



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

AGENDA ITEM 1: Roll Call to Establish a Quorum

Present: Trustees Jerry Glogowski, Debby Sosine, Brian Dianis, John Spella, Jim Steigert, and President Schmitt. Absent: Robert Smith. A quorum was established.

Staff Members Present: Tim Schloneger, Mike Kumbera, Michele Zimmerman, and Attorney Kelly Cahill. Village Clerk Jerry Kautz was also in attendance.

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

(Clerk's note: Trustee Smith was seated at 7:37 pm)

AGENDA ITEM 2: Audience Participation
None

AGENDA ITEM 3: Community Development
None

AGENDA ITEM 4: General Administration

Mr. Kumbera reported on the following:

A. Consider a Resolution Designating Depositories for Funds and other Public Monies in the Custody of the Village of Algonquin

As part of its treasury management activities, the Village maintains several bank and investment accounts at multiple financial institutions. The Village Board, from time to time, shall designate depositories in which the funds and moneys belonging to the Village, in the custody of the Village Treasurer, and also all moneys collected by the Village, shall be kept. There is a Resolution listing the eight (8) banks and financial institutions the Village is actively engaged with.

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

B. Review Proposed 2017-2018 General Fund Budget

General Fund Budget Overview

The annual budget is a financial statement of the goals and objectives for the Village during the fiscal year. These goals and objectives have been assessed and reconfirmed over the past year regarding the delivery of basic Village services. The General Fund budget maintains conservative projections of revenues and expenditures and attempts to address the concerns for maintaining service delivery identified by elected officials, Village staff and citizens of this community in our current economic environment. The budget for the General Fund followed a "constraint budgeting" process to ensure maintenance of existing services while enhancing budget goals by each department and division in the allocation of the limited revenues for the Village. In other words, it is the overriding principle of the budget to deliver outstanding service to our citizens at a reasonable price without drawing down the Village's working capital, assuming no additional tax burden on our residents. This principle is difficult with relatively flat year-to-year revenue, but still possible because of the financial planning that the Village Board has followed over the past decade.

The General Fund budget is balanced with a 2% decrease in revenues and expenditures as compared to the budget for the current 2016-2017 fiscal year. Income tax revenue is projected to decrease 13% based on current projections and the assumption that the state pays all 12 monthly income tax installments under the current funding model. Sales tax revenue projections show an increase of 1.3% based on sales growth. Real estate taxes are the second largest revenue category after sales taxes and are levied lower than year 2008

levels. The budget maintains a balanced position, drawing down on specific restricted funds for one-time capital purchases, but without dipping into the General Fund cash reserves. Above all, no significant reduction in services to our residents is anticipated in the 2017/2018 Fiscal year budget and the Village's cash position remain solid.

GENERAL FUND ANTICIPATED REVENUE (\$19,290,000)
GENERAL FUND ANTICIPATED EXPENDITURES (\$19,290,000)

C. Review Proposed 2017-2018 Budget for Remaining Fund Items:

- 1. Development Fund**
- 2. Village Construction Fund**
- 3. Downtown TIF Fund**
- 4. Police Pension Fund**
- 5. Special Service Area #1 Fund**
- 6. Debt Service Fund**

To complete the review for Fiscal Year 2017-2018 Budget, Mr. Kumbera reviewed the above. When the presentation was completed, Chairman Glogowski asked for and received consensus to move the budget forward for Board approval. A Public Hearing will be conducted next Tuesday before the regular Village Board meeting.

AGENDA ITEM 5: Public Works & Safety

Ms. Zimmerman reported:

A. Consider an Agreement with Strand Associates for Phase 1 & 2 Design Engineering Services for the Gaslight Drive Roadway Rehab IMS

Mr. Mitchard reviewed the Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Gaslight Drive Roadway Rehab IMS (VoA16-07-07A) 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. Following are recommendations:
The proposals received were very competitive around the middle of the pack, with 4 firms being within 1K of each other. However, the 5 low bids had a wild swing in costs. With the low bid coming in nearly 3 times less than the 5th lowest, as well as nearly 2 times less than the 4th lowest. For that simple reason, I do not feel comfortable with the low bid. The 2nd low bidder was a firm that is currently working on the Boyer & County Line project and has shown great professionalism with their first design project in the Village. The 3rd low bidder has yet to work in the Village, however has excellent reputation within the transportation sector, and has provide a vast amount of work experience in their proposal. This provides additional value to the project and could provide the Village with a better insight to additional resources for quality transportation design. The recommendation is that Strand Associates be considered by the Committee of the Whole in the amount of \$42,588.00. This cost is based on the schedule of fees provided and hourly rate sheet for 2016.

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

B. Consider and Agreement with HR Green for Phase 1 & 2 Design Engineering Service for the Scott, Souwanas, & Schuett Roadway Rehab IMS

Mr. Mitchard reviewed the Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Scott, Souwanas, & Schuett Roadway Rehab IMS (VoA16-07-0A) project in the Village of Algonquin. Please note that per FY 2017/18 only Ph. 1 Design Service have been approved, thus only Ph. 1 costs are being considered in this recommendation, although proposers have included Ph. 2 tasks as was requested in the RFP. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. The review of the proposals received was very difficult. Many of the firms that submitted provided outstanding summaries of the work as well as great relevant experience. After careful consideration of all the items listed above the decision came down between HR Green & V3. Neither of these firms has completed a project of this complexity within the Village, however both have completed design projects for the Village. Currently HR Green is in the midst of design work on the Creeks Crossing Park (Dixie Creek) project, and therefore is up to speed on current Village requirements. HR Green has also provided a very familiar environmental design firm (AES) as part of their team. AES has either designed or reviewed all of the environmental projects over the last few years, and therefore staff is confident

that they will deliver exactly what the Village is looking for on this project. The local experience indicated in the resumes of the structural engineers also gives me great confidence in HR Green. Therefore, the recommendation is for HR Green to be considered by the Committee of the Whole in the amount of \$92,958.00 to provide Phase 1 design services for the Scott, Souwanas, & Schuett Roadway Rehab IMS (VoA16-07-0A). This cost is based on the schedule of fees provided and hourly rate sheet for 2017.

Following discussion, it was the consensus of the Committee of the Whole to forward this item to the Board for approval.

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7: Other Business
President Schmitt reported that IDOT will accept bids this June for resurfacing of Illinois Route 62 from Sandbloom Road to Main Street. Further talks regarding Founders Days activities will be needed.

AGENDA ITEM 9: Adjournment
There being no further business, Mr. Glogowski adjourned the Committee of the Whole meeting at 8:17 p.m.

Submitted: Jerry Kautz, Village Clerk