



**Village of Algonquin  
Committee of the Whole  
Meeting Minutes  
Held in the Village Board Room  
February 14, 2017**

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

Present: Trustees Brian Dianis, Jerry Glogowski, Debby Sosine, Jim Steigert, Bob Smith, and Mr. Schmitt. A quorum was established.

Absent: Trustee Spella

Staff Present: Tim Schloneger, Village Manager; Robert Mitchard, Public Works Director; Michael Kumbera, Assistant Village Manager; Andrew Warmus, Utilities Superintendent; Susan Skillman, Comptroller; Katie Gock, Recreation Superintendent; Nick Kordecki, Utilities Maintenance Worker; Deputy Village Clerk, Michelle Weber; Attorney, Kelly Cahill was also in attendance.

Chairman Dianis called the Committee of the Whole meeting to order at 7:30 p.m.

Trustee Spella was seated at 7:33 p.m.

**AGENDA ITEM 2:** Audience Participation  
None

**AGENDA ITEM 3:** Community Development  
None

**AGENDA ITEM 4:** General Administration

**A. Consider Withdrawing from NIHII and Joining the New NWHIP Subpool for Health Insurance**

Mr. Schloneger indicated this is a housekeeping item, the Intergovernmental Personnel Benefit Cooperative (IPBC) is a municipal consortium with over 92 communities that combine their needs, interests, and buying power to purchase and manage insurance needs. The Village is a member of NIHII, which is a subpool of the Intergovernmental Personnel Benefit Cooperative (IPBC). The NIHII subpool has decided to split itself into two different subpools as the membership has grown to 33 entities across Northern Illinois. One of the main reasons for splitting the organization is that NIHII is governed by the Open Meetings Act and requires a physical quorum to transact business. Due to the large geographic area of the current members, having a quorum at meetings has been a major issue.

The new Northwest Health Insurance Pool (NWHIP), which Algonquin will now be a member, will have 15 entities and over 1,000 lives from inception ensuring predictable trends and mitigating risk in the self-insured market. It is staff's recommendation to withdraw from NIHII and join NWHIP.

It was the consensus of the Committee of the Whole to move this to the Board for approval.

**B. Consider 2017 Affiliate Agreements**

- 1. Algonquin Area Youth Organization**
- 2. Algonquin Lake in the Hills Soccer Association**
- 3. Trails Swim Team**

Ms. Gock explained, Algonquin Area Youth Organization (AAYO), Algonquin Lake in the Hills Soccer Association (ALITHSA), and the Trails Swim Team, each of these organizations continue to provide recreation opportunities to Village residents in the way of baseball, softball, soccer, and competitive swimming.

The proposed agreements for AAYO and ALITHSA include in exchange for use of the parks, baseball fields and soccer fields each organization will pay the Village a per player fee. In addition, both of these groups will be charged a fixed hourly rate per hour of light usage at Kelliher Park.

The proposed agreement for Trails Swim Team, Inc., explains the exchange for use of Lions-Armstrong Pool, Trails Swim Team, Inc. will pay the Village an annual fee for use of the pool. Additionally, Trails Swim Team, Inc. will be charged a fixed hourly rate for pool salary expenses.

It is staff's recommendation to enter into agreements with the AAYO, ALITHSA, and Trails Swim Team.

Mr. Dianis didn't see the dates for the AAYO contract as it described in the appendix, which was not included in the packet. He assumed it was just missed and it will be added to the contract.  
Ms. Gock indicated the dates/appendix will be included in the contracts.

It was the consensus of the Committee of the Whole to move this to the Board for approval.

### **C. Consider the 2017 Algonquin Concerts**

Ms. Gock explained there are planning nine (9) concerts throughout the summer months. These concerts have become a summer time favorite for many of our residents and visitors to our community. The 2017 lineup consists of Tony Ocean, June 22; Ear Candy, June 29; Dr. Feel Good, July 6; Dixie Crush, July 13; Soul 2, July 20; Pirates Over 40, July 27; Fool House, August 3; Voyage, August 10; Libido Funk Circus, August 18. All Concerts will be held at Riverfront Park, with the exception of Pirates Over 40, which will be held in conjunction with Founders Day's. During the concerts, the local business community has been invited to attend to promote their business. In addition to the concerts staff has also arranged for vendors to provide food for sale.

It is staff's recommendation to approve the musical performances food vendors to be on site to sell food and drink products during concerts at Riverfront Park, and wave the restriction as it pertains to alcoholic liquor in Riverfront Park during the duration of the concerts.

Ms. Sosine, asked for clarification on the location of the Founder's concert.

Mr. Schmitt indicated Founder's will be held at Towne Park this year. Construction is not to begin until August, giving us time to have the event in the downtown venue.

