

AGENDA  
COMMITTEE OF THE WHOLE  
August 22, 2017  
2200 Harnish Drive  
Village Board Room  
- AGENDA -  
7:30 P.M.

Trustee Sosine – Chairperson  
Trustee Spella  
Trustee Jasper  
Trustee Brehmer  
Trustee Glogowski  
Trustee Steigert  
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. Consider a Public Event – Founder’s Days, September 8, 9, and 10, 2017
  - B. Consider a Special Use Permit for Kids Island Learning Center - 1600 E. Algonquin Road
4. **General Administration**
  - A. Consider Certain Items Surplus
5. **Public Works & Safety**
  - A. Consider Certain Equipment Items Surplus
  - B. Consider an Agreement with Comcast for the Design of the Dry Utility Lowering portion of the Downtown Streetscape
  - C. Consider an Agreement with HR Green, Inc. for Civil Engineering Phase 1 & 2 Design Services for Creeks Crossing Park and Drainage Improvements
6. **Executive Session**
7. **Other Business**
8. **Adjournment**



## VILLAGE OF ALGONQUIN – M E M O R A N D U M –

DATE: August 17, 2017

TO: President and Board of Trustees

FROM: Tim Schloneger, Village Manager

SUBJECT: Necessary Approvals for Founders' Days Activities 2017

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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 of the park map is tentative (Public Works and the Police Dept. are requiring that the fencing go all along the river) as is the schedule of events.

1. Permit Riverfront Park to remain open past dusk until the approved hours on September 8, 9 and 10, 2017.
2. Permit entertainment which includes concerts and musical performances with amplified music, and the selling of food and goods in Riverfront Park pursuant to the Schedule of Events (September 8, 9 and 10, 2017).
3. Permit vehicles in Riverfront Park subject to Village Staff and Founders' Days President approval (September 8, 9 and 10, 2017).
4. Permit dogs, cats and other domestic pets in Riverfront Park from one hour before to one hour after the Dog and Cat Show (September 9th).
5. Permit sidewalk sales in the downtown area (September 8, 9 and 10, 2017) and outside selling of goods on public property by only those vendors approved by the Founders' Days Committee (September 8, 9 and 10, 2017).
6. Permit bicycles in Riverfront Park from one hour before to one hour after the Bike Decorating Contest on September 9, 2017.
7. Permit the closure of N. Harrison Street early morning September 8<sup>th</sup> until dusk September 10, 2017.
8. 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.
9. Permit the Founders' Run(s) be held on certain streets in the Village on September 10, 2017 from 8:00 a.m. to 9:30 a.m. as approved by Police Chief and Public Works.
10. Allow for temporary tents to be installed upon Village-owned property (N. Harrison Street and Riverfront Park).
11. Waive the public event license permit fee along with the electrical permit fee and temporary sign permit fee(s).

**NOTES:** 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. As of the writing of this memo, no Certificate of Insurance has been provided. The Police Department and Public Works were not able to provide an estimate of Village expense(s) for this event.

TS:dl

## Algonquin Founders' Days

### River Relief Benefit

Fri. Sept. 8th

**GATES FEES: \$5 (11 and up) / 10 & under are free**

4:00pm to 11:00pm	Taste of Founders'
4:00pm to 10:30pm	Social Garden Open
4:00pm to 10:30pm	Designated Driver Program
5:30pm to 6:30pm	MAIN STAGE – Hi Infidelity
7:00pm to 8:30pm	MAIN STAGE – My Metal Heart
7:00 pm to ?	Bags Tournament-Single Elimination
9:00pm to 10:30pm	MAIN STAGE – Lynch Mob
11:00pm	Riverfront Park Closes

Sat. Sept. 9th

**GATES FEES: 11am-7pm \$5 (11 and up) / 10 & under are free  
7pm-11pm \$10 (11 & up)/10 & under are free**

11:00am to 11:00pm	Taste of Founders'
11:00am to 10:30pm	Social Garden Open
11:00am to 10:30pm	Designated Driver Program
11:00am to 4:00pm	Business Expo/Market & Bazaar/Trash & Treasure
11:00am to Noon	Dog & Cat Show Registration
Noon	Dog & Cat Show 2017
1:00-1:30pm	Bake Off – Registration
2:00pm	Bake Off – Judging
3:00pm	MAIN STAGE-Bike Decorating Contest Presented by Cycling Republic
2:30pm	Bags Tournament Double Elimination
4:00pm to 6:30pm	MAIN STAGE – Algonquin's Got Talent
7:00pm to 8:30pm	MAIN STAGE – Teeze
9:00pm to 10:30pm	MAIN STAGE – Mr. Capone's Bootlegger Band
11:00pm	Towne Park Closes

