stalls along the west side of the east parking lot should be revised from 11 to 9.
20. The total number of noted parking stalls should be revised from 103 to 102.

#### Sheet C300

21. The parking lots and driveways should be curbed on all sides. The proposed grading of the adjacent turf area will need to be adjusted accordingly.
22. Large portions of the proposed curbing will need to be constructed with reverse pitch gutters and should be depicted as such on the plan view.
23. The use of the depressed curb along the two parking stalls at the northwest corner of the building does not appear to be necessary.
24. The proposed bumper blocks for the east parking lot can be eliminated since curbing will now be constructed.
25. The use of ADA detectable warnings should be shown at both driveway entrances along Sherman Road.
26. The required stabilized construction entrance and the concrete washout areas should be depicted on the plan sheet.
27. The use of inlet filters should be added to the proposed storm sewer inlet structures.
28. The proposed vegetate swale and permanent turf reinforcement on the east side of the east parking lot can be eliminated if so desired by the engineer as the storm sewer outfall will be revised per previous comments in this letter. The use of ditch checks during construction to prevent erosion still should be called for.



29. The proposed native planting area south of the proposed building can be eliminated if so desired by the engineer as the storm sewer outfall will be revised per the previous comments in this letter.

#### Sheet C401

30. The standard details for the domestic water service and the flared end section can be deleted from the plan sheet as neither will be applicable to the revised plans.

#### Sheet C402

31. The standard detail for the parking lot pavements can be deleted from the plan sheet as the proposed pavements are thicker than the ones depicted.
32. A standard detail for a stabilized construction entrance should be added to the plan sheet.

#### Sheet C403

33. The standard details for the wheel stop and gate valve in box can be deleted from the plan sheet as neither will be applicable to the revised plans.
34. A standard detail for valve in vault should be added to the plan sheet.

#### Sheet L100

35. The callout for the proposed flared end section invert should be deleted from the plan sheet.
36. The turf restoration applicable to the revised storm sewer system should be depicted on the plan sheet.

#### Sheet ESC100

37. Please provide project specific catalog cuts of the proposed luminaires and light standards including make and exact model numbers of the proposed equipment which was used in the site lighting photometric calculations. If any other fixture type or pole type is to be utilized on this project, a revised Photometric Plan must be submitted for review.
38. There is no mounting height shown for either the site or wall mounted luminaires. Please provide this information in the Photometric Plan.

## STORMWATER COMMENTS

The detention for this site has been provided for within the existing detention basin located to the south of the site per information provided by the Village on a nearby project. ***NO RESPONSE REQUIRED***

## OUTSIDE PERMITTING AGENCIES

- 39. A permit will be required from the IEPA for the proposed sanitary sewer extension unless this is to be a single service line to the proposed facility.
- 40. A permit will be required from the IEPA for the site disturbance associated with this project.
- 41. A permit is required from the Kane County Division of Transportation for the work to be performed within the Randall Road right-of-way.

Sincerely,



Paul R. Bourke, PE CFM  
Assistant Head, Municipal Department



Michael E. Kerr, PE  
Executive Vice President



# Algonquin-Lake in the Hills Fire Protection District

1020 West Algonquin Road • Lake in the Hills, IL 60156 • (847) 658-8233 • Fax: (847) 854-2609

December 6, 2016

To: Ben Mason  
Village of Algonquin

From: Mike Murphy  
Algonquin/LITH F.P.D.

Re: #2016-11 OrthoIllinois Algonquin  
700 S. Randall

The Fire District requires access to all four sides of a building for our vehicle and/or equipment. There are multiple ways to achieve this requirement:

1. Extend the parking lot around the building
2. Provide a Fire Lane for our vehicles
3. Provide concrete sidewalks around the building, close enough to be used for the placement of ground ladders.

Fire hydrants were not shown and should be within 100' of the building.

Trustees

Rick Naatz  
John Bradach  
Michael Markowitz  
Bruce Toussaint  
Charles Teson

Fire Chief

Peter Van Dorpe

Commissioners

Jeff Harper  
Tamara Miner-Corso  
Timothy Ross





**VILLAGE OF ALGONQUIN**  
*COMMUNITY DEVELOPMENT DEPARTMENT*

**- M E M O R A N D U M -**

DATE: December 5, 2016

TO: Ben Mason, Senior Planner

FROM: Diane LaCalamita, Building Inspector *Diane*

SUBJECT: **Proposed signage for OrthoIllinois @ 700 S. Randall Road**  
**Case No. 2016-11**

---

Per your request, I have reviewed the exterior signage proposed for the future OrthoIllinois Randall Road location and have found the following:

**1. Monument Sign:**

- A. The proposed monument sign is 12' high which is acceptable.
- B. The proposed monument sign face is 85 s.f. which is larger than the 64 s.f. maximum permitted per our adopted Sign Code.
- C. The location of the monument sign seems to be at least 5' from the existing lot line. Consideration should be given to the fact that future Randall Road widening may not permit a monument sign within this location. I cannot tell if their proposed location is within any dedicated easements due to the small print provided. Monument signs will not be allowed to go into any dedicated easement areas.
- D. The proposed monument sign is not framed in brick as required by our adopted Sign Code, nor can I tell if the design provides for the required ornate stone cap.
- E. I cannot determine if the white illuminated background is opaque or not in design. Our Sign Code does not permit for illuminated white backgrounds on monument sign unless the background is opaque.
- F. Dense landscaping that is equally attractive during both winter and summer months shall be provided at the base on the monument sign; I do not see any landscaping within this area on the plans.

**2. Directional Parking Lot Sign:**

- A. I could not tell where the "entrance" sign was proposed to be installed. Such signs shall be setback 5' from any property line.
- B. The proposed sign is 3' in height which is acceptable.
- C. The proposed sign is 6 s.f. which is larger than the 3 s.f. maximum permitted per our adopted Sign Code.
- D. Such sign should be limited to one logo and one word (i.e. entrance, exit, enter); the proposed sign has the address on it.

**3. Wall Signs:**

- A. They are proposing three (3) wall signs while our Sign Code permits only two (2) wall signs.
- B. There are no dimensions provided for the signage, however, with the renderings provided the sizes appear to be acceptable.

## OrthoIllinois - Algonquin Clinic

### Business Plan

OrthoIllinois plans to build a 26,000-square foot orthopedic clinic located at the property on Randall Road, Algonquin, immediately south of the Sherman Medical Office Building. This location will replace the OrthoIllinois Crystal Lake Clinic and become the central location for its Eastern Division operations.

The Algonquin Clinic will provide the following musculoskeletal services:

- Orthopedic Operative Subspecialties including:
  - Hand & Upper Extremity
  - Sports Medicine
  - Total Joint
  - Spine
  - Pediatrics
  - Neurosurgery
- Orthopedic Non-Operative Specialties including:
  - Family Practice
  - Sports Medicine
  - Physiatry
  - Rheumatology
- Ortho Express - Orthopedic Urgent Care Center
- Rehabilitation Services - Physical and Occupational Therapy
- MRI
- FitRight - Orthotic & Prosthetic Services

The Algonquin Clinic will employ a total of 60 staff including nurses, physician assistants, therapists, radiologists, and administrative staff. It is projected that this location will generate 225 daily patient visits. A typical patient visit includes a caregiver or family member.

The Algonquin Clinic's hours of operation are:

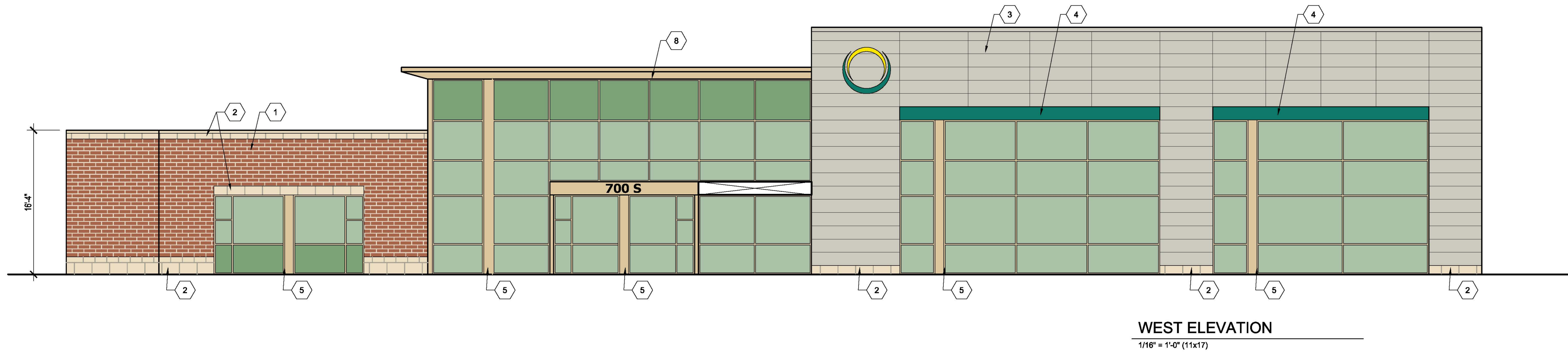
- Mon-Fri: 8:00 am - 8:00 pm
- Sat/Sun: 10:00 am - 4:00 pm

OrthoIllinois, founded in 1967, is a leading provider of bone and joint medical services with over 150,000 sf of practice space in Rockford IL and the surrounding communities. OrthoIllinois provides comprehensive musculoskeletal medical services including ambulatory surgery at its Rockford ambulatory surgery centers. OrthoIllinois includes 38 physicians throughout its network.



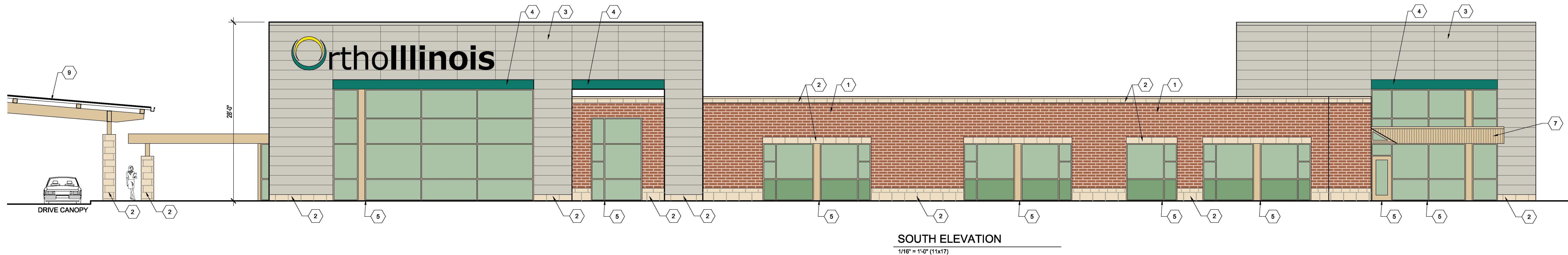






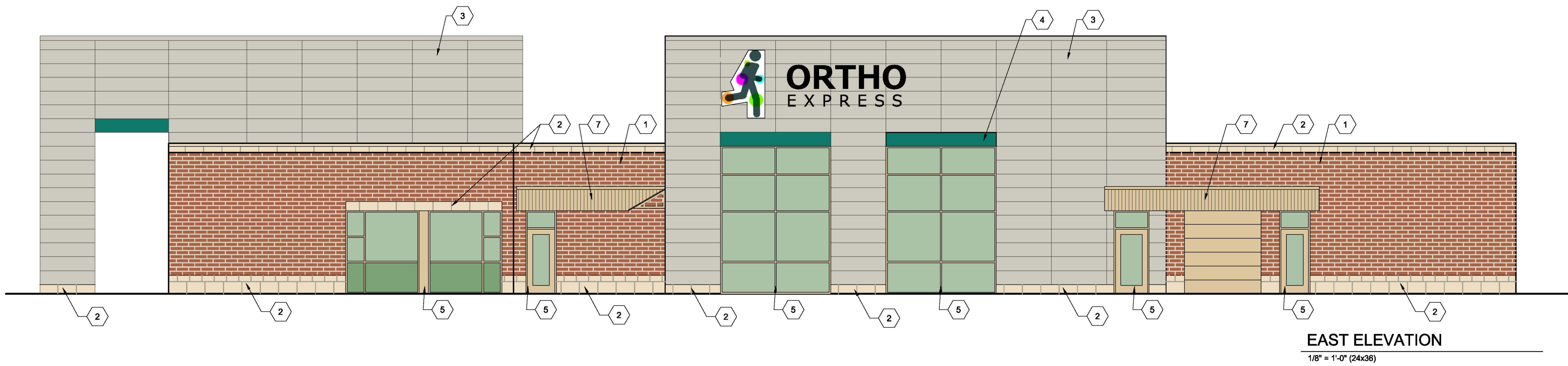
WEST ELEVATION

1/16" = 1'-0" (11x17)



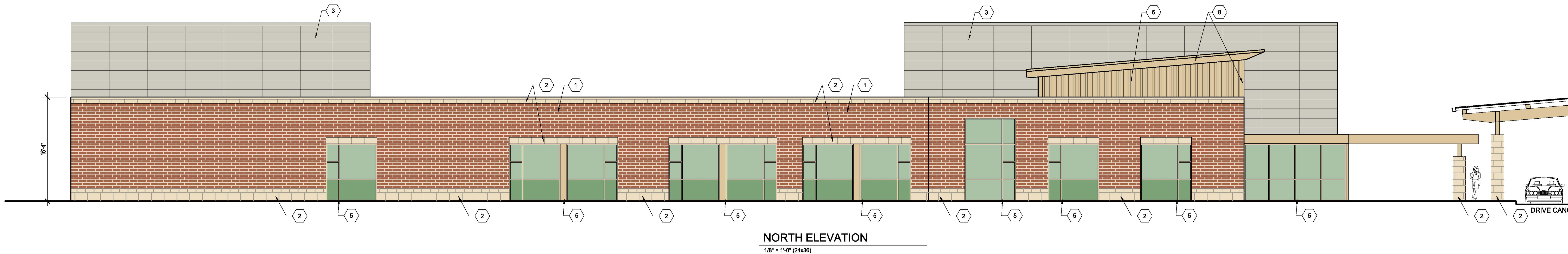
SOUTH ELEVATION

1/16" = 1'-0" (11x17)



EAST ELEVATION

1/8" = 1'-0" (24x36)



NORTH ELEVATION

1/8" = 1'-0" (24x36)

EXTERIOR ELEVATION NOTES:

- 1 BRICK: UTILITY MODULAR BRICK 4x4x12 "BELDEN" RUBIGO RED SMOOTH "A".
- 2 CAST STONE: ARRISCRAFT "WHEAT" RENAISSANCE CAST STONE
- 3 NICHHA FIBER CEMENT PANELS ILLUMINATION SERIES 18"x8'-0" COLOR "GENTLE GRAY"
- 4 NICHHA FIBER CEMENT PANELS ILLUMINATION SERIES 18"x8'-0" COLOR "FOREST GREEN"
- 5 PREFINISHED ALUMINUM WINDOW FRAMES COLOR "PAC-CLAD" SIERRA TAN KYNAR 500
- 6 PREFINISHED CORRUGATED METAL PANELS COLOR "PAC-CLAD" SIERRA TAN KYNAR 500
- 7 PREFINISHED CORRUGATED METAL AWNINGS COLOR "PAC-CLAD" SIERRA TAN KYNAR 500
- 8 PREFINISHED BREAK METAL COLOR "PAC-CLAD" SIERRA TAN KYNAR 500
- 9 TRANSLUCENT PANEL SYSTEM ON PAINTED STEEL STRUCTURE, COLOR "PAC-CLAD" SIERRA TAN KYNAR 500.

NEW CLINIC  
ORTHOILLINOIS  
ALGONQUIN CLINIC

700 S. RANDALL ROAD  
ALGONQUIN, IL 60102

Project Number:  
201602

AMB Development Group  
1243 N. 10th Street, Milwaukee, WI 53205

414-291-4420

Architect:

MICHAEL T. JANSSEN, R.A.  
ILLINOIS LICENSE # 001-013856

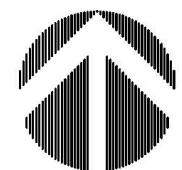
1243 N. 10th Street, Suite 150  
Milwaukee, Wisconsin 53205  
414/291-4438

EXPIRES 11/30/2018



Revisions:

BUILDING  
ELEVATIONS



Scale: 1/8" = 1'-0"

Drawn by: BJK  
Checked by: MJ,GS  
Date: 11/1/2016

DESIGN  
DOCUMENTS

A300

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**VILLAGE OF ALGONQUIN**  
*COMMUNITY DEVELOPMENT DEPARTMENT*

**– M E M O R A N D U M –**

DATE: January 18, 2017

TO: Committee of the Whole

FROM: Russell Farnum, AICP, Community Development Director

SUBJECT: *Special Use Permit for Medical Cannabis Dispensary (Pharmacy)*  
*1154 N. Main Street*

---

**Overview**

Ross Morreale, representing ILDISP III, LLC has petitioned for approval of a Special Use Permit for a Medical Cannabis Dispensary for the property at 1154 N. Main Street in Algonquin. This property is a freestanding building that is part of a medical/office complex (Algonquin Business Center), and formerly was occupied with a Magnetic Resonance Imaging (MRI) facility.

The petition includes an amendment to the PUD allowing the construction of an attached garage, which would provide the requisite security for deliveries and removal of waste product.

The Planning and Zoning Commission held a public hearing on this request and recommended approval, subject to the 8 conditions outlined herein, by a 4-1 vote. The draft minutes of the meeting are attached, as are the application materials and other information.

Community Development Staff concur with that recommendation.

**Description of the Subject Property**

The subject property is about 2 acres of land located at the top of the hill on the west side of North Main Street, about 300 feet past Arrowhead Drive. The Subject Property was annexed and zoned “B-2” Business with a PUD in 1997. Thereafter it was improved with an “L-shaped” multi-tenant office and retail structure, and a freestanding building which housed a Magnetic Resonance Imaging (“MRI”) center.

The owner obtained a “blanket” special use permit for medical offices for the property in 2013. Recently the MRI center closed, leaving the freestanding building vacant. The “L-shaped” building users include medical, insurance and attorney offices, two counseling centers, and similar uses.

Property to the east lies across Main Street, is zoned “R-1”, and is the Algonquin Cemetery. Property to the northeast is unincorporated, and includes a tobacco store, billboards, and other

miscellaneous uses. To the north and west lies large right-of-way areas for Route 31, being the new “Western Bypass”, and north and west of the Bypass lies land zoned “I-2” Industrial with a special use for mining (Meyer Materials).

Property to the south and west is zoned “R-5” Multi-Family Residential, and “R-2” Single Family Residential, and consists of a mix of primarily vacant single family lots, with some single family homes and multi-family apartment buildings known as “Arrowhead Apartments”. Also to the south lie two other Business-zoned lots on the west side of Route 31, including a vacant lot and one improved with a similar medical office building formerly used by a chiropractor.

### **Description of the Proposed Use and Operations**

The proposed use is for a medical cannabis dispensary. Operating similar to a pharmacy, but with higher levels of security, this use is highly regulated by the State of Illinois, and can only distribute limited quantities of marijuana or cannabis products to patients with registration from the State, which is based upon verification from a doctor that they have a condition that meet the requirements for medical cannabis. The dispensary must meet State standards of security, sanitation, and operation. The State regulations further restrict the possibility of involvement in the medical marijuana industry by any cartel, gang or other criminal enterprise.

The petitioner’s request includes a Business and Operations plan, as well as a Security Plan. To summarize the operations, the building is partitioned into three secure areas, the waiting room, the sales area, and the storage and processing area, which would include the offices and a vault. The proposed additional garage, serving as a secure sallyport, would be attached to the storage and processing area, and would only be accessible through the processing area.

