

**Village of Algonquin
Committee of the Whole Meeting Minutes
Held in Village Board Room
June 13, 2017**

AGENDA ITEM 1: Roll Call – Establish a Quorum

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

Present: Trustees Debby Sosine, John Spella, Janis Jasper, Jerry Glogowski, Laura Brehmer and Jim Steigert. A quorum was established.

Absent: President John Schmitt

Staff Members Present: Mike Kumbera, Russ Farnum, Katie Parkhurst, Bob Mitchard, Chief John Bucci, and Todd Walker. Attorney, Kelly Cahill and Village Clerk Jerry Kautz were also in attendance.

(Note: President Schmitt joined the meeting by phone with the unanimous consent of the Committee members)

AGENDA ITEM 2: The Village Proclaims June 14, 2017 Gary Chester Day

Village Clerk Kautz read a Proclamation the Village of Algonquin Proclaims June 14, 2017 Gary Chester Day.

AGENDA ITEM 3: Public Comment – Audience Participation
None

AGENDA ITEM 4: Community Development

A. Consider a Special Event Permit for Founders Days July 27 – 30, 2017

Based on the latest schedule of events for the 2017 Founders' Days activities (see attached), the following permits and/or fee waivers will be necessary for approval by the Village Board. The attached overview park map is tentative and may have future changes.

- Permit Towne Park to remain open during hours as approved (July 27, 28, 29, 30).
- Permit the carnival, entertainment which includes concerts and musical performances with amplified music, and selling of foods and goods in Towne Park and Riverfront Park pursuant to the Schedule of Events (July 27, 28, 29, 30).
- Permit vehicles in Towne Park subject to Village Staff and Founders' Days President approval (July 27, 28, 29, 30).
- Permit dogs, cats and other domestic pets in Towne Park from one hour before to one hour after the Dog and Cat Show (July 28) and adoptable pets from local shelter in Towne Park (July 27, 28, 29, 30).
- Permit sidewalk sales in the downtown area (July 27, 28, 29, 30), and outside selling of goods on public property by only those vendors approved by the Founders' Days Committee (July 27, 28, 29, 30).
- Permit bicycles in Towne Park from one hour before to one hour after the Bike Decorating Contest on July 27.
- Permit the closure of certain public streets for the Founders' parade on July 29 and a car show on S. Main Street July 30.
- Permit the posting of certain posters and signs designating events, sponsors, routes or directions related to Founders' Days activities subject to the approval of the Police Chief and the Founders' Days President.
- Permit firework aerial display at dusk on July 30 with approved applications and insurance filed with the Police Chief.
- Permit the Founders' Run(s) be held on certain streets in the Village on July 30 from 8:00 a.m. to 9:30 a.m. as approved by Police Chief and Public Works.
- Permit food vendor trucks to park on the public street area of N. Harrison St. on July 30 during the firework event.
- Allow for temporary tents to be installed upon Village-owned vacant property at the southeast corner of W. Algonquin Road and S. Main Street. (No vehicles will be permitted to be parked within the grass lot(s)).
- Waive the public event license permit fee along with the electrical permit fee and temporary sign permit fee(s).

- Permit the use of public streets for the use of a horse drawn trolley on July 27, July 28 and July 29. (Washington Street to S. Harrison Street)

NOTE: The Special Event Liquor License is subject to the appropriate fees, terms and approval of the Liquor Commissioner. A separate raffle license shall be obtained.

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

B. Consider an Amended PUD and Final Plat for Glenloch/Waterford of Algonquin

Mr. Farnum reported the following, Bill Robinson, who was present on behalf of CalAtlantic Homes (formerly Ryland Homes) and CityView Algonquin Shores 166, has petitioned for approval of a PUD Amendment for the Glenloch/Waterford of Algonquin Subdivision. The requested changes include the following:

- Conversion of the townhomes to single family detached homes on "Flex Lots";
- Addition of age restriction (55+) onto the new single family lots, following the remainder of the subdivision;
- Elimination of the affordable condo building at the south end of Indigo Drive;
- Relocation of the community building from the north end of Mahogany Drive to the northeast corner of Magenta Lane and Sable Lane;
- Waiver of future building code requirement for residential sprinklers, in exchange for addition of a sprinkler head in the furnace room and garage or kitchen.