Sun. Sept. 10th

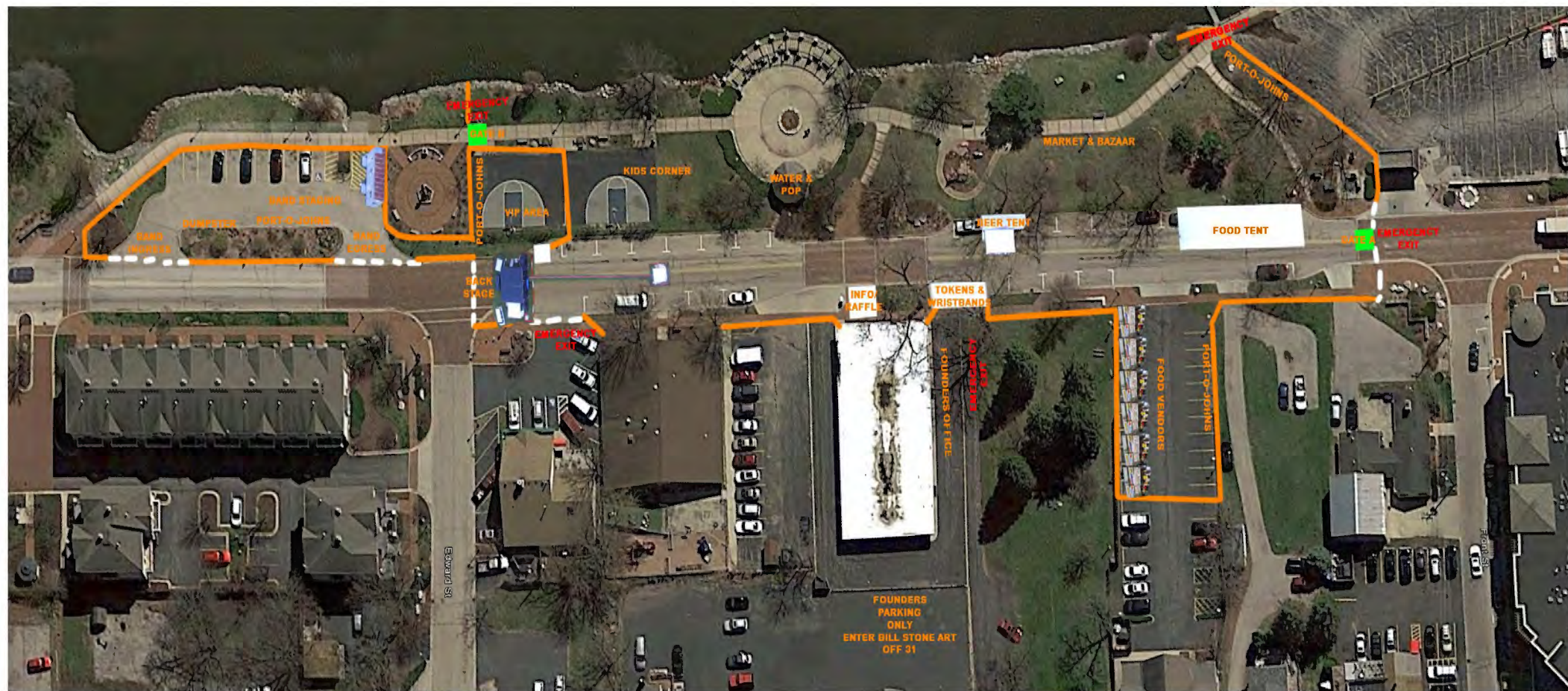
**GATES FEES starting at Noon:  
\$5 (11 and up) / 10 & under are free**

7:00am	Founders' Run Check-In Algonquin Middle School-AMS
8:00am	Founders' Run 1 mile-AMS
8:30am	Founders' Run 5/10K, 5K Walk-AMS
8:00am-Noon	Boy Scout Troop 151 Pancake Breakfast
9:00am-11:00am	MAIN STAGE-Dance Studios
9:00am-2:00pm	Family Fun Fair

11:00am to 6:00pm	Taste of Founders'
Noon to 5:30pm	Social Garden Open
Noon to 5:30pm	Designated Driver's Program
1:30pm	Family Olympics
	Presented by Lifeline Christian Church
2:00pm to 3:30pm	MAIN STAGE – Jonathan Devin & New Country
3:30pm	Ice Cream Eating Contest
	Presented by Riverbottom Ice Cream
4:00pm to 5:30pm	MAIN STAGE – Rockstar Rodeo
5:45pm	Raffle Pull
6:00pm	Riverfront Park Closes
Schedule subject to change	

Tentative





# 5K

## Algonquin, Illinois

Measured by Jay Wight- Hoffman Estates, Illinois- 14 June 2007

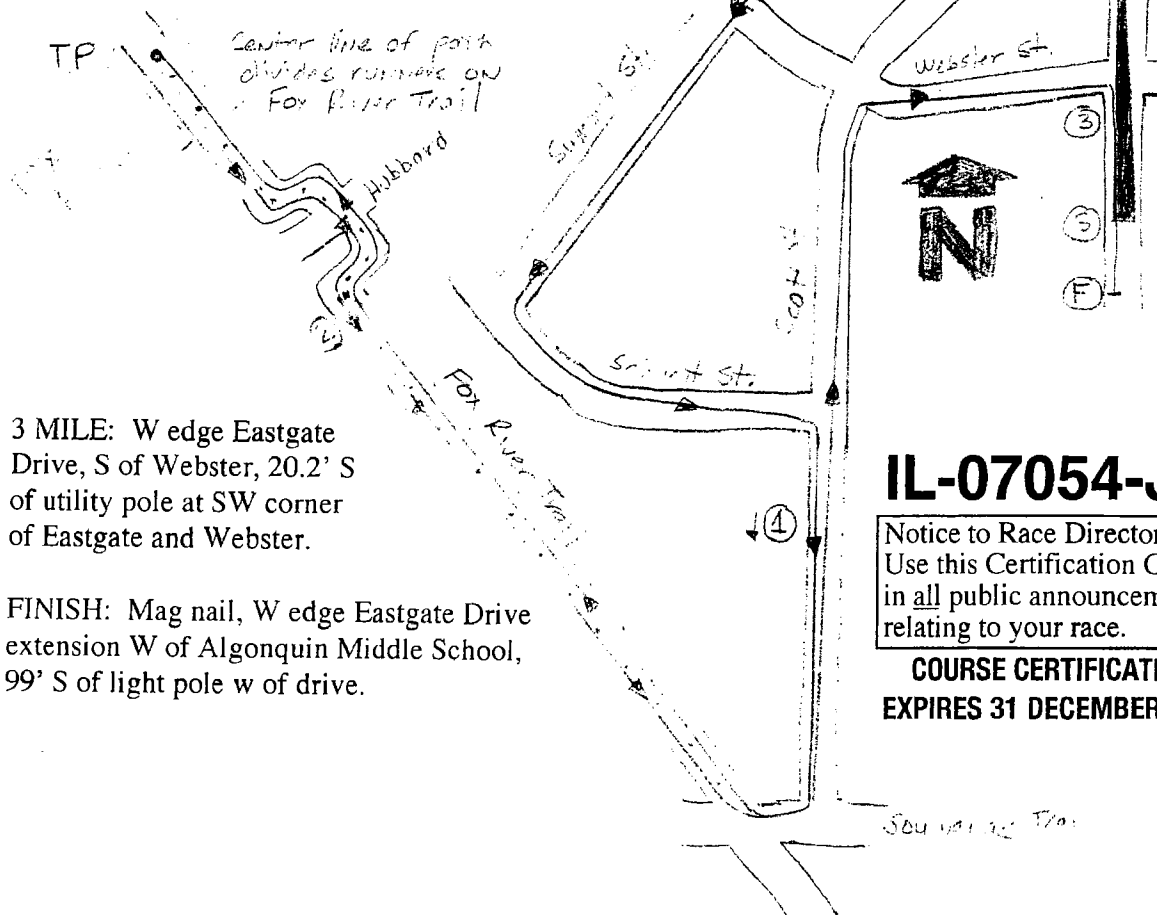
Map Not To Scale

**START:** Mag Nail, W edge, Eastgate Drive extension behind Algonquin Middle School, even with light pole W of drive just N of gate.