Patients would enter through the main door, and have to be verified by their identification, and State registration, before even being allowed into the waiting room. Once in the waiting room, patients will wait until their turn, and then meet with an attendant, to assist with identifying the best product to meet the needs of the patient. The patient would be allowed into the sales room to make their selections and pay, then would exit the building through the security portal at the main door.

For a variety of reasons, security is paramount to this proposed use. There will be a substantial number of cash transactions, as most credit or debit cards cannot be used to purchase this product, and the medicine is not covered by medical insurance. There is also the product itself, which is highly desirable on the “street” or black market. But in many ways, this is still very similar to the operations of a pharmacy, with the extensive requirements of the State of Illinois, the requirement for patients to be licensed, and the necessary security of the product.

The products sold would typical tobacco-like cannabis suitable for smoking, as well as cannabis-infused edible items, oils and other forms for dispensing, depending upon the needs of the patient. In addition, the proposed dispensary would sell a variety of paraphernalia for dispensing or consumption of the medicine. The business plan is not specific, but Staff recommends that the sales of these products also be restricted to the patients that have a license, or their respective caretakers.

The building will be monitored by on-site security staff. In addition, all rooms inside, and the perimeter of the exterior of the building, will have 24-hour recording video monitoring systems. Motion lights will augment the exterior security cameras. The vault will be locked at all times. Waste product is also stored in the vault and disposed of through the garage in accordance with State



law. The garage will serve as a secure “sallyport” location by which deliveries are brought into the vault, and waste product and receipts are removed from the building.

There is an existing exterior window in the vault which will need to be secured. It is recommended that work be completed in such a way that does not impact the exterior appearance of the building. In addition, the proposed garage would be constructed of the same brick as the current building, and would otherwise match in terms of height, trim and roofline. One parking stall would be removed to provide driveway access to the garage, which is insignificant to the parking requirements for the office center.

### **Legal Basis and Requirements**

In August 2013 the State of Illinois enacted the Compassionate Use of Medical Cannabis Pilot Program Act (the “Act”), which became effective January 1, 2014. This is a pilot program scheduled to expire at the end of 2017. The Act permits one dispensary in McHenry County. The State of Illinois Department of Financial and Professional Regulation will issue up to 60 permits for dispensary centers. Because the one license for McHenry County has not been obtained by another user, it is still available, and, if this use is approved, ILDISP III, LLC, will be petitioning for approval by the State in the spring of 2017. It is anticipated that the State will be accepting a another round of applications for licensing at that time.

It is unknown, at this time, how the expiration of this pilot program at the end of 2017 will impact the existing (or approved) dispensaries, or the provisions for additional licenses this coming spring.

The Administrative Rules governing the Act were published in the Illinois Register in April of 2014. These Rules specifically include the following language:

“No local municipality or jurisdiction shall impose zoning ordinances, special use permits, conditions or requirements that conflict with the Act or this Part, that concern or address issues or subject matters that are within the regulatory jurisdiction of the Division, or that would otherwise place unreasonable restrictions on the location of dispensaries contrary to the mandate of the Act that dispensing *organizations shall be geographically dispersed throughout the State to allow all registered qualified patients reasonable proximity and access to a dispensing organization.*” Section 1290.465, Zoning Rules Related to Dispensary

This essentially states that the Village cannot prohibit or regulate Dispensaries in a way that would thwart the intent of the legislation, but the Village can place reasonable restrictions or conditions on the use through a Special Use Permit. In fact, the Village Zoning Ordinance allows Medical Cannabis Dispensaries as a Special Use in the Business Zoning Districts, but restricts the location of the uses within 1,000 feet of Randall Road.

### **Special Use Permit Criteria and Findings of Fact**

Section 21.12, Paragraph E, Section 3 of the Algonquin Zoning Ordinance provides the following criteria for approval of a special use permit:

**a. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility that is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;**

In accordance with the State Compassionate Use of Medical Cannabis act and the Rules, this location requested is necessary and desirable as it provides a location that is very central to the majority of the population in McHenry County. This location could also easily service a large proportion of population from Lake or Kane Counties.

It is also a very secure location. While not directly on a main thoroughfare, the site is easily accessible and has high visibility for regular Police monitoring. The site is not near too much residential, and while the closest residential uses are a couple of hundred feet away, they are separated by a large wooded area.

The site is part of a larger complex that includes medical and professional office uses, lending itself to a more professional appearance and formal bearing than if it were located in a typical retail location.

The sale of medical cannabis, under the restrictions set forth by the State of Illinois, is necessary and desirable to provide relief to a limited number of specific health issues in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act. Further, this use is highly regulated and controlled by the State in accordance with the Act and the related rules.

**b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity, or injurious to property values or improvements in the vicinity;**

Because this use is highly regulated by the State, the use will not be detrimental to the health, morals or welfare of the persons residing or working in the vicinity. The Security Plan and Business and Operations Plan submitted with the petition will support the safety and welfare of the business and its surrounding environment and properties.

The proposed garage addition and other physical changes will have no impact on property values if constructed in accordance with the plans and to match the materials, colors and finishes of the building. There certainly will be no more negative impact than the line of billboards peppering the unincorporated highway north of the property, nor the sign-covered tobacco shop in the unincorporated area to the northeast.

**c. That the proposed use will comply with the regulations and conditions specified in this Chapter for such use and with the stipulations and conditions made a part of the authorization granted by the Village Board.**

The proposed use meets the criteria set forth in the Zoning Ordinance for a Special Use Permit, and is not within 1000 feet of Randall Road, as specified in the Ordinance. The use, with the accompanying Security and Business and Operations Plans, will comply with the Village codes and the will have to comply with the conditions and restrictions set forth if the Special Use Permit is granted by the Village Board.

### **Other Possible Findings of Fact**

While the State has passed this legislation to promote compassionate use of cannabis as an alternative treatment to a specific list of difficult-to-treat conditions, there is still a stigma related to this drug. It has been illegal for decades, and in fact, it is still technically a violation of Federal law to buy and sell this product. However, a Federal law passed in 2014 prohibits the FDA from using funding to enforce federal drug laws with the intent of thwarting implementation of medical marijuana in states where the product is legal.

This creates a concern wherein Village action could be interpreted as supportive of the State Act but in direct violation of Federal law.

This is further complicated by the fact that the State Act is a Pilot Program and “expires” at the end of this year, creating a situation wherein a use approved by the Village could be in violation of State and Federal laws at the end of 2017.

Nearby uses include two counseling centers that both list “addiction treatment” as a service. While neither is an inpatient facility, this presence raises concerns that persons receiving treatment for addictions would see this facility as a temptation that may limit their progress to ease their addiction issues. While cannabis is reportedly non-addictive (it is habit forming), this is still a concern to the well being of the community and its citizens. Limitations on the signs allowed for the Dispensary may help alleviate that concern, by making the use less noticeable to the clients of the counseling centers. Staff has reached out to the landlord of the property to discuss this issue, but have not been able to have that conversation as of the preparation of this report.

The Police Department has expressed concern that this facility would be the target of after-hours suspicious activity and more vulnerable to attempted break ins and other illegal actions. This will increase the amount of Police presence necessary to assure the safety and security of the surrounding area. To address this, there are recommended provisions added to the approval of the security plan, but these may not fully address the concerns.

The issues listed above can be addressed through the recommendations and conditions outlined by Staff, but if member of the Committee are concerned about approval of this use, these would be alternate findings of fact for consideration.

### **Recommendation**

After hearing and deliberation, the Planning and Zoning Commission recommended approval of the Special Use Permit, in consideration of the Finding of Fact outlined above, and subject to the conditions outlined below, by a vote of 4-1:

1. That this Special Use Permit is issued specifically to IL DISP III LLC, at the property known as 1154 N. Main Street, and shall be valid for not more than one year. If within that year, ILDISP III LLC obtains a State license for a medical marijuana dispensary, and the State Act is continued past 2017, the Special Use Permit shall continue as long as the facility is operated by ILDISP III LLC in accordance with the Act and the conditions herein;

2. That the operations, at all times, be maintained in compliance with the State of Illinois Compassionate Use of Medical Cannabis Pilot Program Act (the “Act”), as may be amended from time to time;
3. That the operations be maintained in compliance with the Security Plan, and the Operations and Business Plan, as submitted by the Petitioner;
4. That the Petitioner shall provide and install 24-hour per day, 7-day per week real time video surveillance equipment, subject to the approval of the Chief of Police, which, in addition to the video monitoring outlined in the Security Plan, shall cover or encompass the entire exterior perimeter of the building, as well as the entire common parking area, and the ingress/egress to the site. Said equipment shall be installed, tested, and fully operational, to the approval of the Chief of Police, prior to any occupancy of the property;
5. That the existing exterior window in the vault which needs to be secured be completed in such a way that does not impact the exterior appearance of the building. In addition, the proposed garage would be constructed of the same brick as the current building, and otherwise match in terms of height, trim, colors and roofline;
6. That the signage for the use be limited to no more than one wall sign, which shall say only “Medical Cannabis” with a white cross. One non-illuminated window sign shall be allowed on the door, other than operating hours or other information required by the State Act, which shall be restricted to the same text and logo outlined above, and shall otherwise comply with the Algonquin Sign Ordinance. There shall be no ground sign nor additional wall or window signs, even if otherwise allowed by the Algonquin Sign Ordinance, unless otherwise required by the State Act;
7. That there shall be no sale of cannabis products, nor any other paraphernalia or products dispensed, to any member of the public who is not otherwise authorized to purchase cannabis products in accordance with the State Act;
8. That there shall be no residential use established on any portion of the property within this site for as long as the Dispensary is still in business at this location.

Community Development Staff concur with this recommendation. If so directed, Staff will present an ordinance approving this request at the February 7 Board meeting.



**AGENDA ITEM 7:** Request for a Special Use Permit  
**Case No. 2016-12 Medical Cannabis Dispensary**  
Petitioner: Ross Morreale, IL DISP III, LLC

**OPEN PUBLIC HEARING AND ESTABLISH QUORUM**

Mrs. Parkhurst called roll to verify a quorum. Present: Chairperson Patrician; Commissioners Hoferle, Szpekowski, Postelnick, and Laipert. Absent: Commissioners Sturznickel and Neuhalfen. Mrs. Parkhurst announced a quorum was present.

**PETITIONER COMMENTS**

Ms. Cahill verified that proper notice of the meeting had been posted, and swore in the petitioner. Mr. Morreale introduced himself and explained that he is a partner in the cultivation center and other dispensaries in Illinois. The State of Illinois has required strict security and control requirements for the facility which Mr. Morreale will comply with and is familiar with since he has other facilities.

**STAFF COMMENTS**

Mr. Farnum reviewed his staff report for the Commission. Mr. Farnum explained the State requirements and what the Village is permitted to require. Staff feels the location is appropriate and will be easily policed by our Police Department. Staff has recommended additional security measures in response to concerns by neighboring businesses and the police department, such as 24-hour video surveillance of the building and parking lot. Signage will be minimal for this location as well. Sale of the cannabis and paraphernalia can only be sold to those with a prescription.

**COMMISSION QUESTIONS/COMMENTS**

Chairperson Patrician inquired if there were any Commissioner questions or comments.

Commissioner Hoferle asked for the clarification as to the location being central in the County as noted in the report. Mr. Farnum explained the location is central in terms of population density of the County, not the physical location. Commissioner Hoferle inquired as to what was the reasoning for the restriction of 1,000 feet from Randall Road. Mr. Farnum explained that restriction was added in the Zoning Ordinance to restrict this use from taking retail space on Randall Road. Commissioner Hoferle inquired why there is a test phase or limit to the application process ending in 2017. Mr. Morreale explained there were some dispensaries that were not awarded or built in the first round of applications, so the State will be opening a second round shortly. There will only be one license permitted by the State for a dispensary to open in McHenry County.

Commissioner Szpekowski asked about facilities in Kane County and Lake County since Algonquin is located adjacent to these counties. Mr. Morreale stated there are open facilities in Mundelein, North Aurora, and Schaumburg. Mr. Morreale is part of the ownership of a dispensary in Effingham and a cultivation center in the middle of the state.

Commissioner Postelnick stated this is like a pharmacy where a patient has a prescription. Mr. Morreale explained that patients must obtain approval from their doctor, not a prescription. Then the patient must register through the State. Only those people (or their caregivers) are permitted to enter into the store and make purchases. Commissioner Postelnick inquired if this is an all cash business. Mr. Morreale

stated yes. Commissioner Postelnick asked if the State legalizes cannabis if this would be a retail store or would it only be for medical users. Mr. Morreale stated it will depend how the State changes the law. Ms. Cahill explained that the Village's approval is only for medical use. The Village would have to determine how retail sales would be permitted in the Village and then this facility would need to comply.

Chairperson Patrician inquired if any consumption takes place on site. Mr. Morreale explained that no consumption is permitted in the store or in the parking lot. Chairperson Patrician inquired how employees are screened and how many there would be. Mr. Morreale explained there will be 9-10 employees as the business grows and the State has a background screening process in place that they follow. As soon as the State allows the permit applications to be submitted it should be only a couple of months before hearing back on approval.

#### **PUBLIC COMMENT**

Chairperson Patrician called for public comments. There were none, so Chairperson Patrician closed public comments.

#### **CLOSE PUBLIC COMMENT**

#### **COMMISSION MOTION ON PETITION**

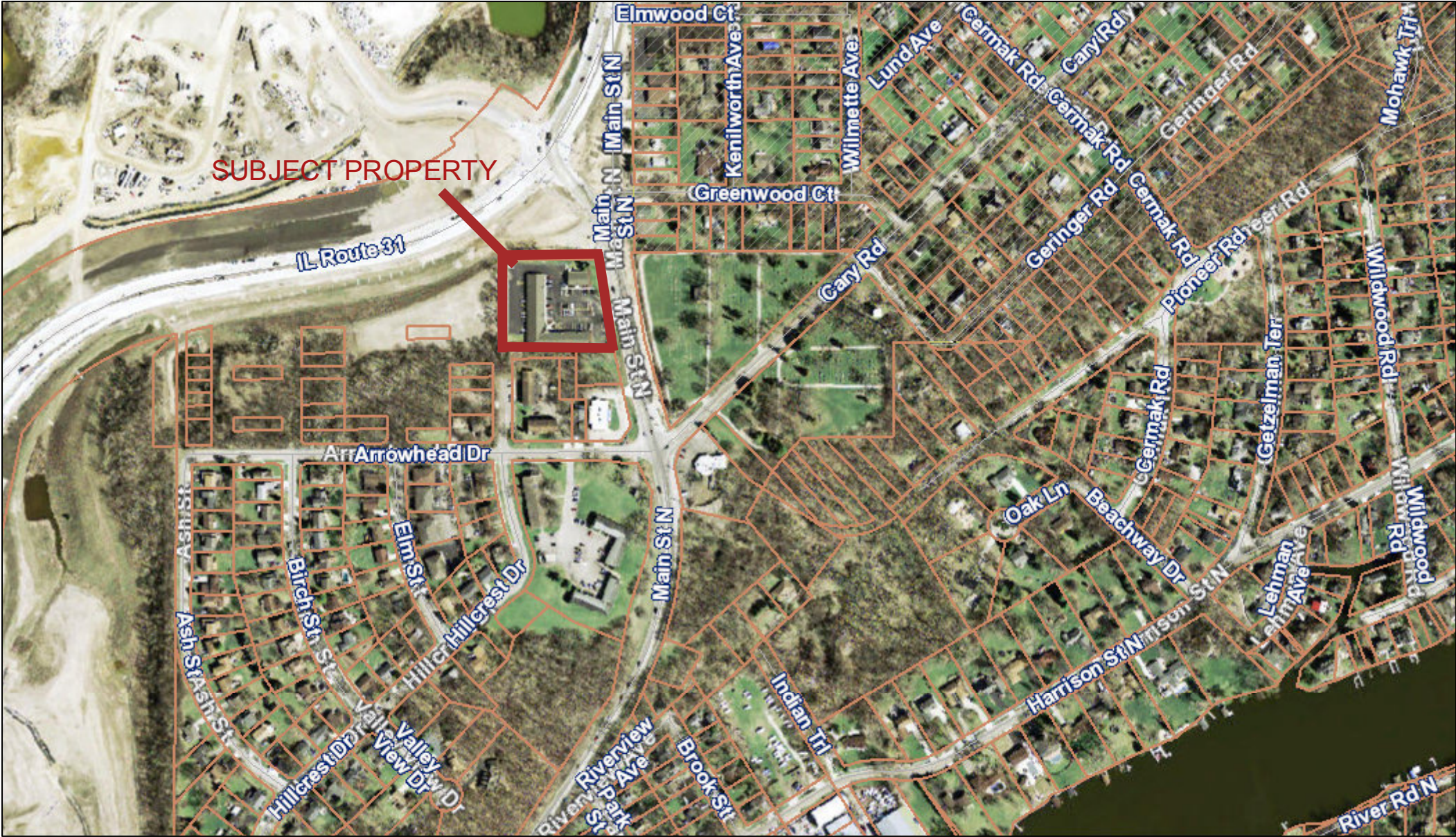
Chairperson Patrician entertained a motion to approve the request for a Special Use Permit for a Medical Cannabis Dispensary. Commissioner Postelnick moved and Commissioner Hoferle seconded a motion to recommend approval of the request, consistent with the plans submitted by the developer, the conditions recommended by staff, and the findings of fact as presented to the Commission.

The Roll Call noted the following: Ayes: Chairperson Patrician; Commissioners Hoferle, Laipert, and Postelnick. Nays: Szpekowski. Absent: Sturznickel and Neuhalfen. Motion carried 4-1.