It was the consensus of the Committee of the Whole to move this to the Board for approval.

### **D. Consider the 2017 Algonquin Lunch Hour Entertainment**

The Village continues to partner with the Algonquin Area Public Library District to present the Lunch Hour Entertainment Friday afternoons during the summer. These free family events invite families, along with a picnic lunch, to enjoy family friendly entertainment during a noon hour performance.

In 2017, the Village has budget to sponsor two (2) performances, June 16 and July 29. Both performances will be held at Spella Park adjacent to the Library.

Mr. Dianis asked how is attendance for these events, would you consider adding additional events?

Ms. Gock indicated attendance is much higher than three years ago. The cross promotion with the library helps with attendance. Also, having the event so close to the Library gives us a great alternate venue in the event of inclement weather. Yes, we could explore additional events.

It was the consensus of the Committee of the Whole to move this to the Board for approval.

### **E. Review Proposed Enterprise Fund and Special Fund Budgets for 2017/2018**

Mr. Kumbera indicated these funds are grouped together because they are more of a true business type fund, running off the monies they take in. Mr. Kumbera and Ms. Skillman presented a PowerPoint explaining the proposed budget expenses, revenues, and trends.

#### **1. Water and Sewer Operating Fund**

The Water and Sewer Operating fund is a separate enterprise fund that does not receive any tax income since revenue is derived solely from the usage of the Village's water and sewer services. Water, sewer and all other utilities are businesses, regardless of who owns them. The revenues and expenditures are directly related to the demand for these water and sewer services and are not supplemented by any other fund or tax dollars.

The fiscal year 2017/2018 Water and Sewer Operating Fund budget is proposed estimated expenditures of \$7,836,000, which includes a \$1,200,000 transfer to the Water and Sewer Capital Fund. Anticipated revenues are \$7,910,000 and expenditures are estimated at \$7,836,000.

#### **2. Cemetery Fund**

The budgets include anticipated revenues and expenditures for fiscal year 2017/2018. This is held in an independent fund. Interest from the monies in the Cemetery Trust Account is intended to fund major repairs such as gravestones. The anticipated revenues are \$39,000.00 and projected expenditures for the Cemetery Fund \$37,850.00.

#### **3. Swimming Pool Fund**

Swimming Pool funds are also kept in an independent fund; however, the Swimming Pool Fund needs to be supported by a substantial transfer (\$145,000) from the General Fund to Maintain balance of revenues and

expenditures. The anticipated revenue \$26,500.00 and estimated expenditures \$260,000.00

#### **4. Building Services Fund**

The Building Services Fund is established to allow the building maintenance staff to plan routine maintenance procedures, generate more accurate staffing levels, and provide budgeting information reflective of the demand placed on each department and division of the Village for building maintenance. All equipment, supplies, and labor incurred with the maintenance of municipal buildings are estimated and then allocated to each department based on the facilities used by each department or division. This inter-service fund more accurately reflects the true costs of operating each department and division of the Village by including what is commonly called "building overhead" in each department's respective budget. Anticipated revenue \$927,500.00 and estimated expenses \$927,500.00

#### **5. Vehicle Maintenance Service Fund**

The Vehicle Maintenance Service Fund is established to account for all the vehicle and equipment maintenance necessary across all departments of the Village. Fuel, parts, and labor expenses incurred as part of the Village's annual vehicle maintenance are estimated and then allocated to each department based on service needed for the maintenance of vehicles and equipment. In addition, this service fund has similar overhead expenditures of "contractual services," "supplies," "maintenance," and "training" as do other department budgets. The Vehicle Maintenance Fund coordinates the daily maintenance of approximately 330 vehicles and various other pieces of equipment (i.e., mowers, other maintenance equipment) that comprise the Village's fleet and equipment. The number of vehicles and equipment includes the fleet maintenance service to the Algonquin/Lake in the Hills Fire Protection District. Anticipated revenues are \$1,155,000.00 and expenses \$1,155,000.00

Mr. Steigert asked, with the growing senior community, has anyone reached out to Clarendale or Eastgate to check on interest in Senior Swim programs?

Ms. Gock indicated staff has been adding more adult programs at the pool.

Mr. Schmitt stated we have been fighting with I&I for 20 years and it continues to increase.

Mr. Warmus and Mr. Mitchard indicated with the Village's underground springs and other conditions this is something that will be a constant battle. Prior testing has shown that residents have tapped into the sewers to with their subpumps and other household discharges. Short of demanding entry to homes, it is hard to extinguish these violations. Staff is looking at pump flow and calibration at the treatment plants to see if this is a possible error in reporting.