**1 MILE:** W edge Scott Ave., across from driveway to 719, 33' NW of center of "Sanitary Sewer" manhole cover in center of street south of driveways to 719 and 720.

**TURNAROUND POINT (2906 meters/1.81 miles):** Mag Nail, center of path on bridge over Fox River, 28' E of W end of bridge.

**2 MILE:** W edge Fox River Trail, 44' S of barrier post in center of trail S of Hubbard St. crossing.



**3 MILE:** W edge Eastgate Drive, S of Webster, 20.2' S of utility pole at SW corner of Eastgate and Webster.

**FINISH:** Mag nail, W edge Eastgate Drive extension W of Algonquin Middle School, 99' S of light pole w of drive.

# 10K

## Algonquin, Illinois

Measured by Jay Wight- Hoffman Estates, Illinois  
14 and 21 June 2007

Map Not To Scale

START: Mag Nail, W edge, Eastgate Drive extension behind Algonquin Middle School, even with light pole W of drive just N of gate.

1 MILE: W edge Scott Ave., across from driveway to 719, 33' NW of center of "Sanitary Sewer" manhole cover in center of street south of driveways to 719 and 720.

2 MILE: W edge Fox River Trail, approximately 1345' N of center post N of Bolz Road crossing.

3 MILE: W edge Fox River Trail, north of apparently abandoned park road, approximately 597' N of "mile 2" sign on west side of path.

5 KILOMETER: W edge Fox River Trail, south of apparently abandoned park road, 33' N of "mile 2" sign on west side of path.

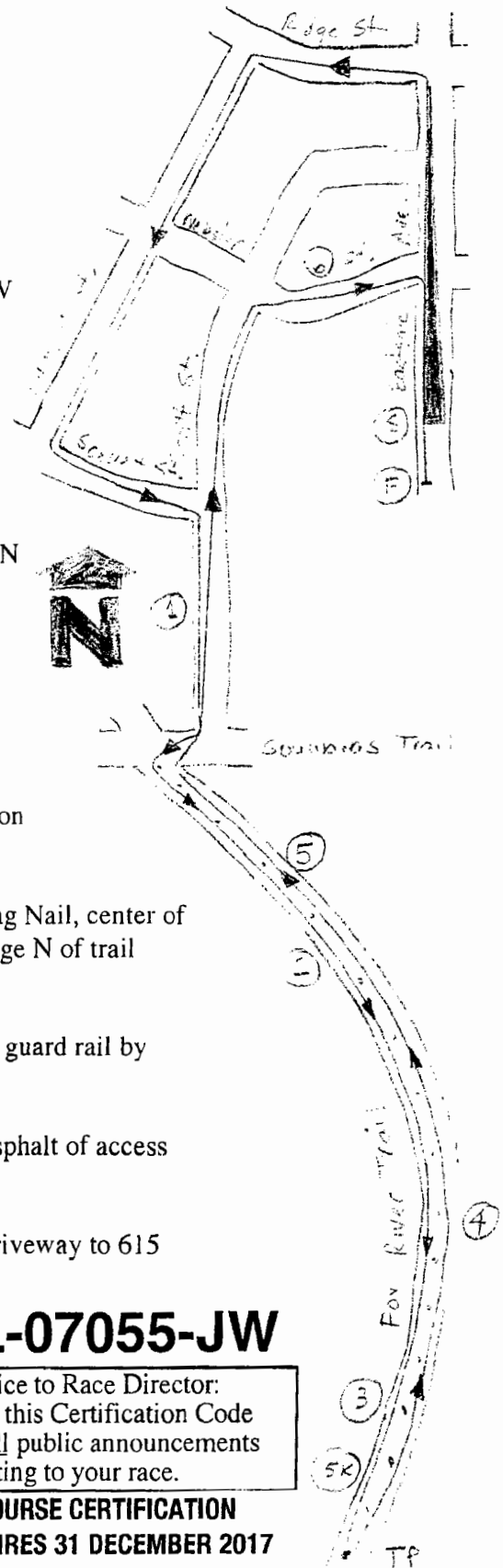
TURNAROUND POINT (5408 meters/ 3.36 miles): Mag Nail, center of Fox River Trail, approximately 218' N of N edge of bridge N of trail crossing at 18N001.

4 MILE: E edge Fox River Trail, 25' N of bollard along guard rail by gravel parking area off road to east.

5 MILE: E edge Fox River Trail, 7.5' N of N edge of asphalt of access path between 1610 and 1630 Riverwood Drive.

6 MILE: S edge Webster, in front of 614, across from driveway to 615 and 41' NE of fire hydrant just W of driveway to 615.

FINISH: Mag nail, W edge Eastgate Drive extension W of Algonquin Middle School, 99' S of light pole w of drive.



### IL-07055-JW

Notice to Race Director:  
Use this Certification Code  
in all public announcements  
relating to your race.