#### **CLOSE PUBLIC HEARING**



Algonquin Basemap Viewer



December 29, 2016

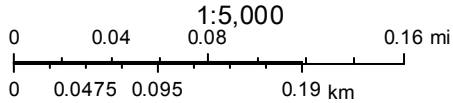
Waterlines

Tax Parcels

Boundaries - Village Limit

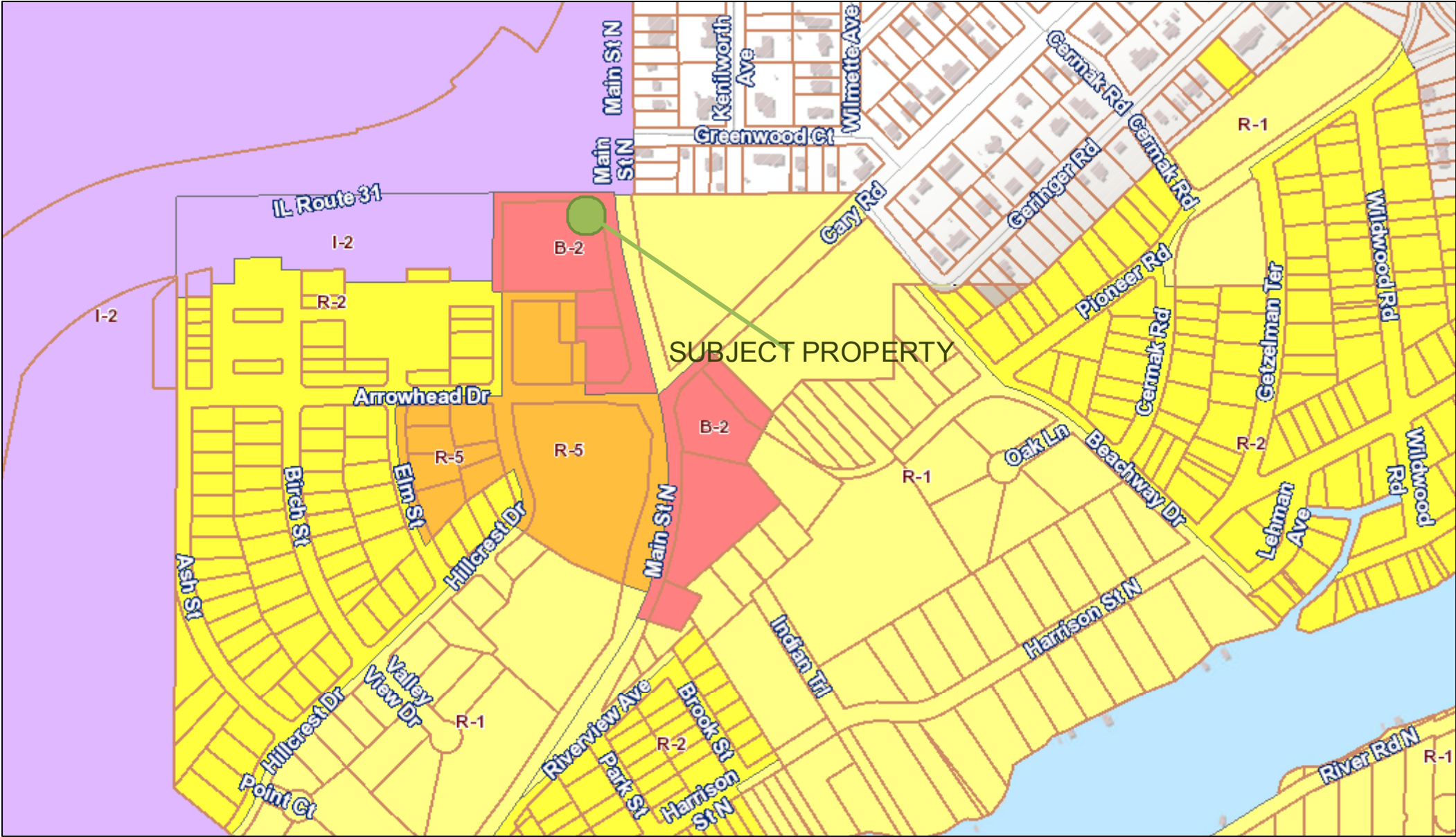
Not in Village

Road Centerlines



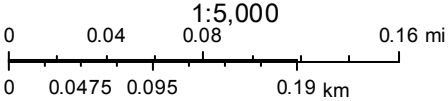


Algonquin Basemap Viewer



December 29, 2016

- Waterlines
- Tax Parcels





## **ILDISP III, LLC**

**Business and Operations Plan 12/04/2016**

## **I. BUSINESS MANAGEMENT PRACTICES**

### **Short and Long-Term Financial Health**

The Management Team has secured founder investments of \$4M, which is to be repaid in dividends as the business grows. This capital is to be paid back starting at year 5 (amortized over 5 years at 7%). The Dispensary's capital expenses will be approximately \$250,000 for the property build out, furnishings, permitting, zoning, and point-of-sale (POS) systems installation. The Dispensary will procure a bond in the amount of \$50,000. Additionally, \$150,000 will be utilized for operational expenses in consulting, licensure, legal fees, security, and registrations. The business will be operating out of leased space and utilizing space within this space for corporate offices.

The Management Team currently operates a leading Medical Cannabis Cultivation Center in the State of Illinois as well as high volume dispensaries throughout the State of Illinois. They also have very good relationships with regulators at the Illinois Department of Financial and Professional Regulation who regulates dispensaries in Illinois.

### **Best Practices for Day-to-Day Dispensary Management**

**Staffing:** The General Manager (GM) is in charge of the daily dispensary operations. Any staffing issues will be reported to the GM and the CEO. Any suspensions or terminations will be at the discretion of the CEO. The GM will notify the Division of a change in the employment status of all employees and the nature and reason for the status change within five business days after the change. Upon termination of employment, the agent's ID card must be returned to the Dispensary and the Dispensary will return the agent identification card to the Division.

**Inventory:** The Operations Director (OD) and GM is responsible for managing product inventory and ensuring that the Dispensary is always capable of meeting patient demand. When the Dispensary is running low on inventory, the GM will arrange for additional purchases with licensed cultivation centers. The Dispensary will not enter into an exclusive agreement with any

cultivation center. It will not refuse to conduct business with a cultivation center that has the ability to adequately deliver products.

***Dispensary Agents and Agent Registration Cards:*** Security at the Dispensary is of paramount importance. The Dispensary is divided into limited and restricted access areas, which are meant to be accessed by specific personnel only. Each Staff member will be required to scan their ID and Registration Card when clocking in. Dispensary agents will be required to wear their Dispensary agent registration card around their neck in an unobstructed manner at all times while in the Dispensary. Agents will not be permitted on the premises without this card.

***Visitor Logs:*** Any authorized visitors such as Division, ISP, and local law enforcement representatives, outside vendors, service professionals, and other visitors conducting necessary Dispensary business, will be required to log in and obtain a visitor identification badge. Visitors will conspicuously wear this badge for the duration of the visit. Visitors will be escorted at all times by a Dispensary agent authorized to enter restricted access areas. Before exiting the Dispensary, visitors must sign out on the Visitor Log and return their badge.

***Quality Control Plan:*** Ensuring the quality of our medical cannabis products is integral to the Dispensary's mission. The Dispensary's Quality Control Team (OD, MD, SD, and GM) is responsible for ensuring the cannabis and cannabis products dispensed have the identity, strength, quality, and purity they purport to possess. Any changes to the quality control procedures must be drafted, reviewed, and approved by the Quality Control Team.

***Health of an Agent:*** If any member of the Management Team determines that a Dispensary agent has a health condition that may adversely affect the safety or quality of the cannabis products at the Dispensary, that Dispensary agent will be prohibited from having any direct contact with any cannabis, equipment, and materials until at least two members of the Quality Control Team determine that the health condition will not adversely affect the cannabis products.

***Inspections, Maintenance and Cleaning:*** The Dispensary will create and maintain a sanitary environment consistent with the traditional style of pharmacies and medical offices. All Dispensary staff will be responsible for daily, weekly, and monthly cleaning activities.

***Safety and Sanitation:*** All Dispensary staff must keep the Dispensary equipment, materials, and facilities properly sanitized. The GM will keep a copy of the Safety and Sanitation rules posted in a conspicuous place. The Dispensary will be kept neat and free of

clutter and garbage during the day and thoroughly cleaned after closing by the employees on duty. All rooms, cabinets, storage facilities, and hallways in the Dispensary will have proper lighting which will be monitored by the GM and Shift Managers.

When necessary, the Dispensary and its employees will appropriately use rodenticides, insecticides, fungicides, and cleaning and sanitizing agents in conformance with the manufacturer's directions and OSHA regulations.

All exhaust fans, lighting, and fire extinguishers will be maintained in compliance with the state and local building codes. Fire extinguishers will be mounted in public view throughout the dispensary. All employees will be trained on proper operation of the fire extinguisher.

A first aid kit and automated external defibrillator (AED) will be located in the Limited Access Area and the Restricted Access Area. All employees will be trained in basic first aid and CPR, including AED operation.

***Labels Affixed and Accompanying Disclosures:*** The Dispensary will only sell cannabis that is pre-packaged and labeled by the supplying cultivation center, in accordance with the rules and regulations. The Dispensary will ensure all cannabis products include a label with the name and phone number of the Dispensary.

***Patient Verification Procedures:*** The Dispensary will employ a two-step patient ID verification process.

***Step 1: Pre-Entry:*** Upon entering the Main Entrance Vestibule, patients/caregivers will be greeted by a Security Officer (SO), who will be in the reception office. The SO will verify the authenticity of the government-issued ID and the registry card and that the names match; confirm neither ID is expired; and do a visual verification that the picture on the government-issued ID matches the person presenting it. If compliant, the SO will scan the registry card to alert the PCR and the AA of the patient/caregiver entering the Waiting Room and status as either a new or established patient. Then, the SO will disengage the secured door to allow the patient/caregiver to enter the Waiting Room. If it's determined the patient/caregiver is not compliant, he or she will be asked to leave immediately.

***Step 2: After Entering the Waiting Room:*** If the patient/caregiver is a new patient, the AA will call the person to the New Patient service window. The AA will complete a second verification of the government-issued ID and the registry card. A New Patient Intake Form will be completed. This form collects the patient's name, phone number, email address, mailing



address, birth date, designated caregiver (if applicable), physician information, registry card number, registry card expiration date, and scholarship program price tier (if applicable). This information will be entered into the State's medical cannabis electronic verification system (EVS) and the recordkeeping modules of the POS inventory system where it will be readily available to authorized personnel. The registry cards, IDs, and relevant physician information will be scanned and entered into electronic records. Additionally, the patient/caregiver's record will include documentation of any patient education and support materials given including a description of the materials and the date materials were provided.

Upon approval of the ID and verification of purchases in the last 14 days, the AA will print out an order form with the patient's name and registry number, the Dispensary's license information, a unique patient ID barcode, and space to write down the order information. The AA will conduct a New Patient Orientation. The orientation will include determining how long the patient/caregiver has been purchasing/using medical cannabis; assessing the patient/caregiver's knowledge of medical cannabis; providing appropriate education materials; explaining policies and procedures, including obtaining a signature on the Patient/Caregiver Code of Conduct Form; explaining the Patient Feedback Form; and answering any questions the patient/caregiver may have. After the orientation, the AA will escort the new patient/caregiver to a service window for a PCR to assist with the purchase.

If the patient/caregiver is an established patient, a PCR will call the person to a service window. The PCR will complete a second verification of the government-issued ID and the registry card. Upon approval of the ID and verification of purchases in the last 14 days, the PCR will print out an order form.

***Purchases and Denials of Sale:*** Before taking an order from patients/caregivers, the PCR will ask if they have completed a Patient Feedback Form for their last order. This form gathers information about their medical needs, symptoms, any adverse events, and any other feedback they wish to provide about their experience with medical cannabis or the Dispensary. Upon reviewing the Feedback Form, or obtaining the information verbally, the PCR will recommend three or four strains and explain which aspects of the particular strains or products will help alleviate the patient's symptoms. If the patient/caregiver is looking for a specific product the Dispensary does not have in stock, the PCR will provide recommendations of various similar products. The PCR will also provide relevant educational materials when appropriate and document the patient/caregiver's record with a description of the materials and the

date materials were provided.

Once the order has been determined, the PCR will login into the EVS and the POS inventory control system and will enter the patient's registry number; verify their current authorization from DPH to purchase medical cannabis; verify that the amount requested does not exceed the limit of 2.5 ounces in 14 days, unless approved by DPH. The PCR will enter the amount, type, and strain dispensed; status of the purchaser as a qualifying patient or patient's designated caregiver; and the date and time product was dispensed.

The PCR will place the all cannabis product(s) and the receipt in an unmarked, child-proof, zippered bag to limit immediate access to the product. The PCR will hand the bag to the patient/caregiver through the security window. As the patient approaches the exit, a large, obvious sign overhead will warn patients that consuming cannabis on the dispensary premises is not permitted, nor is driving under the influence of cannabis, nor consuming cannabis in public.

If the PCR determines that the sale should be refused, the patient or caregiver will be asked to leave the premises immediately. When patient or caregiver is denied cannabis, the PCR will record the product denied, its amount, the date, name and registry number of the patient/caregiver, and the reason for denial in the EVS and the inventory control systems.

**Confidentiality:** All patient and caregiver information will be treated as confidential and protected under state law and federal HIPAA Regulations. The Dispensary's policies and procedures will ensure that its handling of patient health information is in compliance with the HIPAA Privacy Rule. Disclosures will be limited to legally permitted disclosures, including those: 1) made to the patient, 2) for treatment, payment, or healthcare operations, and 3) as required by HIPAA and other federal authority. The Dispensary will store all physical copies of patient files in a locked file cabinet. Dispensary patient records will also be maintained using the POS inventory system and will be available for inspection by the Division upon request. Data will be backed up at regular intervals and the Dispensary will use offsite storage facilities to store copies of sensitive patient information.

## II. OPERATIONS PLAN

### **Development Schedule**

The Dispensary's development schedule depends largely on when it receives a license. The interior of the dispensary facility has been designed and blueprints have been drafted. Additionally, contractors have been selected to complete the build out. The necessary zoning, permit process, permissions, and fire and other inspections will be completed as progress permits. The Management Team is prepared to start the build out and construction will begin after the State grants the Dispensary a license. For planning purposes, the date of March 1, 2017, is projected to be the date for the release of the next dispensary application round date; licenses are expected to be awarded within 90 days thereafter.

Depending on the local permitting process, construction will commence between 8- 10 weeks after licensure and will ideally be completed within 8-12 weeks, leaving 4-6 weeks to account for and accommodate any issues with the construction, permitting, or inspections. Barring any unforeseen issues, the Dispensary will be ready to open within 90 days of being awarded a permit. During this time, the Management Team will conduct educational sessions at the Dispensary, introducing the Dispensary to the community.

***Build out and Startup Milestones:*** The Dispensary's path to full operational status and beyond will be marked by several milestones. All dates and time periods are based on extensive conversations with contractors, architects, and tradesmen. The most important of these milestones include:

- 1) Receive license – 6/1/17 (projected)
- 2) Finalize construction docs and construction permitting – (6/1/17-6/30/17)
- 3) Begin build out – 4 weeks after receiving a license (7/1/17)
- 4) Complete build out – 8-12 weeks after construction permits granted (9/1/17-9/30/17)
- 5) Final Inspections – 9/5/17-9/30/17
- 6) Projected opening date – 10/1/17

### **Cannabis Storage and Dispensing from Restricted Access to Limited Access Areas**

The Dispensary will store all cannabis inventory in the secure, locked Inventory Room, which is located in a restricted access area of the Dispensary. The Inventory Room will be outfitted with commercial grade locks that meet the security rating established by Underwriters Laboratory for key locks as described in the security plan. The door will be under constant video surveillance from both inside and outside. This room will be climate controlled to prevent spoilage of product and will be equipped with high-efficiency particulate air filters under positive pressure to maintain air quality. The Management Team will ensure that the Inventory Room has adequate lighting and ventilation in addition to ensuring the physical security of the room. Only the CEO, OD, GM, and Shift Managers have authorized access to the Inventory Room. An additional employee will be designated on each shift to assist with storing and retrieving inventory or cleaning and maintaining the storage facilities under the supervision of the Shift Manager. Cannabis product will only be removed from the Inventory Room to the Open Office Area for labeling or to the Dispensing Area.

When located in the Inventory Room, all bagged or boxed components, product containers, or closures will be stored off the floor and will be suitably spaced and organized by label to permit cleaning and inspection. Each grouping of containers will be identified by a distinctive code for each batch in each shipment received. Employees will use this code in recording the disposition of each batch. Each batch will be appropriately identified as quarantined, approved, or rejected. All cannabis products that have been selected for quarantine or rejected will be stored in a separate section of the Inventory Room and be clearly marked to avoid employee confusion.

The Inventory Room will undergo cleaning and maintenance on a bi-weekly basis. A dispensary employee will be responsible for keeping the Inventory Room in neat, orderly condition to ensure that any infused food products do not attract pests that would compromise



cleanliness. The Management Team will supervise all storage areas to ensure that no cannabis is subjected to improper storage conditions, which include extremes in temperature, humidity, smoke, fumes, pressure, age, or radiation due to natural disasters, fire, accidents, or equipment failures. In the event that any medical cannabis is subjected to these or other insufficient storage conditions, the Dispensary will ensure that the medical cannabis is not salvaged or returned to the marketplace but instead quarantined and disposed of according to the regulations.

In order to prevent contamination, any cannabis or cannabis product batch that is quarantined will be promptly segregated from approved cannabis or cannabis product batch and placed in a quarantine container. The Dispensary will not store quarantined products for more than a week. The employee responsible for cleaning the Inventory Room will be responsible for disposing of these products and entering their destruction into the inventory tracking system on a weekly basis. The Dispensary will store all cannabis products in the Inventory Room when the Dispensary is closed. Appropriate quantities of cannabis products will be moved each morning to the Dispensing Area and returned to the Inventory Room at night.

***Transfer to Dispensing Area and Limited Access Area:*** If inventory levels in the Dispensing Area are low, pre-packaged inventory from the Inventory Room will be used to restock the display shelves. As cannabis products are transferred from the Inventory Room to the Dispensing Area, the transferring Shift Manager will record the strains and amounts being transferred for internal recordkeeping, which will allow the GM to view the Dispensary's inventory levels in real-time. Any cannabis products remaining on the display shelves will be moved into the Inventory Room in the evening and the transfer will be documented.

Once cannabis products are logged into the POS inventory system, they will either be located in the Inventory Room, the labeling area, or on the display shelves to limit the opportunity for employee diversion. The POS inventory system will track the transfer of products between the Inventory Room, labeling, and the display shelves. As cannabis products are transferred to the Dispensing Area, the transferring Shift Manager will record the strains and amounts being transferred using a unique user ID in the POS inventory system, as well as on a written log, for internal recordkeeping.

From the Dispensing Area, PCR's will place cannabis products in an unmarked, child-proof, zippered bag and hand them to the patient through the security window. This will be the first time the patient comes into physical contact with the cannabis.

## **Marketing and Advertising Plan**

**Marketing Channels:** The Dispensary does not plan to devote a lot of time or resources toward traditional marketing techniques. As one of 60 dispensaries in the State, the Management Team believes that it will not need to create publicity, but will need to manage information and its public image. To support its unique marketing strategy, the Management Team has identified three strategies that will be implemented as quickly as possible. The three strategies include: 1) creating and maintaining a strong online and social media presence; 2) developing a high-quality Corporate Social Responsibility (CSR) program; and 3) joining with other licensees to create a strong industry group in Illinois. The Management Team believes that the implementation of these three strategies will allow the Dispensary to properly manage its public image and be seen as a viable contributor to the well-being of its patients and the community.

**Online and Social Media Presence:** The Dispensary will create a user-friendly website that tells the story behind the dispensary, our mission and vision for the industry, and include current information regarding medical cannabis and its efficacy to treat various conditions. One of the Dispensary's employees will be tasked with creating and maintaining the Dispensary's social media platforms, including profiles on Facebook, LinkedIn, Google+, and Twitter which will be used to update patients on new products or services, changes in schedules, and other important information.

The Dispensary's current inventory will be available in real time, on a password protected section of the website, which only patients and their caregivers can access. Additionally, patients will have access to online information and scheduling for the Dispensary's educational seminars and therapeutic ancillary services.

**Corporate Social Responsibility (CSR):** CSR programs are a form of corporate self-regulation in which a business actively complies with laws, regulations, and ethical standards and also takes action to further the social good beyond what is required by the law or traditional corporate practices. The Dispensary's CSR program will allow Management to stay ahead of issues and ethical concerns facing the cannabis industry in Illinois and maintain its public image as a responsible member of the business community.

**Industry Groups:** The Dispensary intends to join several industry groups once it receives its license. These groups include, but are not limited to the Medical Cannabis Alliance of Illinois (MCAI), National Cannabis Industry Association (NCIA), Marijuana Business Association (MJBA), and American Herbal Products Association. The Dispensary will actively

search out other dispensaries and cultivators with similar values and goals for the industry to form a local, Illinois industry association. Industry associations play a crucial role in the industry by: 1) presenting a united front to the media, general public, and government; 2) allowing members to exercise their combined buying power to get discounted deals with vendors; and 3) providing an environment where members can discuss issues facing the industry, trade information and best practices, and reinforce their shared values and vision for the industry.

### **Hours of Operation**

The Dispensary's normal business hours on Monday through Friday will be 7 a.m. to 6 p.m. On Saturday and Sunday, normal business hours will be 8 a.m. to 5 p.m. The Dispensary Holiday Schedule will be determined before the Dispensary begins operations.

Security Officers will work 12-hour shifts that overlap the open and close of business by one and a half hours. This will ensure the shift change does not interfere with open and close procedures. The Shift Manager and designated employee responsible for the morning inventory audit and opening the Dispensary must report to work one hour before open. The Shift Manager and designated employees responsible for the nightly inventory reconciliation, cleaning the Dispensary, and closing the Dispensary must work until an hour after close.

All other Dispensary staff may not arrive earlier than 15 minutes before the Dispensary opens nor stay longer than 15 minutes after the Dispensary closes. The manager in charge of the nightly inventory reconciliation is responsible for locking up and closing.