This subdivision was approved as an age-restricted (55+) development with all yard and landscaping maintenance provided by the Owners Association. This remains part of the subdivision even under this new proposal by CalAtlantic. Members had questions as to if there will be a variety of siding and roofing colors and the possibility of plantings that will attract Monarch Butterflies. Mr. Glogowski asked if the sidewalks will be in typical locations. Mr. Robinson replied there will be road, parkway, and then the sidewalk. In relation to this President Schmitt voiced his concerns about the shorter driveways in this subdivision and would like to see covenants prohibiting RVs and boats from being parked. Ms. Jasper asked about pricing of the homes and being told the average is around \$235K. Marketing studies indicate the need for 55+ housing and the eastside location is ideal.

Following discussion, it was consensus of the Committee of the Whole to have the developer work with Staff to resolve some issues and then move to the Board for approval.

C. Consider "The Mayors' Monarch Pledge"

Ms. Parkhurst reporting:

The National Wildlife Federation encourages local governments to take action to help save the monarch butterfly, an iconic species whose populations have declined by 90% in the last 20 years. Through the Mayors' Monarch Pledge, cities are committing to create habitat and educate citizens about how they can make a difference. In order to sign the pledge, the Village must commit to a minimum of three action items that will be done within a year. We will receive special recognition if we take more than eight actions. The National Wildlife Federation will request quarterly reports to check the status of the action items the Village commits to doing. The Village of Algonquin has formed a partnership with the Algonquin Area Public Library District to further the outreach of awareness of the importance of pollinator species. Comments were positive with Mr. Mitchard stating that the Village and Library will plant a monarch-friendly demonstration garden at a prominent location. The Village will plant a large area, the sledding hill, in Spella Park. The Library will plant in one of the raised planters. The Village plans to convert the plantings on the sled hill at Ted Spella Community Park to include all native plants including milkweed and nectar producing plants. The planting is scheduled to take place in the summer/fall of 2017. The Village has applied for a grant through Openlands and ComEd Green Region Program to help with the cost of the land preparation and planting. Ms. Sosine said the School District should get involved and possibly help with seed packets.

The consensus was to pass this item to the Board for approval and signing the pledge.

AGENDA ITEM 5: General Administration

A. Consider Employee Policy Manual Revisions

Mr. Walker and Mr. Kumbera reporting on Items A, B, & C

The Village Personnel Policy Manual was approved in 1996, revised in 2006 and again in 2010.

Since our last review, the Village re-negotiated several Union Contracts and made significant changes in our management and operations. Therefore, it is Mr. Walker's recommendation we update our policy manual to reflect changes made since our last revision. Please note, a majority of these changes are clarifications in language, elimination of language within the manual because of policies that are referred to outside the manual, and/or have minimum impact on the economic benefits for our employees. Some benefits within, such as the Vacation Policy and Travel Policy, have been modified to address current and future economic concerns. To allow for implementation, it is Mr. Walker's request to make the changes effective July 1, 2017. Since both items, A & B are related the Chairman asked for separate consensus to accept the Village Policy Manual with the Employee Travel Policy removed to stand on its own.

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

B. Consider Amending the Employee Travel Policy

Finance staff was asked to provide guidance and draft an employee travel policy to address certain concerns raised by internal staff. Currently, Village policy regulating employee travel is incorporated in the Village's personnel policy and/or through specific provisions in one of our three collective bargaining agreements. Staff objectively reviewed current Village policy, past Village expenses, other local government policies, internal control practices, regulatory information, and employee input to guide the drafting of the attached employee travel policy. In 2016, Governor Rauner sign into law the Local Government Travel Expense Control Act that is applicable to non-home rule units of government in Illinois. The statute provides a framework for official travel purposes, maximum allowable reimbursement thresholds, standardized reporting, approval process, and prohibition of entertainment expense reimbursement. The proposed employee travel policy is derived from this statute, less expense approval, which will continue to conform to existing Village purchasing policies. Overall, the frequency, utilization, and expenditure level related to employee travel is very minimal. The revised employee travel policy lends itself to a reasonable internal control environment, ensuring that our employees have clear guidance and resources to conduct official Village business in an appropriate, economical, and ethical manner. Discussion centered on whether or not to reimburse employees for food expense in certain instances.