**COURSE CERTIFICATION**  
**EXPIRES 31 DECEMBER 2017**

# APPLICATION FOR "EVENT" LIQUOR PERMIT

TO: The Liquor Commissioner of the Village of Algonquin, Illinois

(PLEASE TYPE OR PRINT ALL INFORMATION)

The undersigned applicant, being duly sworn on oath, makes application for a Liquor Permit in the Village of Algonquin, as follows:

1. The name of the applicant to appear on the permit is: Algonquin Founders' Days Festival Committee, Inc.
2. The address of the applicant is: P.O. Box 101, Algonquin, IL. 60102
3. The name and address of officer or agent for the applicant is: Daniel R. Barton, [REDACTED]
4. A. The applicant is presently: (Complete all applicable parts)
- (1) Class Licensee in the Village; License No.
- (2) Nonprofit organization, registered with the State of Illinois YES
- (3) Other type of organization: Please specify   
(i.e., Fraternal, Educational, Civic, Political, Religious)
- (4) Provide Illinois Department of Revenue Tax Exempt Number and/or Illinois Business Tax Number assigned to your organization 36-2898744
- B. The description and location of premises or place of business which is to be operated under the proposed permit: Algonquin Founders' Days River Relief Benefit on N. Harrison St.  
Social Garden Area- See Attached Map
- C. The date(s) and hours of operation requested under the proposed permit are: 9/8/17 4:00 p.m. to 10:30 p.m.  
9/9/17 11:00 a.m. to 10:30 p.m.  
9/10/17 11 a.m. to 5:30 p.m.

The number of days shall not exceed what is presently allowed by ordinance.

5. BASSET Training Required: Successful completion of a BASSET program, or other similar program as approved by the Chief of Police, is required for at least one person coordinating and responsible for the responsible sale of alcoholic liquor during the event. Such person



shall be present at the point of liquor sales at all times for the duration of the event.  
Person holding the BASSETT Certificate: Daniel R. Barton

Photocopies of a valid certificate of completion of a BASSET program shall be included with the application.

6. The applicant hereby files Certificates of Insurance, certifying that the applicant has in force and effect insurance as follows:
- Liquor Liability Insurance of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate and;
  - General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.

The Insurance Certificates must name the Village of Algonquin as Additional Insured.

"Host Insurance" shall not satisfy the requester defined above.

7. The applicant herewith submits the appropriate permit fee, in the amount of:  
\$ \_\_\_\_\_, as set forth in the Liquor Control and Liquor Licensing Ordinance of the Village of Algonquin.

The applicant agrees to comply with all ordinances of the Village of Algonquin and the Laws of the State of Illinois.

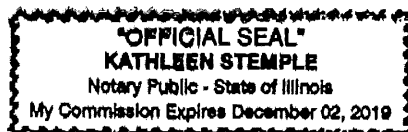
Applicant: Algonquin Founders' Days Festival Committee, Inc.  
Signed By: [Signature]  
Officer or Agent: Daniel R. Barton, President Founders' Committee  
Daytime Phone: [Redacted]  
Extension: N/A

Subscribed and Sworn to before me this 15 day of August, 2017

[Signature]  
(Notary Public)

My Commission expires Dec 2, 2019

SEAL





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

**– M E M O R A N D U M –**

DATE: August 22, 2017

TO: Committee of the Whole

FROM: Katie Parkhurst, AICP, Senior Planner

SUBJECT: *Case No. 2017-08 Kids Island Learning Center—Special Use Permit*

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Introduction

Mr. Krzysztof Szczepaniec and Ms. Monika Nawrot, Kids Island Learning Center, have submitted a petition for a Special Use Permit to allow a daycare in an existing building. The proposed daycare will be located in the existing building at 1600 East Algonquin Road.

Background

The building was constructed for and used by Rec Room Furniture in 2000. The building has been vacant since Rec Room moved out in September of 2008. The building is at the northeast corner of East Algonquin Road and Ryan Parkway. The property has been designated on the Comprehensive Plan as Planned Mixed Use Predominately Commercial and is zoned B-2 PUD.



### Development Proposal

Kids Island Learning Center would like to reuse the existing building. No changes are proposed for the exterior of the building. The interior of the building would be built out for 10 classrooms, a reception area, office, bathrooms, and the warehouse space would be used for an inside play area. Kids Island was incorporated in 2008 and currently operates in Schiller Park, Northbrook and Hanover Park. The daycare center would provide educational services for children from 3 months old to 12 years old. This will be a place where children can learn and develop in an atmosphere of tolerance and respect for cultural diversities. The center will be a dual-language with Polish and English being taught. The center will be open 7:00am-7:00pm Monday through Saturday. There will be special events on Sundays. The center will employ at least 15 teachers to start.

### Staff Comments

Outlined below are some of the highlights of the proposal:

**Architecture**—The existing 30,454 square foot building will be repurposed into a daycare facility. The long-standing vacant building will be repaired as necessary on the exterior with no major changes to the design of the building. No kitchen is proposed at this time. If any cooking is to take place the appropriate permits and grease trap will be required.

**Signage**—The petitioner has not provided any plans for signs at this time. It is reasonable to reuse the monument sign base by replacing the sign panel. A new wall would also be permitted. All signage shall comply with the Sign Code and the original PUD for the site.

**Site Plan/Engineering Plans**—There are no changes proposed to the site other than the addition of an outdoor play area. The play area shall be located to the east of the building, located out of the detention and easement areas. A black aluminum fence shall be installed around the play area. A small, colorful, play equipment assembly is proposed for inside the fence area. A separate permit shall be required for the fence. Any vehicles used for the business shall be parked on the side of the building. There are 89 parking spaces which meets code for a daycare.

**Landscaping**—No changes to the existing landscaping is proposed as part of this submittal.

### Planning and Zoning Commission Consideration

On August 14, 2017 the Planning and Zoning Commission considered the petition and unanimously recommended approval of the request for a Special Use Permit for Kids Island Learning Center with the conditions listed by staff and the finding of facts presented.

### Recommendation

Staff concurs with the Planning and Zoning Commission and recommends approval of the Special Use Permit for the Kids Island Learning Center, consistent with the findings of fact presented and the following conditions:

1. Prior to any work commencing, a building permit shall be submitted, reviewed and issued.
2. All signage on the property shall conform to the Sign Code and the original PUD ordinance 2000-O-18. A separate sign permit for each sign shall be submitted for review and approved by Village Staff.
3. The Private Property Enforcement Agreement shall be executed with the Algonquin Police Department prior to the issuance of any Certificate of Occupancies.
4. Any vehicle with daycare logos shall be parked towards the rear of the building, not in front.
5. A fence permit shall be submitted for review and approval. The outside play area shall be located outside of all detention and easement areas.