A sign including the Dispensary's registration number and hours of operation will be posted in the Main Entrance Vestibule.

### III. PRODUCTS AND SERVICES PROVIDED

The Dispensary will provide a holistic approach to healthcare with products and services designed to enhance its patients' well-being.

#### **Products**

***Cannabis Flower:*** The Dispensary will maintain an inventory of 10-15 of the best quality cannabis strains available. The Operations Director (OD) and General Manager (GM) is responsible for maintaining an inventory of cannabis and cannabis products capable of meeting patient demand. The GM will ensure an ample supply of indica-dominant, sativa-dominant, hybrid, and high-CBD varieties of flower are available at the dispensary. It is imperative that the Dispensary have a wide variety of strains to serve the broad needs of its patient population. The variety of strains the Dispensary will aim to have is as follows:

Strain	# of Varieties
Indica-Dominant	3-4
Sativa-Dominant	2-3
Hybrid	3-4
CBD-Dominant	2

***Concentrates:*** Beyond cannabis flower, the Dispensary will also seek to provide its patients with cannabis concentrates and extracts suitable for smoking or vaporizing such as CO<sub>2</sub>, butane, or ethanol extracted hash oils, hashish, and waxes. These products are capable of delivering a concentrated dose of cannabinoids without ingesting the plant material. The dispensary will also stock smoking accessories such as glass pipes, rolling papers, and vaporizers.

***Edibles and Infusions:*** For patients unable or unwilling to smoke cannabis, the Dispensary will also offer a full line of edibles, beverages, topicals (salves, creams, balms, etc.), tinctures, and other delivery methods that are available on the market. Products such as these



allow patients to administer doses discreetly, without the unpleasant smell of smoke that normally accompanies cannabis consumption.

***Paraphernalia:*** There are numerous ways to medicate with cannabis. It is generally a personal decision as to how one medicates with cannabis. Some methods can be more beneficial than others depending on the medical condition. The Dispensary will carry a wide variety of non-cannabis related products to cater to the specific needs of all of its patients, making medical cannabis a legitimate option for a larger number of patients suffering from qualifying conditions.

***Miscellaneous Products:*** Other products related to cannabis consumption will include humidors, infusers, and other storage and preparation equipment. In an effort to provide a holistic experience for its patients, the Dispensary will stock several books on topics including medical cannabis, healthy lifestyles, and other health-related issues.

Offering a wide variety of products will enable the Dispensary to cater to the specific needs of all its patients. It strives to make medical cannabis a legitimate option for a large number of people suffering from qualifying conditions.

### **Services**

The Dispensary views cannabis consumption as only one aspect of a holistic approach to healthcare. In following this approach to healthcare, it will provide its patients with various health related information and services.

***Patient Education Services:*** The Dispensary will offer educational sessions and seminars on important health related topics moderated and led by established experts. The dispensary is fully committed to using patient education as a means of illness prevention and providing access to the latest information regarding treatment options. The Dispensary staff will be highly trained on the various types of cannabis products and will assist patients with finding the best delivering mechanism as well as the products that have the best cannabinoid profile for their specific condition(s).

***Patient Registration Services:*** Helping qualified patients work through the Illinois Department of Public Health ("IDPH") process to become a registered patient. The Dispensary will offer on-site fingerprinting and passport style photos to assist patients register with IDPH.

ILDISP III, LLC

Security Plan 12/04/2016

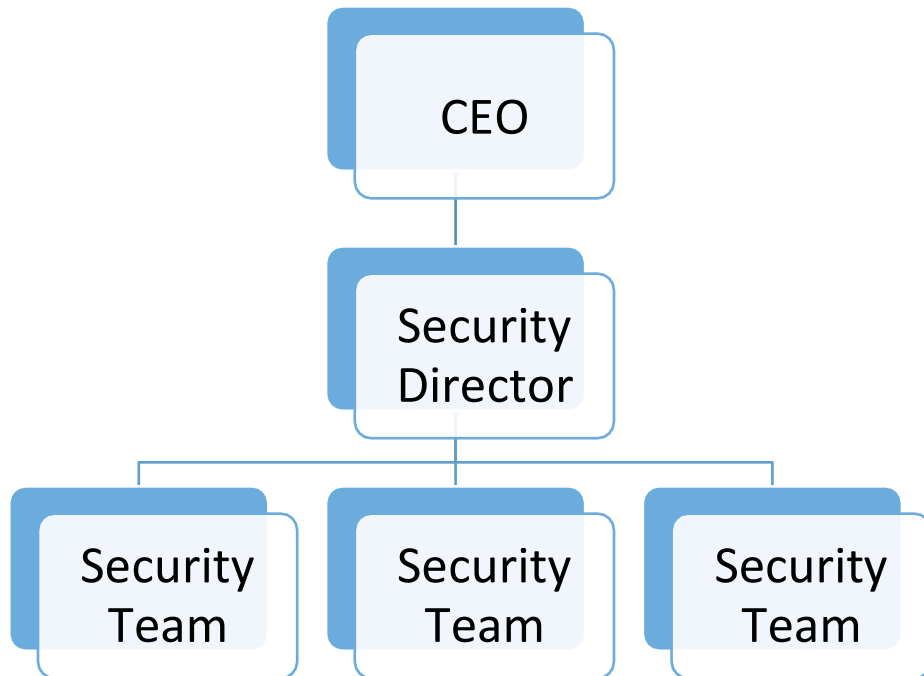
## **The Security Team**

The Security Team is responsible for ensuring the safety and security of ILDISP's employees, patients, visitors, inventory, and the physical premises. The Security Director ("SD") is responsible for managing the Security Team and ensuring the safety of all patients, caregivers, and dispensary employees as well as the security of the dispensary's medical cannabis inventory. The Security Team's objective is to maintain order and deal with security-related issues that are disruptive or have the potential to disrupt operations at the dispensary. At least one Security Team member should be on-site at all times during operational hours.

The dispensary **DOES NOT** employ armed security personnel. If there is a need for armed security, these duties should be outsourced to off-duty police officers with the Algonquin Police Department, McHenry County Sheriffs Office, other local law enforcement agencies, or retired law enforcement personnel that work as private armed security guards.

The Security Team functions independently from the rest of the dispensary employees. Unlike other employees, Security Team members report directly to the SD and not to the GM. The SD reports directly to the CEO and has total discretion regarding the operations of the Security Team. This structure is designed to promote the integrity of the dispensary's security by separating the dispensary operations led by the GM and security operations led by the SD. The Security Team meets every other Sunday to review performance, discuss security issues, and implement any new trainings or policies and procedures that are being put into place. The SD, with the assistance of the GM, is responsible for completing an annual review of all security policies and procedures in order to ensure that ILDISP's operations are being conducted according to industry best practices and in compliance with state regulations.

Figure 1. Security Team Reporting Structure



## **Security Policies**

### **Patient, Caregiver, and Personnel Safety**

The safety of ILDISP's employees and visitors is of paramount concern for the Management Team. Management depends on the Security Team to act as ILDISP's first line of defense against any security-related issues that might arise during the course of operations. Threats, threatening behavior, or other disruptive actions taken against employees, clients, visitors, or others while on the dispensary premises, conducting business with, or receiving services from ILDISP are not tolerated. Violations of this policy should be dealt with severely, including termination of relationship and criminal prosecution as appropriate. It is the responsibility of the Security Team to handle all security issues in an appropriate manner without resorting to the use of force if at all possible. The Algonquin Police should be called in response to any violence that takes place on or near the dispensary premises and in any situations where the Security Team is unable to diffuse a situation without outside assistance.

### **Zero Tolerance Policy**

Any person who engages in criminal, violent, or disruptive behavior on ILDISP's property or who uses any electronic means to make a threat against a staff member, patient, caregiver, or authorized visitor should be removed from the premises as quickly



and safely as possible and should be banned from the premises pending the outcome of an investigation. Subsequent to the investigation, the CEO shall decide how to proceed against the individual based on the findings of the investigative team. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or the pursuit of criminal prosecution of the person or persons involved.

This Zero Tolerance Policy applies, but is not limited, to the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing, and physical intimidation);
- Direct or indirect threats;
- Threatening, abusive or harassing phone calls;
- Possession of a firearm or weapon on the dispensary premises;
- Intentional destruction of company property;
- Theft of company property;
- Any criminal activity on the dispensary premises;
- Destructive or sabotaging actions against company or employees' personal property;
- Stalking;
- Violation of a restraining order;
- Threatening acts or abusive language that leads to tension within the work environment; and
- Consuming medical cannabis on the dispensary premises.

### **Limited Access Areas**

Access to Limited Access Areas is restricted to ILDISP agents, patients and caregivers, cultivation center agents, vendors, and authorized visitors. The following areas are designated as Limited Access Areas:

1. Waiting Room,
2. Sales Floor (except for the Point of Sale Station),
3. Medical Director's Office, and
4. Customer Bathroom.

To enter these Limited Access Areas from the Main Entrance, individuals must first pass through the Entry Vestibule. While in the Entry Vestibule, the individual

must check in with the AA, who is separated from the vestibule by a bullet-proof window, by presenting government-issued photo identification and patient identification card prior to further entering the dispensary premises. The AA is required to enter the individual's information into the inventory control system, the State's electronic verification system, and ILDISP's Patient Log or Visitor Log. This will cause each visit to be recorded in the individual's electronic profile maintained by ILDISP. This profile will give pertinent information about the individual and is used to monitor visiting and purchasing patterns for signs of potential diversion. Once the individual has been cleared and their information properly entered into their electronic profile they will be granted access to the Waiting Room. The Waiting Room contains a seating area where patients wait to be admitted to the Sales Floor. The Sales Floor is separated from the Waiting Room by a locked door which is controlled by ILDISP agents on the Sales Floor side. Patients will be remotely granted access to the Sales Floor once a dispensary agent is available to assist them.

At the entrance to all Limited Access Areas and at the Main Entrance to the dispensary, ILDISP has conspicuously posted notices regarding the presence of persons who are not registered patients, caregivers, employees, or authorized visitors on the licensed dispensary premises. These notices state: "You must be a registered Dispensary patient or employee to enter these premises," and notices are posted at each entry point. These notices are affixed to a sign written in a font and size that meet Division requirements for these notices. Unauthorized access to a Limited Access Area must be dealt with by the perpetrator being asked to leave immediately and potentially with the perpetrator being permanently barred from the premises pending the outcome of an investigation. The SD, GM, or Shift Manager must be notified of the breach immediately and the Security Team should inspect the area in which the perpetrator was found for any missing or damaged dispensary property. Any criminal activity must immediately be reported to the Algonquin Police Department and the Division.

### **Restricted Access Areas**

Access to Restricted Access Areas is limited to certain ILDISP agents and a very small number of authorized visitors. ILDISP has designated all dispensary areas other than Limited Access Areas and the parking lot, as Restricted Access Areas.

These areas include:

1. Point of Sale Stations;
2. Security Office;
3. Inventory/Safe Room;
4. Work Areas;
5. Employee Bathroom;
6. Garage; and
7. Storage Areas.

Only certain employees and Management have access to all of the Restricted Access Areas. Authorized employees may only enter and remain within a Restricted Access Area if they have a legitimate reason for being there. The Restricted Access Areas can only be entered using a valid key card with the appropriate permissions and sometimes a PIN. The key cards not only track where employees are going, but also when they entered how long they stayed there by recording each time these doors open and close. All the data generated by the key cards will be stored and analyzed in response to an inventory or cash shortage, destruction of company property, or other criminal or disruptive activity in the Restricted Access Areas. Patients and designated caregivers are never permitted in any Restricted Access Area.

At the entrance to all Restricted Access Areas, ILDISP has posted warnings regarding the presence of persons who are not authorized to enter the Restricted Access Area. These notices contain the following statement: “Do Not Enter – Restricted Access Area – Access Restricted to Authorized Personnel Only” outside of each entry. These notices are affixed to a sign written in a font and size that meet Division requirements for these notices. Unauthorized access to a Restricted Access Area must be dealt with by asking the perpetrator to leave immediately and potentially to the perpetrator being permanently barred from the premises pending the outcome of an investigation. Security Team members should investigate the breached area for any signs of criminal

activity. Any criminal activity that is discovered must be immediately be reported to the Algonquin PD and the Division.

## **Visitor Policy**

Authorized visitors to the dispensary include the Division, ISP, and Algonquin Police Department employees and representatives, outside vendors, maintenance and service professionals, transporters dropping off shipments, contractors, and other visitors who are on the dispensary premises for business purposes. ILDISP maintains and continually updates a list of vendors with whom it contracts to provide goods and services to the dispensary and makes this list available to the Division upon request. Authorized visitors must explain the reason for their visit and also disclose the person with whom they are meeting. If the visitor's ID and reason for entering are valid, the AA will ask the visitor to sign in and briefly describe their reason on ILDISP's Visitor Log before entering the dispensary. Upon entry, the visitor must be given a visitor's badge, similar to the employees' badges, that the visitor must visibly wear at all times while in any Limited or Restricted Access Area. Visitors may only enter the dispensary's Limited or Restricted Access Areas if they have legitimate business there and visitors are not permitted to remain in these Areas longer than necessary to complete their business with ILDISP. An employee who is authorized to access the area the visitor is visiting must always escort visitors when on the dispensary premises in order to give them access to the Limited or Restricted Access Areas and supervise their conduct. At the conclusion of his or her visit, the visitor must return ILDISP's visitor identification badge and sign out on the Visitor Log. ILDISP's Visitor Log must be kept ready and available for inspection by the Division at all times and will be maintained for a period of five years on-site.

For outside vendors, contractors, and other Authorized Visitors, the following restrictions apply:

1. The visitor identification badge must be visibly displayed at all times while the visitor is in any Limited or Restricted Access Areas.
2. All visitors will be escorted at all times by a dispensary employee.

3. All visitors must be logged in and out, and the log will be available for inspection by the Division at all times.
4. All visitor identification badges must be returned to ILDISP upon exit.

## **Employee Security Training**

ILDISP's SD is responsible for developing and implementing a personal security training program for all employees of ILDISP. ILDISP's personal security training program requires that all employees and officers be given personal security training prior to beginning work at the dispensary. This training covers basic security policies and procedures that each employee is required to follow while working on the dispensary premises. Furthermore, all employees and officers are required to undergo annual continuing security training on proper procedures for responding to robberies, larcenies and burglaries on the dispensary premises. This training includes the basic layout and function of the security system and procedures to follow in the event of a robbery or other incident. All employees must be trained on and familiar with ILDISP's Robbery Procedures. The emphasis of all training activities is focused on employee and patient safety and not on protecting cash, inventory, or other company property during the course of a robbery. Employees should be regularly reminded and quizzed on the proper procedures during a robbery at staff meetings as well as on other occasions.

## **Security Procedures**

### **Opening Security Procedures**

All employees are required to enter and exit the dispensary through the Employee Entrance. The first employee on premises (a Security Team member or Manager) should conduct a circuit of the premises followed by a brief walk-through of the dispensary to check for any signs of a break in or other disruptive or illegal activity during the night. If the dispensary is secure, the Security Team member should write "Good Morning" on a white-board in the Garage to signal the next employees to arrive that the dispensary premises are secure. If the signal is not there, then the next employee on site should immediately call the police. After the dispensary has been checked and cleared, the employees on site should begin transferring products from the Inventory/Safe Room to the Sales Floor and record these transfers electronically on the



inventory tracking system. The Main Entrance is to remain closed and locked until the AA is ready to begin checking in patients and a Security Team member is stationed at the Main Entrance or in the Security Office.

### **Controlling Access to the Premises**

Controlling access to the dispensary is of paramount importance for maintaining security. One means of controlling access is dividing the dispensary premises into Limited and Restricted Access Areas and controlling which individuals and personnel may access these Areas. The Entry Vestibule establishes a locked and bullet-proof barrier between the exterior of the dispensary and the Limited Access Areas. Access to the dispensary's Limited Access Areas is controlled by the AA from a desk in the Waiting Room. A Security Team member should be stationed outside the Main Entrance during busy times to check IDs and regulate the flow of patients going into the dispensary.

The Employee Entrance and the Garage/Dispensary door establish a double barrier of doors equipped with commercial-grade locks between the exterior of the dispensary and the Restricted Access Areas beyond the Garage. Before beginning a scheduled shift, each dispensary employee must scan their key card and enter their PIN to enter the building through the employee entrance. These security features ensure that unauthorized intruders will have a difficult time gaining access and that there is clear documentation of which employees were on the dispensary premises at any given time. ILDISP's security system works with employee key cards to promote accountability and tracking. Every time an employee uses their key card or PIN to enter an area, the dispensary's security system electronically records and maintains the employee's information, the time and date the employee entered the room, and how long the employee was in the room. The system will also flag anytime a door is left open for longer than five seconds, a sign of potential wrongdoing. A record of accessed rooms is maintained with the rest of ILDISP's security records for Management, the Division, ISP, and local law enforcement to review if necessary.

Access to the Limited Access Areas is limited to employees, patients, caregivers, and authorized visitors. Only employees who are on duty and wearing their employee identification badge are permitted in Limited Access Areas, unless entering as a patient

or caregiver. When moving between Limited and Restricted Access Areas, employees are prohibited from allowing others to follow them through doors without using their own key card, also known as tailgating, and ILDISP employees are prohibited from allowing anyone to use or borrow their key cards. Entry to the various Restricted Access Areas is limited to ILDISP employees and authorized visitors, except the Security Office, access to which is limited to the SD, Security Team members, the GM, and the CEO. The Inventory/Safe Room is a very sensitive part of the dispensary premises and employees should be instructed to refrain from remaining within this room without a compelling reason to do so. When entering the Inventory/Safe Room, employees must enter their unique PIN on a keypad in addition to scanning their key card for access. All employees and officers are given a “panic” pin code that they may enter into the keypad when under duress, which will open the door but also alert the Algonquin Police Department and the ISP to an emergency situation at the dispensary.

Employees may only be on the premises during scheduled shifts, regardless of whether the dispensary is open for business. Employees should only be on the dispensary premises 30 minutes before their scheduled shift to 30 minutes after, and lingering employees should be asked and encouraged to leave the premises after their shift concludes. Unless they are working, employees are only allowed to enter the dispensary premises as a patient or caregiver. The Security Team is responsible for preventing individuals (employees, patients/caregivers, and others) from remaining on or around the dispensary premises if they are not engaging in activity permitted by the regulations.

### **Closing Security Procedures**

At closing time, the Main Entrance should be locked after all patients have exited the dispensary premises. After completing the Evening Audit, employees should begin removing inventory from the Sales Floor and physically transferring it to the Inventory/Safe Room. A simultaneous or subsequent transfer on the inventory tracking system should also occur. A Manager should remove all the cash from the cash register and count and account for it prior to being locked in the cash safe in the Inventory/Safe Room overnight. If a shortage or increase in inventory or cash is discovered during the Evening Audit, the GM and SD should be alerted and the source of the shortage or

augmentation discovered before any employees are allowed to leave the premises. The last person leaving the facility at the end of the day, typically the GM or a Security Team member, is responsible for conducting a closing walk through to ensure that all lights, except for those in the Entry Vestibule, are turned off, computers have been scanned with anti-virus software and shut off, the doors are locked, all inventory and cash has been secured in the Inventory/Safe Room, and alarm system is armed prior to leaving for the night.