### **AGENDA ITEM 5: Public Works & Safety**

#### **A. Consider an Agreement with Midwest Water Group for Sanitary Sewer Evaluation – Acoustic Pipeline Testing & Manhole Camera Inspections**

Mr. Mitchard and Mr. Warmus explained, discharges of untreated or partially treated sewage from any part of the collection system creates a potential hazard to human health and can have significant impacts on water quality. These discharges, commonly known as SSO's or Sanitary Sewer Overflows can result from the entry of excessive precipitation or groundwater or mechanical/electrical/structural failure of any component of the collection system. When capacity is exceeded, the collection system relieves itself by overflowing some point of the system such as through a manhole in the street or basement drain.

As the collection system ages, it's condition deteriorates developing crack, breaks, and blockages if not properly maintained. A maintenance program, commonly known as a CMOM or Capacity, Management, Operation & Maintenance Program is a proactive and effective tool to assure the collection system is properly managed and operated at all times; has adequate capacity to convey peak flows; and takes all steps to eliminate excessive infiltration/inflow from entering the system which might result in an overflow.

Mr. Kordecki presented a PowerPoint and video presentation showing how the software works and the readout capabilities.

Mr. Mitchard indicated the inspections proposed would be a more cost effective and a safer means to inspect and assess our collection system. The proposal from Midwest Water Group, which staff recommends, includes a 3-year for SL-RAT testing and Panoramic camera inspection as follows:

Year 1 – FY 2016-2017 \$102,005.69 – Pipe footage 188,185 and 916 Manholes

Year 2 – FY 2017-2018 \$158,050.75 – Pipe footage 289,222 and 1,479 Manholes

Year 3 – FY 2018-2019 \$151,146.75 – Pipe footage 281,246 and 1,452 Manholes

The initial year of testing and camera inspection was not specifically identified in the current fiscal year, but an amount of \$300,000 was approved for Sanitary Sewer Rehabilitation. It is our intent to spend a portion of the monies slated for "rehabilitation" and expend it towards the SL-RAT testing and Panoramic imaging, an amount of \$102,005.69.

Because these two technologies are proprietary, and exclusive to Midwest Water Group, we ask you, the members of the Committee of the Whole to waive all bidding requirements, and approve the proposed from Midwest Water Group, Inc. of Chicago, IL in the first year amount of \$102,005.69

With this understood, it is the recommendation of staff to award the contract to Midwest Water Group, Inc. of Chicago, IL in the amount of \$102,005.69.

Mr. Schmitt asked that once the first round of inspections and repairs are complete to present our findings and how things were repaired.

Mr. Steigert asked if this would be integrated with CitiWorks?

Mr. Mitchard indicated that they do plan to integrate this with CitiWorks and GIS.

It was the consensus of the Committee of the Whole to move this to the Board for approval.

**B. Consider an Agreement with USIC Locating Services, LLC – Contract for Utility Locating Services**

The Village is one of over 1,900 members belonging to JULIE, Joint Utility Locating Information for Excavators system. This non-for-profit organization serves as a message handling notification center for underground facility owners, to take information about planned excavations and distributes that information to its members. JULIE is strictly a communication link, it is the responsibility of the utility owner to perform locates and marking underground lines. The Village responds to approximately 6,000 locates annually, an annual expense of approximately \$140,000.00. Staff feels the Villages resources would be better utilized by entering into a contract to have locate services done by an outside vendor.

Staff recommends to waive a bidding requirement and accept the terms and conditions of a Service Agreement for Locating and Marking Underground Facilities with USIC of Illinois of Indianapolis, IN in the amount of \$15,000.00, to forward to the Village Board for final approval.

Mr. Steigert stated, this is well worth it for just the liability alone.

Mr. Smith asked, is this just a flat annual fee or locate fee?

Mr. Warmus indicated there is a fee schedule:

\$16.15 per ticket done in regular business hours

\$35.00 per ticket done after hours

\$12.00 per ½ hour per ticket that takes over 30 minutes

Watchdog fee option, which the Village will not utilize.

Mr. Dianis asked, how often do they get paid and if there is an issue with the locate, who do residents call?

Mr. Warmus indicated, a monthly bill will be submitted and they will get paid monthly. Residents should call the Village, at least at first, so we can keep an eye on their services.

It was the consensus of the Committee of the Whole to move this to the Board for approval.

**AGENDA ITEM 6:** Executive Session

None

**AGENDA ITEM 7:** Other Business

None

**AGENDA ITEM 9:** Adjournment

There being no further business, Mr. Dianis adjourned the Committee of the Whole meeting at 8:32 p.m.

Submitted: Michelle Weber, Deputy Village Clerk