Attachments:

Staff Reports  
PZC Minutes

Enclosures:

Developer Submittal Package

The Roll Call noted the following: Ayes: Chairperson Patrician; Commissioners Hoferle, Laipert, Neuhalfen, Sturznickel, and Szpekowski. Nays: Postelnick. Absent: None. Motion carried 6-1.

## **CLOSE PUBLIC HEARING**

**AGENDA ITEM 5:** Request for a Special Use Permit

**Case No. 2017-08 Kids Island Learning Center, 1600 E. Algonquin Road**

Petitioner: Krzysztof Szczepaniec, Kids Island Learning Center

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

Ms. Parkhurst called roll to verify a quorum. Present: Chairperson Patrician; Commissioners Hoferle, Laipert, Neuhalfen, Postelnick, Sturznickel, and Szpekowski. Absent: None. Ms. Parkhurst announced a quorum was present.

## **PETITIONER COMMENTS**

Ms. Cahill verified that proper notice of the meeting had been posted. Ms. Cahill swore in the petitioner. Representing the petitioner was Mr. Krzysztof Szczepaniec, business owner. The business is a learning and day care center for children ages 2-12 years old. In addition to typical daycare, the older students will be able to get help with homework before or after regular school hours. The business has three other locations and ninety percent of students are from Polish-speaking families. Children are taught in Polish and English, with a greater emphasis on English as they prepare to enter kindergarten in the local public school system. The business would be open 7am to 6pm, Monday through Saturday. The rear portion of the building which was originally designed as a warehouse would be converted into an indoor play area. There will also be an outdoor playground.

## **STAFF COMMENTS**

Ms. Parkhurst reviewed her staff report for the Commission. The property is zoned B-2 PUD, and a daycare use would be allowed with a Special Use Permit. The building was formerly Rec Room Furniture, which closed in 2008. No exterior changes are proposed however a new outdoor play area would be added on the east side of the building and be fenced in. The business will be required to follow the Village's sign ordinance regulations and any commercial vans or vehicles would be required to be parked back away from Ryan Parkway.

## **COMMISSION QUESTIONS/COMMENTS**

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

Commissioner Sturznickel asked if there are windows on the building, to which the petitioner stated yes there are and each classroom will likely have two large windows. Commissioner Sturznickel asked if there will be a fence around the outdoor playground, to which the petitioner stated yes. Commissioner Sturznickel asked if security cameras will be installed, to which the petitioner stated yes there will be some in the hallways and common spaces but not in the individual classrooms.

Commissioner Laipert asked how children will be dropped off, to which the petitioner explained people will park and walk their children to a secure door at the front entrance.

Commissioner Neuhalphen asked what is the maximum number of students the building can accommodate, to which the petitioner stated the capacity will be 200 children.

Commissioner Szpekowski asked if the goal of the daycare is to get kids ready to enter the public school system, to which the petitioner stated yes and students are taught in English once they reach four years old.

Commissioner Hoferle asked if the existing parking lot will be sufficient, to which the petitioner stated yes and explained drop off times are spread out between 7:00-9:30am and pick up times are spread out between 2:30-6:00pm.

Chairperson Patrician asked what are the tuition rates, to which the petitioner stated \$200 per week for full time day care and \$155 per week for enrollment in the after-school learning program only. Chairperson Patrician asked how many employees there will be, to which the petitioner stated approximately 25.

#### **PUBLIC COMMENT**

Chairperson Patrician called for public comments. There was none.

#### **CLOSE PUBLIC COMMENT**

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

Chairperson Patrician entertained a motion to approve the request for a Special Use Permit for Kids Island Learning Center at 1600 East Algonquin Road. Commissioner Szpekowski moved and Commissioner Sturznickel seconded a motion to recommend approval of the request, consistent with the findings of fact listed in the August 14, 2017 Community Development memorandum, the conditions recommended by staff, and the plans submitted by the developer.

The Roll Call noted the following: Ayes: Chairperson Patrician; Commissioners Hoferle, Laipert, Neuhalphen, Postelnick, Sturznickel, and Szpekowski. Nays: None. Absent: None. Motion carried 7-0.

#### **CLOSE PUBLIC HEARING**

#### ***AGENDA ITEM 6:*** New/Old Business

There will be a meeting in September.

#### ***AGENDA ITEM 7:*** Adjournment

A motion to adjourn the meeting was made by Commissioner Szpekowski and seconded by Commissioner Sturznickel, a voice vote noted all ayes. The motion carried and the meeting was adjourned at 9:40 p.m.

Respectfully Submitted,

Katherine T. Parkhurst, AICP  
Senior Planner



July 10, 2017

Village of Algonquin



Phone: 773 301 4742

Special Use Permit for Kids' Island Learning Center

To Whom It May Concern:

Village of Algonquin,

In order for the Village to better understand the operations of my proposed business, I am providing some detailed information.

My name and address, as the owner and the person responsible for the business, are:

Monika Nawrot, [REDACTED]

The purpose of the business is to provide educational services for children ages 3 months – 12 years old, based on similar successful models that I tested and managed in Poland and currently in Schiller Park, in Northbrook and Hanover Park. Before coming to the United States, I established and managed “Kids Island Learning Center”, an after-school center for children. Since April of 2011, a similar “Island” has been opened in Schiller Park, one year after in Northbrook, and in 2015 in Hanover Park. To this day, there are over 500 children enrolled-and that number is still growing.

After moving to the United States, I wanted to create a place where children can learn and develop in an atmosphere of tolerance and respect for cultural diversities. I managed to do so. After operating for several months an educational center at the Gift of the Heart Foundation, I have moved to a location in Schiller Park.

The “Kids' Island Learning Center” concentrates on children and their needs. At “The Island,” they are able to expand their interests and grow, through taking part in a wide range of creative activities, including art, theater workshops, modern dance with elements of ballet, and foreign languages.

Our teachers, a staff of 50, are highly qualified and professional. We also employ psychologists and speech therapists to provide extra assistance for children with learning disabilities. That gives them a solid background for their future education.

Moreover, we offer a wide range of extra curricular activities, such as dancing and music classes.

We are a very unique center in many ways-also due to our integration programs. We work with children with special needs and employ highly trained teachers to help them grow and learn.