The Committee of the Whole consensus was to have Staff reword the policy to include meal reimbursement for non-overnight travel into the Employee Travel Policy and bring forward for approval.

C. Consider an Ordinance Establishing Prevailing Wage Rates for the Village of Algonquin

This is a housekeeping measure. Per state statute, the Village is required to pass an ordinance establishing prevailing wage rates on an annual basis for public works projects. The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers, and mechanics employed on public works construction projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the county where the work is performed.

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

AGENDA ITEM 6: Public Works & Safety

A. Consider the Purchase of a Ford Interceptor in the Amount of \$30,844.00

Chief Bucci requested permission to move forth with the purchase of a Ford Interceptor Sedan (Taurus), with a total cost of \$30,844. This vehicle is a replacement vehicle for squad 58 that was "totaled" while attempting to conduct a traffic stop, while emergency lights and sirens were activated. Squad 58 was assigned to our traffic unit that was an unmarked Dodge Durango SUV. Having an unmarked SUV assigned to our traffic division has proven to be extremely valuable and it is my intention to assign our black unmarked Ford SUV to the traffic unit. At this time, we have removed a vehicle from the patrol fleet, a fully marked Dodge Charger, lowering our fleet for patrol by one. This creates additional mileage and usage to vehicles in the fleet which has proven to create additional maintenance and repairs, and increases the potential for vehicles being out of service on a more consistent basis. The Department received a check during FY17 in the amount of \$19,767.75 for the total loss of Squad 58. The Department would like to use the funds received from insurance with an additional \$11,077.25 from general funds to cover the difference for the purchase.

Consensus was to pass this item to the Board for approval.

B. Consider a Resolution allowing the use of MFT Funds for the Completion of Engineering of Sleepy Hollow Road in the amount of \$250,000.00

Mr. Mitchard reporting:

The Sleepy Hollow Road resolution is needed in order to appropriate MFT funds for engineering of this road construction project. Although we have almost finished the design, an oversight on our part caused this paperwork not to be completed. Therefore, the passing of this resolution is this is just a formality to comply with IDOT as they have already authorized the spending of these funds. We will not be using MFT funds for the construction of this project so this resolution amount is for engineering only. Therefore, it is Mr. Mitchard's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of expenditure of MFT Funds for Sleepy Hollow Road in the amount of \$250,000.00. During discussion, Ms. Brehmer asked if 'traffic calming' will be included in Sleepy Hollow construction as mentioned at a previous meeting. Mr. Mitchard replied no, as Sleepy Hollow Road is too busy for any narrowing (Calming) and would no doubt make traffic dangerous.

Consensus was to move this item forward for approval.

C. Consider a Supplemental Resolution allowing the use MFT Funds, for a Portion of the Engineering and Construction Management of Harper Drive in the amount of \$10,379.00

The Harper Drive resolution is a supplemental resolution in order to use MFT funds to pay for the engineering, construction management and construction of Harper Drive. Our original appropriating resolution was in the amount of \$670,000.00. However, the project has now been completed at a total cost of \$680,370.90. Therefore, IDOT requires a supplemental resolution to cover this difference of \$10,370.90.

The Consensus of the Committee of the Whole was to also move this forward to the Board for approval.

AGENDA ITEM 7: Executive Session
None

AGENDA ITEM 8: Other Business

1. Chairman Steigert invited the Village Board to join himself and Trustees Brehmer, and Jasper in observing Public Works repave Fairway View Drive later this week.

AGENDA ITEM 9: Adjournment
There being no further business, the Committee of the Whole meeting was adjourned at 8:48 p.m.

Submitted: Jerry Kautz, Village Clerk