### **Dispensary Agent Identification**

All dispensary employees must receive an agent identification card prior to beginning work at ILDISP. New hires may not begin working until after they obtain an agent ID card from the Division. Only the GM, as the agent-in-charge, can apply to the Division for agent ID cards on behalf of ILDISP. The GM is also the point of contact for assisting dispensary and security employees with renewing their agent ID cards. All employees of ILDISP are required to have and properly display an agent ID card issued by the Division at all times while on dispensary premises. Each employee should be provided with lanyards so that employees can wear their agent ID cards around their necks. Dispensary employees are not permitted to transfer, sell, trade, lend, or give up ownership of their agent ID cards, and such actions are grounds for immediate termination of employment. In the event an employee loses their agent ID card, the GM should notify the Division and ISP and assist the employee with obtaining a new one. Until a replacement ID card is issued, the employee may not return to the dispensary premises except as a patient or caregiver. If ILDISP terminates an agent's employment or an agent resigns, the GM or Manager on duty should immediately collect the agent's ID card and promptly return it to the Division. The GM, as the dispensary's agent in charge, is the Division's main point of contact and should cooperate with the Division whenever the Division chooses to recall an agent ID card.

In addition to the agent ID card, each employee must be given a key card to access the premises and the Restricted Access Areas. Key cards feature a unique serial number tied to that employee and will grant access to the specific areas the employee is authorized to enter. These key cards allow Management to identify which employees are coming and going during the day and which Limited and Restricted Access Areas

they entered and at what time. This process should be explained to every employee upon hiring to deter employee theft. An electronic log of employees and their associated key card serial numbers will be kept with the dispensary's security equipment and stored on ILDISP's secure, cloud-based server to ensure constant access. Employees must always visibly keep their key card on their person while on ILDISP's premises and should take their key cards home with them at night. Lost or stolen key cards must be reported to ILDISP immediately.

### **Theft, Loss, or Diversion Procedures**

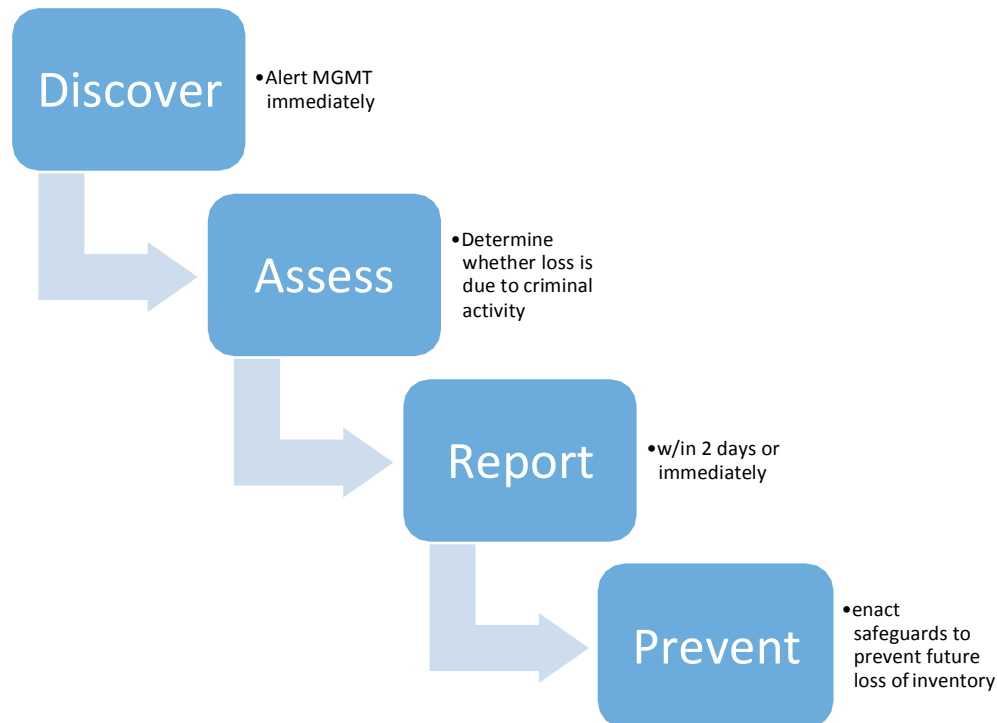
If any inconsistencies are detected in inventory, the SD, with the assistance of the Security Team and the GM or Shift Manager, must undertake a full assessment of the incident. In the event of diversion or theft, or suspicion of diversion or theft, of medical cannabis from the dispensary facility, the SD must immediately notify the Division, the nearest ISP District, and Algonquin PD. It is the responsibility of any ILDISP agent that witnesses or suspects criminal activity to report this information to the SD, the GM, or Shift Manager. Upon receiving a report of suspected or witnessed criminal activity, the SD or Manager should inform the rest of the Management Team and then either investigate (if the tip is based on a suspicion) or report to the Division and law enforcement (if a criminal act was witnessed).

The first step of the investigation is to transfer all of the dispensary's inventory to the Inventory/Safe Room for an immediate audit. This will help Management assess exactly how much medical cannabis and which specific products are missing from inventory. Once the specific products have been identified, the inventory tracking system can be used to determine where these products were last stored and when they were last accounted for. This will narrow the timeframe in which the products could have gone missing and hopefully pinpoint which storage area they went missing from. The SD and Security Team will then begin an investigation into the missing inventory using all the technology and other tools at their disposal.

If an investigation uncovers potential criminal activity, the SD must immediately notify the Division, ISP, and Algonquin Police Department. The GM and SD are responsible for interfacing and cooperating with any Division, ISP, and Algonquin Police Department representatives in an open and transparent manner

and assisting in any way possible. ILDISP will also be sure to clear any area of the facility that is critical to the investigation of all individuals and preserve the integrity of the area until investigators arrive. While an investigation is ongoing in the dispensary, only the absolute minimum number of ILDISP employees as is necessary will be present and no customers or visitors will be permitted to enter the area under investigation. After the investigation is concluded, a comprehensive report should be drafted detailing the circumstances surrounding the loss and recording corrective and preventative measures put into place to ensure no further losses occur from this source.

Figure 2. Inventory Loss Response



### **Employee Theft Prevention Procedures**

All candidates for employment must undergo a thorough background check prior to being hired. Any potential candidate for employment with a history of criminal activity must undergo a thorough risk assessment by the SD, GM, and CEO, and they may not be hired if they are deemed to be a risk to operations. To further limit the possibility of employee crime or theft, ILDISP monitors all sections of the facility with video cameras as required by the rules governing the medical cannabis program.



Management will also check the inventory logs on a daily basis to monitor for discrepancies in inventory levels. If any inconsistencies are detected in inventory, the SD will be notified and must immediately undertake a full assessment of the incident. If the investigation determines that medical cannabis or cannabis products are missing, ILDISP's Security and Management Teams should review video recordings and employee key card logs to determine whether any criminal activity has occurred.

In the event that an employee is suspected of criminal activity, the employee must be suspended without pay pending the completion of any investigation and ILDISP should inform law enforcement of its suspicions. If it is determined that the employee is innocent of wrongdoing, the employee should be reinstated and paid for the time they were suspended. In the event that ILDISP discovers that one of its employees has diverted medical cannabis or other company property, the employee must be immediately terminated. In addition, the Manager should notify local law enforcement authorities and the Division immediately.

### **Cannabis & Cash Storage Procedures**

All cannabis flower and cannabis products are to be kept in the Inventory/Safe Room unless they have been transferred to the Sales Floor. During operating hours, all medical cannabis must either be stored in the Inventory/Safe Room or in the POS Station area, both of which are Restricted Access Areas. The Inventory/Safe Room must be kept closed and locked at all times unless inventory is being transferred in or out, the room is being cleaned, an inventory audit is being performed, or a Division inspection is occurring. Employees must be trained in the use of the inventory tracking system and to track any transfers of product that they affect. The Shift Managers are responsible for ensuring that the physical inventory in the Inventory/Safe Room and the Sales Floor matches the inventory levels recorded in the inventory tracking system and are also responsible for making transfers to reflect the dispensary's physical inventory as needed.

All medical cannabis is required to be stored in the Inventory or Quarantine Safe when the dispensary is closed. Cash is to be stored in a locked Cash Safe within the Inventory/Safe Room. The Inventory/Safe Room must be kept closed and locked at all times when it is not in use. Only Management has access to the Cash Safe inside the

Inventory/Safe Room and unauthorized employees should not be allowed access without a compelling purpose and close supervision. Linger in the Inventory/Safe Room is strictly prohibited and all employees and officers should only remain inside the Inventory/Safe Room for the minimum amount of time required to complete their assigned task.

### **Destruction of Medical Cannabis**

When disposing of unusable cannabis, the Manager must ensure that all procedures are followed and that the following is documented in the inventory tracking system: a description of the product (including quantity, strain, product variety, and batch number); reason for disposal; date of disposal; confirmation that the cannabis was rendered unusable before disposal; method of disposal; and the names and agent registration numbers of the Manager and employees responsible for destruction and disposal. Records of medical cannabis product destruction and disposal are to be maintained on premises in the Operations Filing Cabinet for the duration of operations and for five years after operations end.

Any cannabis that is outdated, damaged, deteriorated, misbranded, adulterated or otherwise in need of disposal will be stored in the quarantine container in the Inventory/Safe Room for no more than a week prior to destruction, but seven days after providing notice to the Division of the impending destruction. If any change to this date or time occurs, the GM will promptly notify the Division and ISP of the change. A Manager is responsible for overseeing the proper destruction of the medical cannabis products and recording these actions in the inventory tracking system. Prior to destruction, products must be weighed, recorded, and entered into the inventory tracking system and the following information must be documented in the system and on a separate Destruction Form in writing: a description of the product (including quantity, strain, product variety, and batch number); reason for disposal; date of disposal; confirmation that the cannabis was rendered unusable before disposal; method of disposal; and the names and agent registration numbers of the Manager and employees responsible for destruction and disposal.

All destroyed cannabis is to be rendered unusable in the Garage under the supervision of ILDISP's video cameras, a Manager, and any available Security Team

members. To be rendered unusable, products must be ground or shredded and mixed with compostable waste so that the resulting waste mixture is at least 50% non-cannabis product by volume. Medical cannabis must be rendered unusable in the Garage using an electric wood chipper purchased for this purpose. Compostable waste includes food waste, yard waste, and vegetable based grease oils. The GM is responsible for developing relationships with local businesses that produce compostable materials as waste and for arranging deliveries of compostable materials. All waste material that is to be mixed with ground cannabis product must be weighed and entered into the inventory tracking system and verified by the Manager overseeing the destruction. After the compostable material and the unusable medical cannabis have been mixed, the resulting waste mixture must be disposed of as compost feedstock, by an anaerobic digester, or at a composting facility subject to approval from the local health department. The GM is responsible for developing relationships with composting facilities and other permissible disposal sites and ensuring that all medical cannabis products are properly disposed of.

## **Security P&P Review**

The SD and the GM are responsible for overseeing a review of the dispensary's security policies and procedures on an annual basis. Policies and procedures should be reviewed regarding their efficacy in reducing opportunity for theft and diversion, impact on business operations, ease of implementation and maintenance, and any other reasonable considerations. The goal of ILDISP's Management Team is to provide a secure retail environment without subjecting patients and caregivers to unneeded scrutiny and security measures. Any changes or revisions of ILDISP's security policies and procedures must be made in furtherance of this goal.

## **Security Equipment & Features**

### **Entrances and Vestibules**

The dispensary has two entrances: a Main Entrance protected by the Entry Vestibule for use by patrons and visitors, and an Employee Entrance for use by dispensary and security employees. Both of these exterior entrances, all fire exits, and all vestibule doors are protected by security doors with commercial grade locking

mechanisms, alarm contact points, and video cameras. All interior doors that protect Limited and Restricted Access Areas, have been outfitted with commercial-grade doors and locks for increased security. Bathrooms, and doors which have little significance in the overall security plan, feature standard doors with doorknob locks. Some doors feature additional electronic protection (key card readers and PIN inputs) but no dispensary door relies solely on electronic access control which allows doors to remain locked during a power outage. The security system is connected to a backup battery and backup gasoline generator that will keep the dispensary's security system operational for up to 96 hours during a power outage. Backup power sources must be inspected once a month by the SD and bi-annually by the equipment installer to ensure those sources are functioning properly and have sufficient charge and fuel. All facility doors must be kept closed and locked at all times during operating hours except for bathroom doors, the Medical Director's Office, and the Entry Vestibule's exterior door.

Vestibules are small corridors with secure doors at both ends and security cameras that allow ILDISP to control ingress. The Entry Vestibule features a bulletproof window through which entering individuals can speak to the AA. The AA may remotely grant access to the Waiting Room once the individual's identification, patient status, or other reason for being on the dispensary premises have been established. This model is similar to those used in banks, which consist of two sheets of glass with a gap in between and space underneath for sound and objects to pass through respectively. Employees may freely enter through all vestibules and other doors they are authorized to access using their ILDISP-issued key card and a PIN when applicable. In emergency situations, no key or PIN of any kind is needed to exit any room or area of the dispensary, which means any individual may freely exit the entire facility from anywhere within.

### **Inventory/Safe Room**

The Inventory/Safe Room is located in the back corner of the dispensary and any individual must pass through two locked doors prior to reaching the door protecting the Inventory/Safe Room and the existing exterior windows have been sealed to prevent anyone from gaining access. The Inventory/Safe Room is outfitted with a security door and is covered from both interior and exterior vantage points by security cameras. Within the Inventory/Safe Room, the dispensary's Cash and Quarantine Safes are bolted to the floor to ensure that it cannot be carried away in the

event of a breach. Only the CEO, GM, and Shift Managers have the combination to the Cash Safe and under no circumstances should the combination be shared with unauthorized individuals. The Inventory and Quarantine Safes are accessible by trusted PCRs and the Management Team to facilitate efficient inventory management and the combinations should be changed each quarter. The Inventory/Safe Room has also been outfitted with commercial grade environmental controls to maintain the proper climate for storing medical cannabis. The Inventory/Safe Room is equipped with high-efficiency air filters to reduce the odors emanating from the inventory storage space. Access to the Inventory/Safe Room is controlled by key card and PIN to ensure that ILDISP has a clear record of which employees entered the Inventory/Safe Room at all times. A current list of authorized employees and service personnel with access to the Inventory/Safe Room will be frequently updated and made available to the Division upon request.

ILDISP has installed a commercial-grade air filtration system in the Inventory/Safe Room in order to reduce odors emanating from the medical cannabis stored therein. The Management has been in contact with American Air Filters for advice regarding this requirement, and will likely install equipment similar to the SAAF PORTA-Scrubber industrial grade portable scrubber system. This equipment is an economical and heavy-duty solution for the removal of high concentrations of gaseous contaminants. The PORTA-Scrubber is also designed to induce positive or negative pressure to trap contaminated air within a physical area so that it does not dissipate outside the Inventory/Safe Room. These units can be non-powered and are virtually maintenance free in addition to being space efficient and suitable for a variety of applications. Odorous air is taken into the unit through the bottom of the unit where it is filtered through a media bed designed to neutralize gaseous contaminants as the air is drawn through the media. The clean air is then exhausted through a single-phase fan/motor assembly and the process continuously repeats to reduce and even eliminate the odors emanating from the dispensary's medical cannabis inventory. The GM is responsible for monitoring ambient conditions within the Inventory/Safe Room, including odors, and implementing measures to maintain a clean, controlled, and low-odor environment for the storage of medical cannabis.



## **Alarm System**

To prevent and detect diversion, theft and loss of cannabis, currency, and unauthorized intrusion on the premises, ILDISP has installed a perimeter alarm on all entry points and perimeter windows. This alarm system features a failure notification system that provides an alert to designated employees of ILDISP within five minutes after failure either in the form of telephone, e-mail or text message. ILDISP has also had a panic alarm authorities installed in case of emergency. This panic alarm can be activated from the alarm panel, PIN-controlled doors, and various panic buttons throughout the dispensary and is directly connected to local law enforcement. The SD is responsible for testing the alarm system every month and should have the security company perform inspection and maintenance services on a bi-annual basis.

ILDISP's security system features a perimeter alarm with alarm contacts on all facility entry points, perimeter windows, and interior doors, except bathrooms. The alarm system's failure notification system provides an immediate alert in the event of a failure via email and text message to the CEO, GM, and SD. The alarm system's hub is a programmable keypad that doubles as a panic button located in the Garage next to the Employee Entrance. The alarm system has been installed with infrared sensors on the roof and motion detecting sensors in Restricted Access Areas and on exterior windows that will alert authorities if someone attempts to break in through the roof or walls. ILDISP has also installed panic buttons around the facility that silently work with the alarm system to notify local law enforcement of an emergency situation. These panic buttons are located at every Patient Care Representative sales station, at the AA's desk, in the Medical Director's Office, in the Security Office, and the in the Inventory/Safe Room. Panic buttons can be activated by pressing the button, and once they are activated, they cannot be deactivated. Backup generators have been installed to ensure that all alarm and security systems will have the ability to remain operational during a power outage.

## **Surveillance Equipment**

ILDISP has installed a video surveillance system with high resolution cameras that meet the requirements of the rules governing the medical cannabis program. Every single camera has 360-degree rotational capability, a varifocal lens, and infrared

capability for low light situations. Many of these cameras are also capable of recording audio. All cameras have been installed at a height that provides an optimal vantage point for facial recognition, and cover all entrances and exits to the dispensary from both indoor and outdoor vantage points.

The dispensary's video cameras cover all vestibules, Limited and Restricted Access Areas, points of ingress/egress through interior and exterior doors and pathways, exterior areas, the parking lot and Garage entrance, and the point-of-sale (POS) terminals. The dispensary's cameras do not cover the bathrooms but they do record the entrance to the bathrooms from an exterior vantage point. Cameras in the Entry Vestibule are positioned to record individuals every time they enter the dispensary facility and the Embedded Network Video Recorder (ENVR) has the ability to take photos from these recordings, so that up-to-date photos of all patients, caregivers, and visitors can be maintained. Cameras covering the POS areas are capable of recording and identifying the employee handling the sale, the individual making the purchase, and covering the transaction as a whole.

ILDISP employs landscapers to ensure that trees, bushes, and other foliage outside of the dispensary premises do not allow people to conceal themselves from sight. The surveillance system's cameras are fully capable of identifying persons, license plates, vehicles, the immediate surrounding areas, and any activities occurring within any area of the dispensary and within 20 feet of all entry and exit points of the premises. Motion detecting lights have been installed to aid nocturnal surveillance at all entry points and where all exterior cameras are located.

Security Cameras are recording 24 hours a day, 7 days a week, and all video recordings clearly and accurately display the correct date and time measured in accordance with the U.S. National Institute of Standards and Technology. ILDISP's security system will use an ENVR/Cloud Interface, which functions as the security system's central hub. The ENVR is always remotely accessible through a secure web portal by the CEO, GM, and SD, as well as the ISP, Algonquin Police Department, and the Division. Remote accessibility allows these individuals and entities to view live footage, hear audio, and review security logs from ILDISP at any time necessary. Remote accessibility also allows the Division, ISP, and Algonquin Police

Department to ensure that ILDISP is following protocol. This surveillance system is Internet Protocol (IP) compatible and records activities on the premises and around the perimeter of the premises at all times while simultaneously streaming footage and storing a copy on ILDISP's cloud-based servers. ILDISP's ENVR allows for exporting still images in industry standard image formats, including .jpg, .bmp, and .gif. The ENVR automatically archives exported surveillance footage in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place, and the exported footage will be archived in an industry standard file format that can be played on a standard computer operating system.

Much of ILDISP's security equipment is stored in a secure location in a Restricted Access Area, known as the Security Office, where it is protected against tampering or theft. The Security Office houses the bulkier, immobile security equipment including: the ENVR, three 24" call-up monitors for security feeds, a computer (one call-up monitors will double as the computer monitor), a color printer, video playback equipment, a master intercom, a phone, a panic button, and a lockable case for equipment. Employee access to the Security Office is limited to the CEO, SD, GM, and Security Team members. Access to the security equipment and computers are password protected and these passwords must be changed every quarter. Passwords should be further protected by using combinations of letters and characters and not sharing or writing it down in an area that could be easily accessed by others. When appropriate, access to the Security Office will also be granted to Algonquin Police Department, security equipment personnel, the ISP, and the Division. A current list of authorized employees and service personnel with access to the Security Office will be frequently updated and made available to the Division upon request.