Our facility is opened from 7AM to 7PM Monday through Saturday. During the weekends we organize special events. We also have an outdoor park where we engage in many activities-weather permitting.

To meet the demands of our parents and children, we decided to search for a suitable facility to expand our operations. We have found one at 1600 East Algonquin in Algonquin, and that is why I am applying for a license.

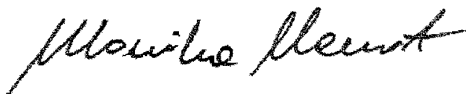
We plan to open a similar educational center in Your Village as the one described above. There are about 89 parking spaces, which is enough for the "Island" to operate. We will employ at least 15 teachers in the beginning and plan on creating an outdoor park for our students. The hours of operation will be from 7AM to 7PM Monday through Saturday. On Sundays we will host special events for our children and parents, as well as the Algonquin Village community.

I am providing the necessary information in the following attachments:

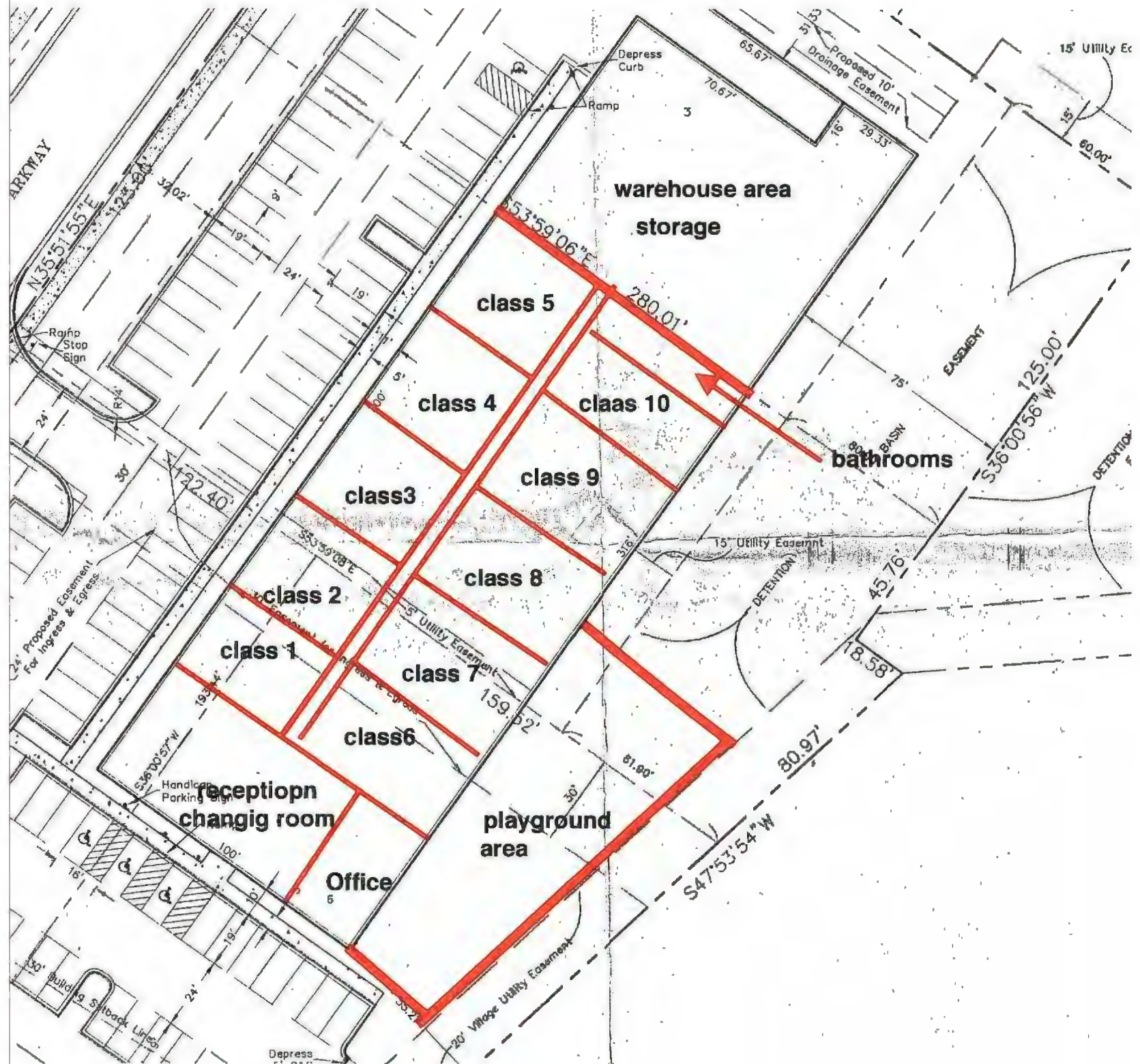
1. Flyers
2. Copy of the Certificate of Good Standing

Thank you for your time and reviewing my request.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Monika Nawrot', written in black ink.

Monika Nawrot

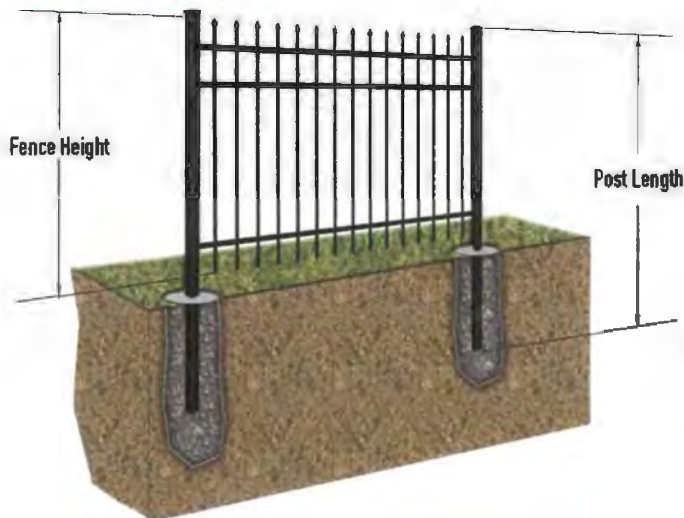


## Residential Aluminum Fence Posts

Material: 6063-T5 Aluminum • 2" x 2" Square • Line, End, Corner & "T" Post Wall Thickness: 0.062" • Gate Post Wall Thickness: 0.125"

PPG® TGIC Polyester Powder Coating • Screws: Hardened 410 Stainless Steel With Cr6 Plating & Colored Heads

### Available Post Lengths

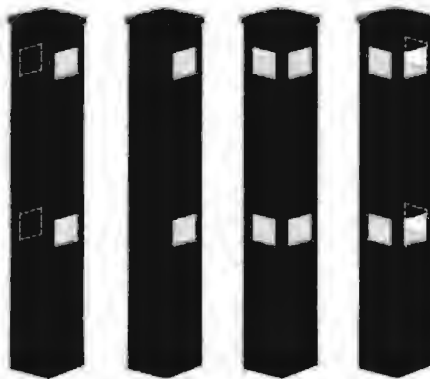


### Available Post Caps



Fence Height	Post Length
36" & 48"	70"
54" & 60"	84"
72"	96"

### Available Post Types



Line Post   End/Gate Post   Corner Post   T-Post



Line Post  
Connects Fence Sections In A Straight Line



End/Gate Post  
Ends A Fence Line  
Gate Post Ends A Fence Line & Attaches A Gate

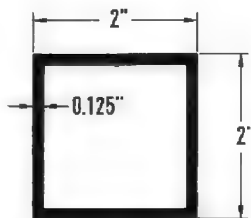


T-Post  
Connects Fence Sections In Perpendicular Lines

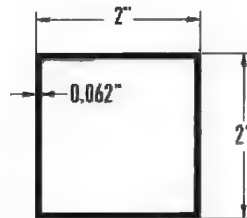


Corner Post  
Connects Fence Sections In 90 Degree Lines

### Additional Specifications



Gate Post Cross-Section



Line, End, Corner & "T"  
Post Cross-Section

### Available Colors



Black

Bronze

White



### TREE CENTER 5

**USER GROUP:** 2-5 years

**TOOLS REQUIRED:**

5mm Allen #2 FOR HK-KC 104xx

6mm Allen #2 FOR HK-KC 104xx

KC Open End Wrench 17mm/14mm)

Hand Key-T-40 Security

T-Tool)

14mm socket

Level

Drill

**INSTALLATION TIME:** Approximately 3-5 hours

**WEIGHT:** 1580 lbs (4 cartons and 2 packs- on 1 skid)

**PACKAGES :** 7 packs

### TREE CENTER 5



#### PRE-INSTALLATION CHECK

Compare all items received to the Bill of Materials / Packing List. Notify your local sales representative immediately if any parts are missing or damaged.

**Inventory must be taken PER CARTON**

**We are not responsible for items discovered missing after 72 hours from time of delivery.**



**VILLAGE OF ALGONQUIN**  
*GENERAL SERVICES ADMINISTRATION*

**– M E M O R A N D U M –**

DATE: August 4, 2017

TO: Tim Schloneger, Village Manager

FROM: Kevin Crook, Chief Innovation Officer

SUBJECT: *Phone Surplus*

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Attached (1) please find a copy of the devices that are requested to be declared surplus. As general housekeeping, we sell the phones immediately after new phones have been deployed as ongoing recurring trade-in program. The phones have been sold to a Verizon partner, e-Cycle.

Staff recommends the declaration of surplus for said devices.



Employee	Department	Wireless Number	Equipment	Cost Allocation
Craig Arps	CD		iPhone 6s Black 16GB	01300100 - 42210
Russ Farnum	CD		iPhone 6s Black 16GB	01300100 - 42210
Katie Gock	GSA		iPhone 6s Black 16GB	01100100 - 42210
Susan Skillman	GSA		iPhone 6s Black 16GB	01100100 - 42210
Tim Schloneger	GSA		iPhone 6s Black 16GB	01100100 - 42210
Todd Walker	GSA		iPhone 6s Black 16GB	01100100 - 42210
Art Weber	PD		iPhone 6s Black Plus 16GB	01200200 - 42210
Doug Lamz	PD		iPhone 6s Black 16GB	01200200 - 42210
Jeff Sutrick	PD		iPhone 6s Black 16GB	01200200 - 42210
John Bucci	PD		iPhone 6s Black 16GB	01200200 - 42210
Ryan Markham	PD		iPhone 6s Black 16GB	01200200 - 42210
Supervisor Phone	PD		iPhone 6s Black 16GB	01200200 - 42210
Joy Montgomery	PD		iPhone 6s Black 16GB	01200200 - 42210
Bob Mitchard	PW Admin		iPhone 6s Black 16GB	01400300 - 42210
Michele Zimmerman	PW Admin		iPhone 6s Black 16GB	01400300 - 42210
Shawn Hurtig	PW Admin		iPhone 6s Black 16GB	01400300 - 42210
Dan Griggel	PW Bldg		iPhone 6s Black 16GB	29900000 - 42210
Alex Voigts	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Andy Pieri	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Bud Schuetz	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Jason Miller	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Mark Hausser	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Mike Stott	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Scott Goad	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Steve Ludwig	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Steve Slominski	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Tony Jonas	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Vince Kilcullen	PW Gen Svc		iPhone 6s Black 16GB	01500300 - 42210
Gary Gitzke	PW Int Svc		iPhone 6s Black 16GB	28900000 - 42210
Mike Reif	PW Int Svc		6s Black 16GB	29900000 - 42210
Amanda Stachura	PW W/S		iPhone 6s Black 16GB	07700400 - 42210 / 07800400 - 42210
Ed Brown	PW W/S		iPhone 6s Black 16GB	07800400 - 42210
Jason Schutz	PW W/S		iPhone 6s Black 16GB	07700400 - 42210 / 07800400 - 42210
Nick Kordecki	PW W/S		iPhone 6s Black 16GB	07700400 - 42210 / 07800400 - 42210
Andy Warmus	PW W/S		iPhone 6s Black 16GB	07700400 - 42210 / 07800400 - 42210



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

**– M E M O R A N D U M –**

DATE: 08/11/2017

TO: Tim Schloneger, Village Manager

CC: Bob Mitchard, Public Works Director

FROM: Steven R. Ludwig, General Services Superintendent  
Mike Reif, Internal Services Supervisor

SUBJECT: Equipment To Be Deemed Surplus

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As part of our normal operating processes, we submit to you our semi-regular submission of items to be deemed surplus via board action. The list first denotes the description of the item and the reason it is to be deemed, followed by images of each item for reference.