### **Panic Buttons & Silent Alarms**

Along with the panic button located on the alarm system's keypad, remote panic buttons have been hidden throughout ILDISP's premises, and PIN-controlled locks on doors can be used to trigger a silent alarm as well. The PIN-controlled lock's panic PIN causes the door to be opened as normal, but also triggers a silent alarm that alerts the police to an emergency situation. The panic button can be activated by an ILDISP employee as a direct result of an imminent threat to the health or safety of any

employee, patron, or the premises including, but not limited to: (1) any person threatening imminent harm to any person; (2) fire; (3) bomb threat; (4) a robbery attempt, armed or otherwise; or (5) any other situation or event that causes an employee to reasonably believe that he/she is in danger and emergency assistance is required to prevent the potential harm. The silent alarm will directly notify local law enforcement of an emergency situation at the dispensary immediately after the alarm is activated.

### **Medical Emergency Procedures**

As part of a commitment to the safety of all agents and visitors at the facility, ILDISP will provide all registered agents with the knowledge and training to anticipate, recognize, and react to medical emergencies that may occur at the facility. Pre-event preparation, training, and access to readily available information and safety equipment are critical to minimizing consequent deaths, illness, and injuries, and to promote overall workforce resilience.

To prevent illnesses or injuries at work, it is necessary to identify all the possible causes, get to the root cause of the problem, and if possible, eliminate the hazard once and for all. Therefore, the first step in training agents to handle medical emergencies will be to give agents the knowledge to anticipate types of medical emergencies in order to prevent as many medical emergencies as possible. The General Manager will research possible medical emergencies that may occur at the facility by accessing OSHA's "Best Practices Guide: Fundamentals of a Workplace First-Aid Program."

For risk assessment purposes, the General Manager will access national data on injuries, illnesses and fatalities through from the Bureau of Labor Statistics. As part of the facility's injury and illness prevention training program, the facility will instill in its agents workplace prevention as a core value while working at the facility. Included in that safety culture at the facility, agents will be trained to recognize, and respond to potential medical hazards.

The next step to in the agent-training process of medical emergencies is to train all employees to respond to current medical emergency events. ILDISP's medical

emergency response plan is to train all members of management and employees on the proper medical emergency reaction procedures. All members of management and registered agents will be CPR and AED certified with the Red Cross. Included in agent training will be how to directly respond to an injured or ill coworker and the procedure for contacting the appropriate management or emergency service professionals. These training materials will include written employee testing to ensure information retention and will be included in all employees' onboard training and ongoing, semi-annual training sessions.

Per OSHA recommendations, the first-aid training program will be reviewed periodically to determine if it continues to address the needs of the specific workplace. Training, supplies, equipment and first-aid policies will be added or modified to account for changes in workplace safety and health hazards, worksite locations and worker schedules since the last program review. The first-aid training program will be kept up-to date with current first-aid techniques and knowledge. Outdated training and reference materials will be replaced or removed.

### **Fire Prevention and Emergency Procedures**

During the ILDISP's onboarding process, all registered agents and members of management will be trained on the proper fire prevention techniques and reaction procedures in the event of a fire at the facility. Training procedures and policies will include describing the emergency procedures for the facility in case of fire; identifying common fire hazards in the workplace and how to prevent them; identifying special situations or individuals in the workplace that may require an emergency response different than the standard response; demonstrating how to correctly use a fire extinguisher; and taking part in a company fire drill, and demonstrating the correct emergency response.

Fire-prevention training will include procedures and policies to practice good workplace housekeeping including the elimination of workplace clutter that could contribute to fires by providing fuel and by preventing access to exits and emergency equipment; the importance of maintaining equipment to prevent overheating and



friction sparks; reporting electrical hazards; maintaining free access to all electrical control panels to avoid equipment stored in front of the panels slowing down the shutting down of power in an emergency situation; reading the label and the Material Safety Data Sheet to determine flammability and other fire hazards; and any other techniques that would prevent the possibility of a facility fire.

The General Manager will develop a fire evacuation plan including an easy-to-read map of the facility with a clearly marked path to a designated safe meeting place outside of the facility's building. Training will include the location of the facility's fire exits and the designated safe meeting place and strict procedures on leading and directing management, agents, and visitors to the designated safe meeting place. All agents will be trained on the location and hands-on operating instructions for the dispensary's fire extinguishers. Agents will learn the locations of all fire exits and the many posted emergency telephone numbers for fire response.

Additionally, agent fire-reaction training materials will include knowledge on the routes for workers to use and procedures to follow; accounting for all evacuated employees; procedures for evacuating disabled employees; evacuation of employees who stay behind to shut down critical facility equipment; preferred means of alerting employees to a fire emergency; and recognizing the evacuation signal.

Per OSHA recommendations, the fire reaction training program will be reviewed periodically to determine if it continues to address the needs of the workplace. Training, supplies, equipment and fire prevention and response policies will be added or modified to account for changes in workplace safety, worksite locations and worker schedules since the last program review. The fire prevention and response training program will be kept up-to date with current techniques and knowledge. Outdated training and reference materials will be replaced or removed.

### **Personal Security Preparedness for Act of God Events, or local, State or National Emergency Situations**

ILDISP's Security Director will be responsible for designing and implementing a personal security training program for all agents and members of the ILDISP team. All

agents will be given personal security training through the program developed by the SD prior to beginning work at the facility. Furthermore, all agents will be required to undergo annual, continuing security training on proper procedures for responding to robberies, larcenies, floods, strikes, natural disasters and burglaries on the dispensary premises. This training will include the basic layout and function of the security system and procedures to follow in the event of a robbery or other incident. All agents will be trained on and required to be familiar with the ILDISP's Robbery Procedures. The emphasis of all security training activities will be focused on patient and agent safety and not on protecting cash, inventory, or other valuables during the course of a robbery.

Based on instances in other medical cannabis markets and the current inability of cannabis businesses to secure banking services, ILDISP is aware of and greatly concerned about the occurrence of a robbery at the facility and is committed to limiting robberies and preparing all employees in case of such a situation. Training agents and the Management Team on these procedures will ensure the facility remains a safe place for all agents and visitors. Dispensary agents will be trained to be alert and report all suspicious activities, to practice safe cash handling controls, how to most efficiently use building security devices such as security cameras and silent alarm buttons, and how the personalization of great patient service can be an effective tool to deter potential robberies. Additionally, training will include robbery response procedures that will be centered on ensuring no one at the facility will be put at risk of harm during a robbery. The tenets of these procedures will include remaining calm, not resisting the robbers or offering assistance, and being systematic in the agents' observations during the situation.

In the wake of direct attacks on the United States on September 11, 2001, the threat of an invasion or terrorist attack is a real concern, and ILDISP will develop procedures and a training program on recognition and response in the event of such an invasion. In light of the growing risk of cyber invasion, the Security Director will also develop training information based on the Federal Trade Commission's Data Breach protocols and will create tools to prevent and respond to possible threats to the facility's digital infrastructure. Data security training will include controlling access to data, how

to properly use and protect passwords and authentication, and proper procedures on storing sensitive information securely and protecting it during routine business transmissions. Training will be ongoing during semi-annual training sessions and will address current security risks and will address vulnerabilities that may arise.

Due to the potential danger of medical cannabis being introduced into the community at-large and being used by those not registered as patients in the State of Illinois, ILDISP is concerned about the possible threat of burglary and the facility's medical cannabis inventory being circulated in the black market. To address this risk, the Security Director will develop training materials for employees to better recognize, prevent and respond to burglaries as well as employee diversion of medical cannabis. The Security Director will incorporate preventative procedures developed by the ASIS Foundation's Preventing Burglary in Commercial and Institutional Settings: A Place Management and Partnerships Approach and will partner with local law enforcement to develop best practices on burglary prevention. Agents will be trained that even the most powerful motives for burglary can be neutralized by lack of opportunity and how proper workplace procedures can remove such opportunity. Such procedures will include the importance of properly securing the premises during off hours of operation and the proper storage of medical cannabis and medical cannabis products in the Secure Room at the end of the day. Moreover, all Management Team members and registered agents will be trained on the recognition of the signs of burglary and how to relay possible situations to a member of management and local law enforcement. Burglary prevention and response training will occur during the employee onboarding process as well as during ongoing, semi-annual training sessions as new information and procedures become available.

ILDISP is also committed to training agents on other possible threats while on the facility's premises. Such events that employees will be trained on include an act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. Agents will learn that workplace violence can range from threats and verbal abuse to physical assaults and even homicide and can affect every person on the premises. Training will include how to recognize possible

threats, how to report a threatening situation to management, and the proper response to a situation in order to protect the lives of all people involved.

## **Testing and Maintenance**

The SD is responsible for maintaining all surveillance equipment in good working order and is required to inspect and test equipment at monthly intervals. Monitoring devices have been equipped with both audible and visual alerts for equipment failures and Security Team members are required to inspect security equipment as part of their daily responsibilities. All routine equipment maintenance should be undertaken by the Security Team under the supervision of the SD in order to familiarize security staff with the equipment and reduce costs. ILDISP's security equipment provider and installer must be brought on site to inspect and test all security equipment at least twice each year. The SD is in charge of staying up to date on all scheduled maintenance of the dispensary's security equipment and for replacing equipment as needed.



**VILLAGE OF ALGONQUIN  
MEMORANDUM**

DATE: January 17, 2017

TO: Committee of the Whole

FROM: Tim Schloneger  
Village Manager

SUBJECT: ***Proposed Capital Budget – 2017/2018  
Water and Sewer Improvement and Construction Fund***

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**OVERVIEW**

Attached is the proposed budget for the Water and Sewer Improvement and Construction Fund. This fund is intended for the larger capital improvements such as expansion of the water and sewer treatment plants, distribution systems, and smaller expenditures that improve or enhance the existing water and sewer distribution systems overall. The Water and Sewer Improvement and Construction Fund is a capital account with cash reserves that can be accumulated from year to year.

The revenue estimated for this fiscal year is \$1,600,000 (including a one-time transfer of \$1,200,000 from the Water & Sewer Operating Fund), and expenditures are budgeted at \$6,622,000. The existing cash reserves of over 7,000,000 will cover the difference between revenues and expenditures.

**REVENUES - \$1,600,000**

Maintaining safe drinking water and environmentally sound sewer services is one of the most important responsibilities of the Village of Algonquin. As providing water and sewer services becomes more expensive, the village is faced with the constant challenge of balancing our interest in offering a fundamental public health service at an affordable price against the necessity of managing our systems in a financially sustainable manner. Water, sewer and all



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**Water and Sewer Improvement and Construction Fund**  
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other utilities are businesses, regardless of who owns them. The village's water and sewer utilities are businesses that just happen to be owned by government.

On January 19, 2016 the Village Board adopted a new rate structure that took effect November 1, 2016. The new rates are not only fair and equitable, but are also based on an accurate cost of service analysis. The rate structure covers all costs of day-to-day operations, growth, depreciation and debt service for needed capital improvement projects.

**EXPENDITURES - \$6,622,200**

ACCOUNT 42228 – INVESTMENT MANAGEMENT - \$0 – This line item accounts for fees associated with the village's investment pools that offer a higher yield. They are now budgeted as part of the General Fund.

ACCOUNT 42230 - LEGAL SERVICES - \$20,000 - This line item covers services required for legal matters associated with water and sewer improvement projects.

ACCOUNT 42232 - ENGINEERING - \$1,987,000 - This line item provides payment for engineering services for the design, construction oversight, and inspection of projects planned in this fund. Projects include the following:

- Monies (\$30,000) are being provided for construction oversight services for two emergency water interconnects, with the Village of Carpentersville. One interconnect will be located on the east side, to provide addition water resources to WTP no. 1. The second interconnect is slated for the west side, to provide addition water resources to WTP no. 4 and no. 5. The interconnects will allow for the movement of finished water between the two communities in times of emergency or schedule maintenance.
- Monies (\$10,000) are being provided for construction oversight services of the Distribution System Improvements 2016. Improvements include the Surrey Lane PRV and the Springhill Drive PRV.
- Monies are provided for construction oversight of the Downtown Algonquin Streetscape Stage 1 Watermain (\$150,000) and Sanitary Sewer (\$150,000). Construction will begin to consider full replacement of existing utilities, primarily water and sewer. In addition, consideration will be given to future demands and the need to upsize water main along Main Street to meet deficient fire flows. Likewise, consideration will be paid to the sanitary sewer, to remove improved routing and

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sewer capacity to meet any development to our northern boundary, to potentially eliminate two existing lift stations, and to construct a temporary lift station at the southwestern corner of Cornish Park.

- Downtown Streetscape Stage 2 Water & Sewer (\$110,000) is pursuant to design engineering services.
- Downtown Streetscape Stage 3 Water & Sewer (\$500,000) is pursuant to design engineering services.
- Eastgate and Highland Watermain Improvements (\$120,000) is pursuant to Phase 1 engineering. Water main replacement on Eastgate Drive was identified in the Water System Master Plan. Unrelated water main work on Highland Avenue is being included given a similar type of work and close proximity to Eastgate Drive.
- Huntington to Countryside Watermain Improvements (East) is pursuant to Phase 1 (\$160,000) and Phase 2 (\$120,000) engineering for a portion of a 16" watermain the runs from Towne Park to the east to the Countryside Standpipe/BPS. This project was identified in the Water System Master Plan.
- Huntington to Countryside Watermain Improvements (West) (\$105,000) is pursuant to Phase 1 engineering for a portion of a 16" watermain that runs from Towne Park to the west for termination at the Huntington Standpipe/BPS. This project was identified in the Water System Master Plan.
- Phase 1 & 2 engineering for the MCC (motor control center) upgrades at WTP 1 (\$35,000) is a continuation of work begun in FY 2016-2017. Construction oversight (\$40,000) of said upgrades is anticipated to begin in the late fall to early winter of 2017.
- PRV Replacement Program Stage 1 is pursuant to Phase 1 (\$100,000) and Phase 2 (\$75,000) engineering to replace three (3) PRV stations. Replacement was defined in the Water System Master Plan.
- PRV Replacement Program Stage 2 is pursuant to Phase 1 engineering (\$100,000) to replace three (3) PRV stations. Replacement was defined in the Water System Master Plan.

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- Randall Road Widening Watermain Relocation Phase 1 (\$20,000) and Phase 2 (\$12,000) provides for engineering design for relocation of watermain in two areas of Randall Road widening. The two areas include west of the intersection of Randall Road/Algonquin Road and west of the intersection of Randall Road/Bunker Hill Drive as identified in an IGA with McHenry County DOT.
- Water System Project Plan Update (\$25,000) will reflect changes in project priorities and re-submission to IEPA in consideration of a low interest loan for projects/improvements which include Downtown Streetscape and those identified in the Water System Master Plan Update.
- Sewer System Project Plan (\$25,000) is documentation required by IEPA if the Village is to pursue a low interest loan from the Agency. It is anticipated a low interest loan application will be applied for to cover constructions costs for projects/improvements identified through completion of the Solids Stabilization Study and Phosphorous Removal Study, and those related to the Downtown Streetscape.
- Monies are provided for improvements to High Service Pumps (HSP) at WTP no. 2 and no. 3 (\$20,000). Scope includes the replacement of existing electric motors to motors with a heavier duty rating and more applicable to use with Variable Frequency Drives (VFD's). Additionally, VFD's will be added. The upgraded electric motors and addition of the VFD's will enable each facility to better meet system demands, reduce pressure fluctuations, realize electrical savings, and reduce wear-tear on equipment.
- WWTF Solids Stabilization Study (\$40,000) provides a conceptual plan in consideration of both aerobic and anaerobic digestion processes including the conversion of 801 & 802, automation of said conversion, replacement covers/digester gas holders, heat exchangers, digester mixing, and digester gas safety. The resulting report will present a greater detailed analysis, building upon the 2014 Wastewater Facility Plan Update and provide clear direction for the design phase.
- WWTF Phosphorous Removal Study (\$40,000) provides a conceptual plan in consideration of an anticipated NPDES permit required phosphorous removal feasibility study. The feasibility study requires us to evaluate reducing phosphorous discharge levels to 0.5 mg/l and 0.1 mg/l. Integral to this study will be a re-

examination of existing BNR instrumentation, the need for membrane technologies, and impacts to UV disinfection.

**ACCOUNT 43370 – INFRASTRUCTURE MAINTENANCE - \$965,000**

- Sanitary Sewer Rehabilitation (\$141,000) is an ongoing program to identify and correct failures in the sanitary sewer collection system derived from sanitary sewer studies in order to prolong the life cycle and reduce routes of inflow and infiltration. Work includes potential manhole rehabilitation, sanitary sewer line replacements, and CIPP (Cured in Place Pipe), or lining of sanitary sewer pipe.
- SL-RAT or Sewer Line Rapid Assessment Tool (\$70,000) is a quick preliminary assessment tool used to prioritize problems areas in the collection system, used as a precursor to sewer line televising. The technology uses sound, creating an acoustic profile based on algorithmic calculations which can reveal defects such as tree roots, grease, breakage and infiltration. Year 2 of 3 will target basins representing the portion of collection system from the Fox River extending west, to include. This is one component of a pending CMOM program.
- Camera inspections (\$89,000) utilizes a 360-degree digital scanning of manhole structures producing four (4) deliverable outputs; a 360-degree perspective of the structure, and unfolded view of the structure, and a geometric view suitable for submitting to engineers and CAD applications. This is a component of a CMOM program.
- Replacement water meters, Year 1 of 3 (\$400,000) focused on the replacement of commercial sites consisting of water meters ranging in size from 1" to 6". Approximately 500 water meters will be replaced. This amount includes outsourcing installation.
- Monies are being provided for construction of two emergency water interconnects with the Village of Carpentersville (\$115,000). One interconnect will be located on the east side, to the benefit of Algonquin to provide additional water resources to WTP no. 1. The second interconnect is to the benefit of Carpentersville, is slated for the west side, to provide additional water resources. The interconnects will allow for the movement of finished water between the two communities in times of emergency or schedule maintenance.

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- Installation of a wet chemistry type of online phosphorous monitoring equipment (\$75,000) to determine ortho-phosphorous concentrations in effluent flows from the BNR. SCADA integration interfaces with chemical feed pumps to vary flow of ferric chloride. The iron salt aids in flocculation and removal of phosphorous. Present operation is done manually, susceptible to over feeding of the iron salt.
- Scum collection improvements (\$75,000) include the rerouting of drain line for primary clarifiers 301 & 302. This will separate the troughs on 301 & 302 from 303 & 304. There is not sufficient pipe pitch to allow proper drainage of the troughs causing grease buildups & odor issues. Work includes replacement as needed to correct failing iron troughs.

**ACCOUNT 45520 – WATER TREATMENT PLANT - \$850,000:**

- Monies are being provided here to fund improvements in the operation of the High Service Pumps at Water Treatment Plant No. 2 and No. 3 (\$450,000). Presently, the Plant's HSP's operate at a fixed speed, fixed rate of pumping. Improvements will see the installation of continuous duty rated, premium efficient electric motors and VFD (Variable Frequency Drives) to enable Plant operations and staff to vary the speed and rate of pumping of the HSP's, providing rates of pumping more closely matched to the demands of the distribution system. The varied pumping scheme better maintains elevated tower levels, reduces fluctuations in system pressures, realizes electrical savings, and helps to extend equipment life cycle.
- MCC replacement at WTP 1 (\$400,000) is a carryover project from FY 2016-2017.

**ACCOUNT 45526 – WASTEWATER COLLECTION - \$1,300,000** – Monies are provided for construction oversight of the Downtown Algonquin Streetscape Stage 1 Sanitary Sewer. Construction will begin to consider full replacement of existing utilities, primarily water and sewer. Likewise, consideration will be paid to the sanitary sewer, to remove improved routing and sewer capacity to meet any development to our northern boundary, to potentially eliminate two existing lift stations, and to construct a temporary lift station at the southwestern corner of Cornish Park.

**ACCOUNT 45565 – WATER MAIN - \$1,500,000:**

- The 2016 Distribution System Improvements (\$200,000) is an aggregate of several improvement projects, including the replacement of a PRV at Springhill Drive, the rehabilitation of a PRV at Surrey Lane, the addition of inverter duty

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motors and VFD's at the Countryside and Hillside BPS. The goal of the improvements is to increase system flexibility by allowing water to be moved between pressure zones more effectively, providing for more reliable water pressure during periods of emergency and/or maintenance, such as painting the Copper Oaks EWST.

- Monies are provided for construction of the Downtown Algonquin Streetscape Stage 1 Watermain (\$1,300,000). Construction will begin to consider full replacement of existing utilities, primarily water and sewer. In addition, consideration will be given to future demands and the need to upsize water main along Main Street to meet deficient fire flows.

**SUMMARY OF WATER AND SEWER CAPITAL IMPROVEMENT BUDGET**

The projects covered in this memo for water and sewer improvements are recommended for approval based on continued implementation of the multi-year Water/Sewer Capital Improvement Plan. These recommended expenditures continue the implementation of our capital utility planning and add reliability to the water and sewer system for the residents of the village.

Attachment



## Water and Sewer Improvement and Construction Fund

## Revenues

[illegible]

## Water and Sewer Improvement and Construction Fund

## Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
Nondepartmental										
12900400	42228	Investment Management	\$ 1,544.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12900400	42230	Legal Services	2,437.50	4,950.00	1,331.25	568.75	20,000.00	20,000.00	20,000.00	-
12900400	42232	Engineering Services	(85,415.31)	189,227.12	32,534.10	48,551.25	698,200.00	1,932,000.00	1,987,000.00	-
12900400	43370	Infrastructure Maintenance	-	466,672.84	154,988.35	-	300,000.00	300,000.00	965,000.00	-
Subtotal			\$ (81,433.24)	\$ 660,849.96	\$ 188,853.70	\$ 49,120.00	\$ 1,018,200.00	\$ 2,252,000.00	\$ 2,972,000.00	\$ -
Capital Expenditures										
12900400	45520	Water Treatment Plant	\$ -	\$ -		\$ -	\$ 275,000.00	\$ 450,000.00	\$ 850,000.00	\$ -
12900400	45526	Wastewater Collection	-	0.25		-	286,500.00	1,300,000.00	1,300,000.00	-
12900400	45565	Water Main	88,639.73	830.07		-	908,500.00	1,615,000.00	1,500,000.00	-
12900400	45570	Wastewater Treatment Facility	-	-	78,448.07	-	86,000.00	80,000.00	-	-
Subtotal			\$ 88,639.73	\$ 830.32	\$ 78,448.07	\$ -	\$ 1,556,000.00	\$ 3,445,000.00	\$ 3,650,000.00	\$ -
Transfers and Debt Service										
12900400	46680	Bond Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12900400	46681	Bond Interest Expense	164,830.00	-	-	-	-	-	-	-
12900400	46682	Bond Fees	374.50	-	-	-	-	-	-	-
Subtotal			\$ 165,204.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water & Sewer Imp. & Const. Fund Total			\$ 172,410.99	\$ 661,680.28	\$ 267,301.77	\$ 49,120.00	\$ 2,574,200.00	\$ 5,697,000.00	\$ 6,622,000.00	\$ -
Actual figures have been adjusted to reflect capitalization of fixed assets, per auditor.										
Capital expenditures are transferred to and capitalized in the Water & Sewer Operating Fund.										



**VILLAGE OF ALGONQUIN  
MEMORANDUM**

DATE: January 17, 2017

TO: Committee of the Whole

FROM: Tim Schloneger  
Village Manager

***SUBJECT: Proposed Capital Budgets – 2017/2018 - MFT and Street Improvement Funds***

---

**OVERVIEW**

Attached are the proposed fiscal year 2017/2018 budgets for the Motor Fuel Tax (MFT) Fund and the Street Improvement Fund. These two funds have separate sources of revenue collection and expenditure requirements. The projects recommended in these two funds continue the village's commitment to maintenance and implementation of the multi-year street improvement program.

The MFT and Street Improvement Funds budget assumes carryover projects from the current fiscal year, outstanding monies to be paid to the state of Illinois for previously completed projects, a draw down in cash reserves, grants, future tax increment financing (TIF) fund reimbursements and the possibility of future issuance of debt. These factors will allow expenditures of road projects to exceed revenues by \$4,026,000. The projected revenue for the two funds total \$6,293,000, and the proposed engineering, road construction and maintenance expenditures total \$10,283,500.

**CAPITAL IMPROVEMENT PLAN**

A Capital Improvement Plan (CIP) is a multi-year plan identifying capital projects to be funded during the planning period. The CIP identifies each proposed capital project to be undertaken, the year the assets will be acquired or the project started, the amount of funds expected to be expended in each year of the CIP, and the way the expenditure will be funded. A CIP is not a static

document. It is reviewed every year to reflect changing priorities and unexpected events and opportunities. A CIP includes the maintenance, repair and rehabilitation of existing infrastructure as well as the construction of new infrastructure.

Infrastructure deterioration continues at a constant pace, regardless of revenues or economic conditions. All roads eventually reach the end of their useful life. As the physical condition of the asset declines, deferring maintenance and/or replacement increases long-term costs and liabilities. Our goal is to manage the village's roads in order to minimize the total cost of owning and maintaining them while continuously delivering the standard that the community expects.

Preventive maintenance is key to controlling long-term costs. It costs less in the long run to have good roads than bad roads--if you continuously keep up with preventive maintenance. Deferred maintenance drives up long-term costs; it shortens the cycle for rehabilitation which is four times as costly. Deferred rehabilitation compounds the problem, often leading to pavement failure and the need to reconstruct the whole roadbed, at ten times the cost.

Continued investment in village infrastructure is critical to avoid major structural failures in our road and drainage network in the near future. The capital expenditures for roads and drainage proposed in these funds continue to address the aged and deteriorating infrastructure of the community.

## **CIP UPDATE**

To update the CIP, the village engaged IMS Infrastructure Management Services (IMS) to perform data collection services through an automated pavement condition survey. The survey included a Road Surface Tester surface condition survey and Dynaflect-based deflection testing on the entire street network.

Following the completion of the data collection by IMS, the village processed the deflection and surface data and imported it into a pavement management application. The village analyzed the data and created reports and exhibits of the pavement network.

The results of the study revealed that the Village is in a state of decline in the overall condition of the roadway system. However, the initial news was good, in that the current rating of the overall system was a seventy-two (72) according to the Pavement Condition Index (PCI) standards. While this was a positive score, it did mean that half of the system was rated at less than seventy-two (72), and was at a point where it will begin failing more quickly unless immediate action is taken.

**Proposed Budgets – 2017/2018**  
**MFT and Street Improvement Funds**  
**Page 3**  
**January 17, 2017**

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According to the scenarios examined using the software, in order to maintain a rating of seventy-two (72) over a five (5) year period, an investment of \$87,429,000 in construction costs (excluding engineering) was required beginning in 2016. Given the financial commitment, and the sheer effort required to perform the work, staff compiled an aggressive program. The fiscal year 2017/2018 reflects the second year of the improvement efforts.

**MFT FUND REVENUES - \$813,000**

Under the MFT Fund, the primary revenue sources are the Motor Fuel Tax allotments provided by the State of Illinois and interest income on accumulated cash reserves.

**MFT FUND EXPENDITURES - \$777,500**

ACCOUNT 42232 - ENGINEERING/DESIGN - \$0.00 - This item identifies the engineering services needed for current and future MFT jobs. None are scheduled this year.

ACCOUNT 43309 - MATERIALS - \$482,500:

- Road Salt (\$300,000) is used for general deicing of roadways during snow and ice removal operations. This is applied to make sure that any ice on the road surface is melted, therefore making the road less slippery and reducing the probability of a vehicular accident for the traveling public.
- New wave deicers and brines (\$19,500) are applied to road salt to increase its effectiveness as an ice melting product in severely cold conditions. This line item has gone up because we are pre-wetting the salt with beet juice and salt brine so that the road salt application is more effective resulting in reduced usage. We are also pre-wetting our main thoroughfares ahead of anticipated storms with the same mixture in order to keep the initial ice and snow accumulation from sticking to the pavement and creating removal problems later in the storm.
- Sand (\$3,000) is utilized occasionally as an abrasive to increase traction on hills and slopes. We will either mix sand with salt and/or CaCl<sub>2</sub>, or use it alone when salt reserves run short. This is applied to make sure that any ice on the road surface is melted, therefore making the road less slippery and reducing the probability of a vehicular accident for the traveling public.
- We are providing monies to supplement our Material budgets for asphalt (\$110,000) and concrete (\$30,000) so that our in-house crews and equipment can

step up their efforts to extend the life cycles of our older pavements. Asphalt patching areas for this fiscal year include: Haverford between Kensington and Wynnfield, Oakleaf between Buckingham and Algonquin Rd, Summerdale between Prestwicke and Prestwicke, Rose Hill Ct, Winding Canyon Way, Prestwicke between Algonquin and Whitehall, Waverly between Stonegate and Cloverdale, Clearview Ct, Sleepy Hollow Rd.

- Thermoplastic Pavement Marking (\$20,000).

ACCOUNTS 43370 - INFRASTRUCTURE MAINTENANCE - \$225,000 – Monies are budgeted to pay the Village's share of this FAU project on Bunker Hill Drive. IDOT sends us invoices for our portion of the cost, once all of the obligatory paperwork is completed and approved.

ACCOUNT 45593 – CAPITAL IMPROVEMENTS – \$70,000 for Harper Drive Bike Path to pay the Village's portion of the project.

#### **STREET IMPROVEMENT FUND REVENUES - \$5,480,000**

The estimated revenues for the Street Improvement Fund include the utility tax receipts, telecommunications tax, 100% of the home rule sales taxes, and interest estimated for this fiscal year.

#### **STREET IMPROVEMENT FUND EXPENDITURES - \$9,506,000**

ACCOUNT 42230 - LEGAL SERVICES - \$25,000 – This line item covers legal services associated with street improvement projects such as right-of-way and easement research. Additional monies are budgeted for permanent easement acquisition within this fiscal year.

ACCOUNT 42232 - ENGINEERING DESIGN SERVICES - \$2,161,000 - The professional services anticipated in this item include construction oversight and inspection services for projects to be built during the next 3 years:

- Monies (\$20,000) are provided for Crystal Creek Western Bypass Corrections.
- Monies are provided (Stage 1, Phase 2 Engineering \$350,000)(Stage 2, Phase 1 Engineering \$125,000) to continue the engineering of the Downtown Algonquin Streetscape. Engineering consists of putting together the easements for this project which will include pedestrian elements, bikeway access, lighting, elimination of overhead utilities, consideration of angle parking on Main Street,



overall parking consideration in the entire area, historic Village Hall plaza improvements, incorporation of public art, and upgrade of walkability everywhere in downtown.

- Downtown Streetscape Utility Lowering - Downtown Streetscape Utility Lowering -Moneys are provided (\$60,000 Engineering)(\$125,000 Construction oversight) to pay for construction oversight of the lowering of private utilities from overhead to underground in selected areas of the downtown in preparation for extensive streetscape improvements to stimulate economic growth and expansion in Downtown Algonquin.
- Glenmoor Section 1 construction oversight is being funded (\$150,000) in this line item. The project will involve the rehabilitation of all of the roads in the Glenmoor subdivision that are west of the former transportation corridor, and south of Highland Avenue. We will also look to replace all failed concrete sidewalks and any severely degraded driveway aprons in the area. Storm sewers will be inspected and repairs added to the plan set, as necessary.
- Monies (\$5,000) are provided for Harper Drive construction oversight.
- Highland Avenue is a major east side collector street that serves Presidential Park and commuters that exit the Village to the east via Haegers Bend. The project has been substantially completed and involved complete reconstruction of the roadway, upgrade to an urban cross-section with formalized, enclosed storm sewer system, storm water detention, new bike path, and removal of the sight line issues near Tanglewood. This money (\$30,000) is to final out the job.
- IMS 16-17 Countryside, Huntington, Par - There are monies (\$20,000) provided to wrap up construction on the 3 streets that we selected for surface repairs in fy2016-2017. These roads were recommended by our Infrastructure Management System analysis of our Village roadway system and proved to be the highest value projects for the money in the Village. These road projects only have minor restoration work to close out the work
- IMS 16-17 Boyer, County Line - These two projects were also selected by the IMS program, but were somewhat more involved with reference to subbase failures and other issues which created a higher level of design effort in order to put together a detailed set of engineering documents. Both projects have significant issues related to geometric, drainage and pedestrian access that meet State ADA

regulations. Monies (\$200,000) are provided in this line item to pay for construction oversight on these projects in fy2017/2018.

- IMS 18-19 Lake Drive South - Monies are provided in this line item to do Phase 1&2 engineering (\$50,000 Phase 1 & \$30,000 Phase 2) on this project that was selected by IMS as a high value project that will maintain a fairly good pavement and raise it to a higher level-of-service and improved PCI (pavement condition index). The work on Lake Drive South will involve curb and driveway patching, minor drainage system repairs and pavement patching and repair, as necessary. The work will involve improvements to Lake Drive South, from Algonquin Road to Huntington Drive N, including the adjacent cul-de-sacs of Lake Drive Court and Falcon Ridge Ct.
- IMS 18-19 Algonquin Lakes - Monies are provided in this line item to pay for Phase 1&2 engineering on this project (\$90,000 Phase 1 & \$50,000 Phase 2) that was selected by IMS as a high value project that will maintain a fairly good pavement and raise it to a higher level-of-service and improved PCI (pavement condition index). The work in the Algonquin Lakes Subdivision will involve curb and driveway patching, minor drainage system repairs and pavement patching and repair, as necessary. The work will involve improvements to Compton Drive, from Sandbloom Road to the end of the subdivision, as well as all other subdivision local roads west of Lake Gillian Way.
- IMS 19-20 Harnish Drive Section 1 - Monies (\$150,000) are provided in this line item to pay for Phase 1 and Phase 2 engineering on this project that was selected by IMS as a high value project that will maintain a fairly good pavement and raise it to a higher level-of-service and improved PCI (pavement condition index). The work on Harnish Drive will involve curb and driveway patching, minor drainage system repairs and pavement patching, repair, or reconstruction, as necessary. The work will involve improvements to Harnish Drive from the commercial area west of Dawson Mill Subdivisions, to the intersection of Harnish and Huntington Drive, in front of Neubert School. This design will be made shovel-ready and will be submitted to the McHenry County Council of Mayors at the next "Call for Projects" for inclusion in the TIP and federal STP funding. Scheduling for construction is dependent on positioning in the STP and contingent on available funding.
- Lake Braewood in the Gaslight West Subdivision remains one of our greatest maintenance challenges in the Village of Algonquin. The design of the overflow

structure and the dam on the downstream side of the lake do not allow for safe and easily accessible access to control the level of the lake during flooding emergencies. In 2013 we performed a comprehensive drainage study of the area that feeds this lake to determine our best options for this project. Money is provided (\$250,000) to begin engineering which will involve stabilizing the upstream and downstream portions of the creek that tie into the Lake, restoring the shoreline of the Lake (both these will help sediment loading in the Lake), and moving and constructing a new outlet structure.

- Money (\$250,000) is also provided in this line item to in order to design and produce construction documents for the Randall Road Pedestrian Bridge. This is now being considered as an underpass crossing which means that we need to start the design process again with Phase 2 engineering.
- When we naturalized Souwanas Creek, the Village had to get temporary construction easements from the residents who lived along the creek. This was because, as the creek has eroded over the years, large portions of it are no longer in the Village drainage easement. This money (\$6,000) is for any necessary engineering that must be done in order to prepare the exhibits for the easement acquisition.
- Souwanas Creek Reach 2 - Monies (\$70,000) are provided in this line item to contract a consultant to do Phase 1 engineering services for a very failed section of Souwanas Creek which runs under Souwanas Drive and flows behind the townhomes on Stratford Lane in the Riverwoods Subdivision, before making its way through Algonquin Shores and eventually to the Fox River. This creek makes about a 90-degree turn in a junction chamber just south of Souwanas, which creates uncharacteristic flow patterns downstream that tend to exacerbate erosion to private and public open space property downstream. This section of Souwanas Creek has been blamed for erosion and silt deposits in the unincorporated Algonquin Shores Subdivision for many years since development on the east side of Algonquin increased.
- The Surrey Lane Drainage project involves correcting failures in the existing detention pond off of Surrey Lane, correcting erosion in the open space behind Surrey Ct homes, installing a relief storm sewer that will limit and reroute storm flows that further damage creek behind Surrey Lane homes, and fixing and reinforcing eroded banks on creek to prevent further failure of private properties that border the creek. Money (\$15,000) is budgeted here to final out the project.

- Money (\$15,000) is budgeted for Terrace Hill Phase 2 engineering.
- Money (\$100,000) is budgeted for 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. We have received funding from the IEPA through the Section 319 Water Quality grant to construct this project.

ACCOUNT 43370 – INFRASTRUCTURE MAINTENANCE- \$2,359,000 – The anticipated projects include the following:

- Monies (\$100,000) are provided for Crystal Creek Western Bypass Corrections.
- Glenmoor Section 1 construction is being funded (\$2,000,000) in this line item. The project will involve the rehabilitation of all of the roads in the Glenmoor subdivision that are west of the former transportation corridor, and south of Highland Avenue. We will also look to replace all failed concrete sidewalks and any severely degraded driveway aprons in the area. Storm sewers will be inspected and repairs added to the plan set, as necessary.
- Grand Reserve Drainage - We have provided a limited amount of money (\$20,000) in the line item to install an adjustable shear gate in the control structure of the creek in Grand Reserve Subdivision. This gate will provide public works the flexibility to regulate flow to the creek that is backing up storm water in the private properties of citizens living along the creek. This work will allow us to redirect any, or all, of the flow that the creek experiences to an adjacent storm sewer that discharges to the Grand Reserve Detention Pond, and ultimately Woods Creek.
- Highland Avenue Detention Maintenance - Monies (\$20,000) are provided in this line item to perform maintenance on the newly installed natural detentions contiguous to the new roadway on Highland Avenue. These detentions were installed as part of the roadway reconstruction performed this past construction season, and will require minimum three-year maintenance to be successful.
- IMS 16-17 Countryside, Huntington, Par - There are monies (\$110,000) provided to wrap up construction on the 3 streets that we selected for surface repairs in FY2016-2017. These roads were recommended by our Infrastructure Management System analysis of our Village roadway system and proved to be the

highest value projects for the money in the Village. These road projects only have minor restoration work to close out the work.

- Reclamite Treatment. This is now a product we are going to apply at all our road within a year after they are constructed. It is an asphalt rejuvenator that helps to extend the life of asphalt pavement. Monies (\$70,000) are provided for this year's applications.
- When we naturalized Souwanas Creek, the Village had to get temporary construction easements from the residents who lived along the creek. This was because, as the creek has eroded over the years, large portions of it are no longer in the Village drainage easement. This money (\$4,000) is to offer the homeowners fair market value for the new easements that we would like to get on their private property.
- An amount (\$30,000) has been provided to follow up on the native plantings of the Surrey Lane Creek & Drainage Repair stream bank stabilization project and provide any needed maintenances for the Village to ensure the maximum chance for survival and establishment of this native stream bank restoration.
- Monies (\$5,000) are provided for Woods Creek Bunker Hill Drive.

ACCOUNT 45590 – CAPITAL PURCHASE - \$0 – No expenditures are proposed.

ACCOUNT 45593 – CAPITAL IMPROVEMENTS - \$4,961,000 – the anticipated projects include the following:

- Corporate Campus Fiber Optic - Moneys (\$203,000) are budgeted in the line item to complete the installation of the high speed fiber optic line from the ICN cable tie point on Randall Road and County Line to a series of handholes terminating at Corporate Parkway and Boyer Road, for future use of customers in the Algonquin Corporate Campus. The long lead time equipment, including the fiber optic cable, was ordered last fiscal year, and the monies provided here are to pay for the physical installation of the infrastructure in the field.
- Downtown Streetscape Utility Lowering- Monies (\$2,150,000) are provided to accomplish the lowering of private utilities from overhead to underground in selected areas of the downtown in preparation for extensive streetscape

improvements to stimulate economic growth and expansion in Downtown Algonquin.

- Money (\$400,000) is budgeted here to finish the Edgewood Drive project between Hanson Road and Route 31. This is the amount we are still waiting to be billed from IDOT.
- Money (\$700,000) is budgeted here to finish Highland Avenue project. This is the amount we are still waiting to be billed from IDOT.
- Lake Braewood in the Gaslight West Subdivision remains one of our greatest maintenance challenges in the Village of Algonquin. The design of the overflow structure and the dam on the downstream side of the lake do not allow for safe and easily accessible access to control the level of the lake during flooding emergencies. In 2013 we performed a comprehensive drainage study of the area that feeds this lake to determine our best options for this project. Money is provided to begin engineering which will involve stabilizing the upstream and downstream portions of the creek that tie into the Lake, restoring the shoreline of the Lake (both these will help sediment loading in the Lake), and moving and constructing a new outlet structure. Money (\$750,000) is provided here for this project.
- The Surrey Lane Drainage Repair project involves correcting failures in the existing detention pond off of Surrey Lane, correcting erosion in the open space behind Surrey Ct homes, installing a relief storm sewer that will limit and reroute storm flows that further damage creek behind Surrey Lane homes, and fixing and reinforcing eroded banks on creek to prevent further failure of private properties that border the creek. Money (\$150,000) is provided here to final out the project.
- Monies (\$8,000) are provided for Souwanas Creek Restoration Easements.
- Money (\$600,000) is budgeted for 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. We have received funding from the IEPA through the Section 319 Water Quality grant to construct this project.



**SUMMARY OF CAPITAL MFT AND STREET IMPROVEMENT BUDGETS**

By implementation of the Streets Capital Budget, the village can continue to accomplish major road and drainage improvements in many areas. Planning and engineering of future road projects and preparing for an opportunity for additional grant funding will help maintain the growing road infrastructure needs for the next several years and keep the village on track with the Capital Improvement Plan.

Attachments

# Motor Fuel Tax Fund

# Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 16/17 Q2	FY 17/18 Budget
03000300	33015	MFT Allotments	\$ 779,586.81	\$ 774,190.96	\$ 806,435.11	\$ 815,000.00	\$ 370,763.47	\$ 773,000.00
03000300	33016	Capital Program Allotment	132,374.00	264,748.00		-	-	-
03000300	33017	High Growth Allotment	-	-	-	-	37,932.00	37,000.00
03000300	33052	Donations - Capital	-	63,662.84	2,958.79	-	50,339.97	-
03000500	36020	Interest - Investment Pools	321.81	328.87	2,748.35	500.00	4,284.08	3,000.00
03000500	38004	Transfer - Street Improvement	-	-	-	-	-	-
<b>Motor Fuel Tax Fund Total</b>			<b>\$ 912,282.62</b>	<b>\$ 1,102,930.67</b>	<b>\$ 812,142.25</b>	<b>\$ 815,500.00</b>	<b>\$ 463,319.52</b>	<b>\$ 813,000.00</b>

# Motor Fuel Tax Fund

# Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
03900300	42232	Engineering/Design Services	\$ 114,357.94	\$ 146,518.97	\$ 168,148.95	\$ 142,643.32	\$ 227,000.00	\$ -	\$ -	\$ -
03900300	43309	Materials	363,150.47	582,767.61	302,751.91	78,040.70	428,000.00	482,500.00	482,500.00	-
03900300	43370	Infrastructure Maintenance	-	211,239.37	-	547,578.88	995,000.00	225,000.00	225,000.00	-
03900300	45593	Capital Improvements	-	-	57,924.33	63,984.80	150,000.00	70,000.00	70,000.00	-
Motor Fuel Tax Fund Total			\$ 477,508.41	\$ 940,525.95	\$ 528,825.19	\$ 832,247.70	\$ 1,800,000.00	\$ 777,500.00	\$ 777,500.00	\$ -

## Street Improvement Fund

## Revenues

[illegible]

# Street Improvement Fund

# Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
04900300	42230	Legal Services	\$ 8,592.50	\$ 9,252.50	\$ 6,917.50	\$ 9,233.00	\$ 6,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
04900300	42232	Engineering/Design Services	629,767.63	775,273.08	861,375.82	622,769.60	3,530,000.00	2,161,000.00	2,161,000.00	-
04900300	43370	Infrastructure Maintenance	1,066,534.62	1,790,162.73	398,480.14	372,567.17	3,410,000.00	2,359,000.00	2,359,000.00	-
04900300	45590	Capital Purchase	-	-	-	-	-	-	-	-
04900300	45593	Capital Improvements	1,719,152.57	2,406,762.36	1,166,126.88	639,842.75	4,430,000.00	4,961,000.00	4,961,000.00	-
04900300	45595	Land Acquisition	-	-	-	94,628.00	-	-	-	-
Street Improvement Fund Total			\$ 3,424,047.32	\$ 4,981,450.67	\$ 2,432,900.34	\$ 1,739,040.52	\$ 11,376,000.00	\$ 9,506,000.00	\$ 9,506,000.00	\$ -



**VILLAGE OF ALGONQUIN  
MEMORANDUM**

**DATE:** *January 17, 2017*

**TO:** *Committee of the Whole*

**FROM:** *Tim Schloneger  
Village Manager*

**SUBJECT:** *Proposed Capital Budget – 2017/2018 – Park Fund (Capital)*

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**OVERVIEW**

The Park Fund (Capital) is used for the acquisition of parklands, development of and improvements to new parks, and wetlands/native area enhancements. Through it, the village provides a comprehensive park system that provides recreational opportunities for all residents while protecting assets, natural resources and open space for the benefit of present and future generations.

During the high growth years, park impact fees, paid by developers, financed many new park development and other enhancements. The development fees were restricted to specific uses such as reforestation, enhancement of wetlands, and improvements to other natural areas.

With the slowdown in new construction, the revenue generated from park impact fees has lessened and become more intermittent. Furthermore, the recreational improvements built during the growth years are substantial and require systematic maintenance. Therefore, the village has dedicated two recurring revenue streams to protect and preserve the standards of excellence expected by the community.

First, video gaming revenue received via the state (5% of net terminal income) is deposited into the Park Fund. Second, as of July 1, 2015, a portion (2.25% tax rate) of the revenue from the village's telecommunications tax is also being dedicated to the fund.

**PARK FUND REVENUES - \$380,000**

Revenues include \$2,000 in interest income, \$108,000 in video gaming terminal tax receipts and \$270,000 from the dedicated proportion of the telecommunications tax.

**PARK FUND EXPENDITURES - \$653,000**

ACCOUNT 42232 – ENGINEERING AND DESIGN - \$95,000:

- \$5,000 is allocated for the Algonquin Lakes Basketball Court Rehab, which will provide comprehensive engineering for the entire rebuilding of this court including asphalt, court acrylic paint, and resetting some benches.
- \$50,000 is allocated for Dixie Park Creek & Drainage Improvements, which will provide engineering to naturalize the parcel that the Village acquired as part of the Creek Crossing foreclosure. This area will be planted with native prairie, the riparian corridor will be enhanced, the detention basins that were to serve the build out of the subdivision will be filled, and a bike path connection will be made through this park.
- \$25,000 is allocated for the Kelliher Park Parking Lot, which will provide engineering for the parking lot expansion project. This project will eliminate safety issues related to not having enough spaces and customers parking randomly all over this facility.
- \$15,000 is allocated for Stoneybrook Park Improvements, which will provide engineering improvements for a park rehabilitation project. We hope to provide a better neighborhood park with better, and more variety of, attributes.

ACCOUNT 43370 – INFRASTRUCTURE MAINTENANCE - \$35,000 - Funding is provided for annual natural area maintenance.

ACCOUNT 44402 – REFORESTATION - \$11,000 – Funding is provided for reforestation of parkway planting areas within the Village that have not previously possessed a tree. This funding is provided by the reforestation fee assessed to developers for mitigation of tree loss during development as prescribed in Chapter 5, Section 15 of Village Code.



## **Proposed Budget – 2017/2018**

### **Park Fund**

#### **Page 3**

**January 17, 2017**

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ACCOUNT 44408 – WETLAND MITIGATION - \$6,000 – Funds in this account are applied to the increasing cost of maintaining and enhancing wetlands within the village's control. Three years ago we naturalized the Blue Ridge Detention basin located at the corner of Blue Ridge Parkway and Prairie Drive. Money is provided for the third year of the maintenance and monitoring to insure this area establishes properly.

ACCOUNT 44425 – MAINTENANCE – OPEN SPACE - \$26,000:

- Three years ago we brushed out all of the invasive tree species from the headwater area of Spella Wetland and seeded the area. This section contains some rare fens and seeps which is why we wanted to restore this critical area. Money (\$6,000) has been provided for maintenance of the area to include spot herbiciding and mowing.
- The Spella Park detention basin was an unsuccessful attempt at naturalization when the park was constructed. Money (\$10,000) has been provided for maintenance of the area to include spot herbiciding and mowing and a burn.
- Each year an assessment is done of our natural areas which include naturalized detention basins, wetlands, and native planted open space. The yearly assessment outlines a series of maintenance steps which need to order to keep the areas in their pristine conditions and to alleviate them from turning to weedy and un-maintained spaces. Money is budgeted (\$10,000) to perform these maintenance activities. Keeping these areas maintained is important to keeping the proper habitat allowing wildlife to flourish. This allows our residents a chance to experience this in their own community. Keeping proper vegetation in the natural areas also insures that they function as they were designed. Proper plants and habitat are important for the stormwater filtering process. Most of these areas provide improved groundwater infiltration and aid in water quality as well as reduce our stormwater runoff.

ACCOUNT 45593 – PARK DEVELOPMENT - \$100,000 – Funding is provided for the final payments toward the replacement of the Snapper Field basketball court/ice rink and other related amenities.

Attachment

## Park Fund

## Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 16/17 Q2	FY 17/18 Budget
06000500	31175	Video Gaming Terminal Tax	\$ 28,211.45	\$ 60,122.07	\$ 96,068.43	\$ 60,000.00	\$ 73,437.03	\$ 108,000.00
06000500	31190	Telecommunications Tax	-	-	260,678.87	285,000.00	141,944.11	270,000.00
06000300	33013	Intergovernmental - PW	-	-	-	-	-	-
06000300	33032	Donation - Operating - PW	-	-	-	-	-	-
06000300	33052	Donation - Capital - PW	-	-	329,175.00	-	4,070.86	-
06000300	33150	Donation - Ecosystem Maint.	5,448.00	5,662.00	-	-	-	-
06000300	33152	Donation - Reforestation	400.00	150.00	47,100.00	-	3,500.00	-
06000300	33153	Donation - Watershed	-	-	4,539.17	-	4,099.20	-
06000300	33155	Donation - Wetland Mitigation	-	-	38,567.26	-	-	-
06000300	33252	Grants - Capital - PW	-	-	-	-	-	-
06000500	36001	Interest	304.52	79.62	133.26	100.00	1,127.85	2,000.00
Park Fund Total			\$ 34,363.97	\$ 66,013.69	\$ 776,261.99	\$ 345,100.00	\$ 228,179.05	\$ 380,000.00

# Park Fund

# Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
06900300	42232	Engineering Services	\$ -	\$ 3,326.40	\$ -	\$ 15.95	\$ 40,000.00	\$ 95,000.00	\$ 95,000.00	\$ -
06900300	43370	Infrastructure Maintenance	-	-	-	-	-	-	35,000.00	-
06900300	44402	Reforestation <sup>1</sup>	187.24	-	-	-	40,000.00	11,000.00	11,000.00	-
06900300	44408	Wetland Mitigation <sup>1</sup>	100,060.12	7,616.99	17,197.74	4,370.25	21,000.00	6,000.00	6,000.00	-
06900300	44425	Maintenance-Open Space <sup>1</sup>	16,430.60	21,607.60	20,800.00	9,250.00	52,000.00	26,000.00	26,000.00	-
06900300	45593	Park Development	-	-	30,308.40	-	500,000.00	100,000.00	100,000.00	-
06900300	45595	Land Acquisition	-	-	-	-	-	-	-	-
<b>Parks Fund Total</b>			<b>\$ 116,677.96</b>	<b>\$ 32,550.99</b>	<b>\$ 68,306.14</b>	<b>\$ 13,636.20</b>	<b>\$ 653,000.00</b>	<b>\$ 238,000.00</b>	<b>\$ 273,000.00</b>	<b>\$ -</b>
<sup>1</sup> - Restricted Funds										



**VILLAGE OF ALGONQUIN**  
**PUBLIC WORKS DEPARTMENT**

**– M E M O R A N D U M –**

DATE: Tuesday, January 17, 2017  
TO: Mr. Robert Mitchard, II  
FROM: Mr. Shawn M. Hurtig  
SUBJECT: *Letter of Recommendation – Environmental Engineering Ph. 2 &3 Design Services*

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Bob,

I have reviewed the Proposals for the Phase 1 & 2 Environmental Engineering Services as indicated in the Request for Proposal for the Downtown Streetscape Stage 1 (VoA16-11-23A) project in the Village of Algonquin. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. With that I have the following comments and recommendation.

This RFP was only sent to pre-qualified firms (SOQ June 2016).

The RFP was delivered to each company & contact listed below:

<u>Firm Name</u>	<u>First Name</u>	<u>Last Name</u>	<u>Street Address</u>	<u>Sub Address</u>	<u>City</u>	<u>State</u>
Andrews Engineering, Inc.	Brian	Wozniak	420 Eisenhower Lane North		Lombard	IL
True North Consultants	Ryan	LaDieu	1240 Iroquois Ave	Suite 200	Naperville	IL

The following 2 firms have responded:

<u>Firm Name</u>	<u>Price</u>	<u>Attach C</u>	<u>Attach D</u>
Andrews Engineering, Inc.	79,997.38	Yes	Yes
True North Consultants	30,495.00	Yes	Yes

**Proposal Review:**

Following is the criteria I used above those mentioned in the RFP for my recommendation.

1) Reviewed each proposal for conformance to the RFP requirements:

Both firms have conformed to the requirements of the RFP

2) Reviewed the cost of each proposal to meet the scope of services outlined in RFP:

The cost between the two firms was substantial (over a 2x difference). In attempting to determine the reason the costs were so varied it became very clear that the amount of sampling included in the Andrews RFP was 10 fold of the True North RFP. In fact the analytic soil sampling fee in the Andrews RFP was listed at nearly 54K, while the True North RFP rang in around 5K. When looking at the cost average per sample Andrews came in at \$62 per, while True North came in at \$95 per.

3) Reviewed the technical aspects of the proposals, including any sub-consultants.

Both firms had their technical expertise vetted in the Summer of 2016 via a Statement of Qualifications process. Both firms have a good understanding of the technical aspects of the proposal, however Andrews had a much clearer vision of the work necessary as they were employed by the State of Illinois to conduct the Ph. 2 & 3 environmental services for the recently completed Rt. 31 Bypass.

4) Other items:

True North took a few exceptions to the standard contract language, while Andrews noted no changes were necessary. Deeper review of the RFP of both firms provided some insight into the attack plan for the project. Andrews took the position of doing extensive up front testing, likely as their experience in the area leads them to believe they will find something, were as True North approached with a much more conservative route of light sampling that “if” issues were found would lead to more extensive sampling. I also noted that True North was aggressive in the Ph. 3 costing, putting in only a day or so of charges for the site characterizations, while Andrews took the ultimate conservative route in listing the Ph. 3 work as “To be determined”. Not putting in a price means that there is likely more fees to be issued for the Ph. 3 work (should it be necessary to conduct this work), thus further inflating the disparity in the cost difference between the RFP’s.

#### Budget Analysis

The Village did not budget any amount in the Capital Improvement fund code 04900300 - 42232 for this aspect of the Downtown Streetscape project. The overall budget approved in the 2016/17 FY for the Downtown Streetscape project is \$889,500.00, when considering the fee for this proposal the total budget has been exceed by \$66,637.00.

This line items have also been utilized for Stage 1 Geotechnical services, Ph. 1 Roadway Design, and Ph. 1 & 2 Utility Design, additionally the line items have been used for Survey of the full limits of the project as well as Stage 2 Ph. 1 utility design.

### Recommendation

Although both proposals meet the requirements of the RFP, they attack the Scope of Services from different angles, but, in conference, staff felt that both firms had excellent reputations and would meet much the same end. Due to the lack of local agency and contractor experience referenced in the Andrews proposal, the public works staff has opted to contract with True North Consultants. In our opinion, they are better equipped to handle a local project, especially one dealing with historic downtown areas. Therefore the recommendation is that **True North Consultants** be considered by the COTW in the amount of **\$30,495.00** . This cost is based on the schedule of fees provided and hourly rate sheet for 2016.

The project is scheduled for award by the Village Board on February 7<sup>th</sup>, 2017. Thus, the recommendation should go before the Committee of the Whole on January 24<sup>th</sup>, 2017.

Should you have any questions, comments, or concerns, please do not hesitate to contact me.



# Village of Algonquin

Police Department



## **-M E M O R A N D U M-**

DATE: January 19, 2017

To: Tim Schloneger, Village Manager

FROM: John Bucci, Police Chief

SUBJECT: Ordinance Change – Sandbloom Road Speed Limit Reduction

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Please see the attached ordinance amendment that reduces the speed limit on Sandbloom Road from 200 feet north of Compton Drive to the Village limits. We are asking the Committee of the Whole to reduce the speed limit in this area to 35 mph.

Currently, Sandbloom Road from IL Route 62 to 200 feet north of Compton Drive the speed limit is 35 mph. The limit then changes to 40 mph and then reduces again to 35 mph when leaving the Village and entering Kane County. Because the speed change from 40 mph to 35 mph is only 200 feet from Compton Drive, this effectively makes the speed limit through that intersection a 40 mph zone. According to the Illinois Vehicle Code 625 ILCS 5/11-604 (Alteration of limits by local authorities), “electronic speed-detecting devices shall not be used within 500 feet beyond any such sign in the direction of travel”. This means that while the current speed limit through the intersection is 35 mph, the police department may not enforce it which effectively makes the limit 40 mph through the intersection. In addition there is also a cross walk at the intersection of Teri Lane and Sandbloom Road which also lies within the 40 mph speed zone.

In an attempt to create consistency throughout the length of Sandbloom Road in order to provide for a safer crossing for vehicles, pedestrians and bicyclists at intersections and crosswalks, we recommend reducing the speed limit from 40 mph to 35 mph from 200 feet north of Compton Drive south to the Village limits.

I respectfully request the Committee of the Whole consider this request and forward to the Village Board for approval.



# ORDINANCE NO. 2017 - O - \_\_

## *An Ordinance Amending the Algonquin Municipal Code Regarding Speed Limits*

WHEREAS, the Village of Algonquin, McHenry and Kane counties, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ALGONQUIN, McHenry and Kane counties, Illinois, as follows:

SECTION 1: The Algonquin Municipal Code shall be amended to remove Sandbloom Road from 200 feet North of Compton Drive to South Village limits as an approved 40 MPH street or road in Section 41.19 (A), Speed Limits.

SECTION 2: The Algonquin Municipal Code shall be amended to modify Section 41.19 (A) Speed Limits to include Sandbloom Road from Algonquin Road (Illinois Route 62 to the South Village limits as an approved 35 MPH street or road.

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:

Voting Nay:

Abstain:

Absent:

APPROVED:

(SEAL)

\_\_\_\_\_  
Village President John C. Schmitt

ATTEST: \_\_\_\_\_  
Village Clerk Gerald S. Kautz

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_