Please let us know if you have any questions.

**Unit #:** 622  
**Year:** 2003  
**Make:** International  
**Model:** 7400  
**ID/VIN:** 1HTWHADTX3J061225

**Description:** Tandem axle cab and chassis. Hook lift system will be removed and reconditioned and installed on new 2018 International cab and chassis. Old cab and chassis will be traded in to Bonnell Industries.



**Unit #:** 622SAL

**Year:** 2000

**Make:** Monroe

**Model:** MV-180-84-56/304

**ID/VIN:** 00-10-7763

**Description:** V-Box salt spreader will be updated to new auger style. Unit will be traded in to Bonnell Industries on purchase of new truck and V-box



**Unit #:** 565

**Year:** 1996

**Make:** Conrail

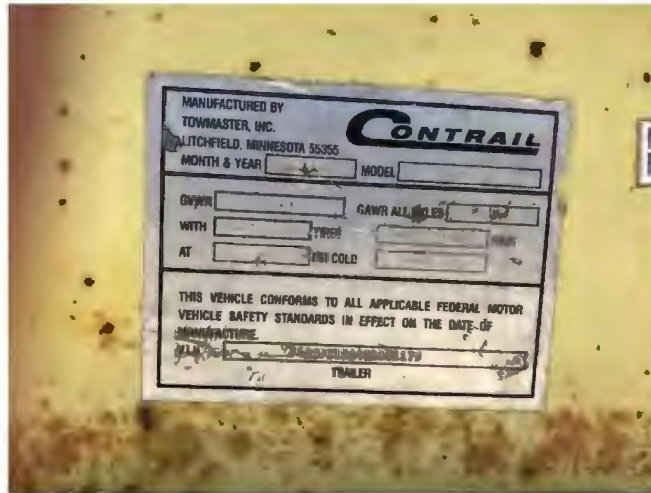
**Model:** C-24

**ID/VIN:** 4KNFC1924TL161179

**Description:** Replaced with a new tip deck trailer







**Unit #:** 6WW04

**Year:** 2010

**Make:** Stihl

**Model:** FS90R

**ID/VIN:** 281100603

**Description:** needs repairs, not need due to contracted mowing





**Unit #:** 6SWP1  
**Year:** 1998  
**Make:** Shindaiwa  
**Model:** PB270  
**ID/VIN:** 7120944  
**Description:** Power broom needs repairs



**Unit #:** 5WW02  
**Year:** 2007  
**Make:** Stihl  
**Model:** FS100RX  
**ID/VIN:** 270336352  
**Description:** weed whip no longer needed due to contract mowing.





**Make:** Husky

**Model:** HSKALF591B

**Description:** pickup truck bed mount tool box. Removed from truck to allow install of new bed mounted fuel tank.



**Make:** US Electrical Motors

**Model:** 3 Phase 480 Volt

**Description:** 2 480 volt 3 Phase motors used in water treatment plants, replaced with new.



**Make:** Kubota, Stihl,

**Description:** unreturnable parts from mowers and lawn maintenance equipment that was auctioned.



**Make:** Craftsman

**Model:** Ball Bearing

**Description:** tool box no longer used





**Description: File cabinet**



**Make: Craftsman**

**Description: unused portable tool box**



**Description: 6 round picnic tables removed from pool. Replaced with new tables**



**Make:** Reel Craft

**Description:** old hose reel system remove from piece of equipment



**Description:** street light replaced with LED units



**Make:** Weather Guard

**Model:** 123-0-01

**ID/VIN:** 0728118836

**Description:** pickup truck mounted tool box removed from truck to make room for other equipment.



**Make:** Sound Off

**Model:** ETFBSS-P

**Description:** Tail light flasher, used on older police vehicles, function handled on new vehicles internally.





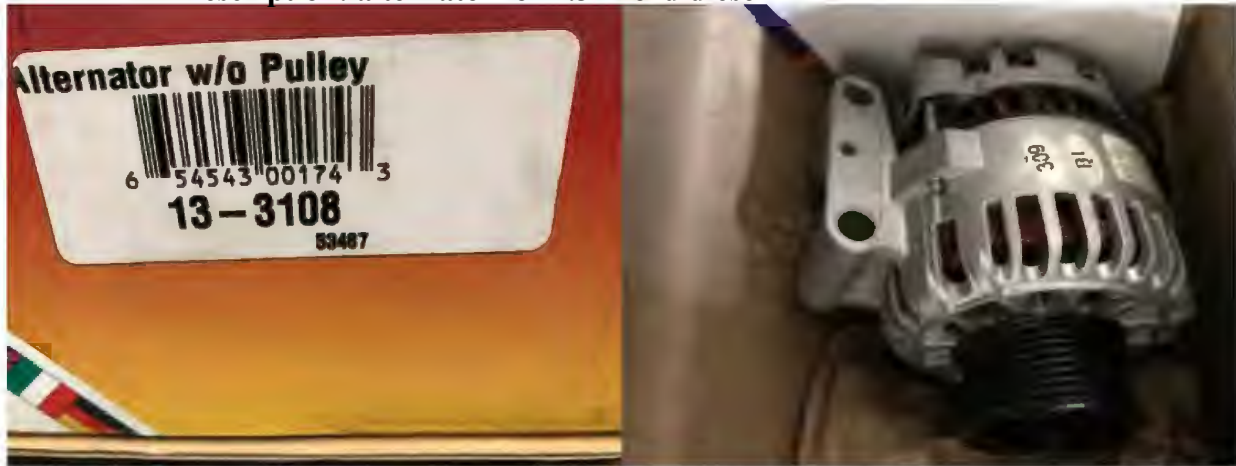
**Make:** Ford  
**Model:** 4N-9296  
**ID/VIN:** 0119934  
**Description:** starter motor for 7.3L Ford diesel



**Description:** Miscellaneous large hose clamps.



Make: Ford  
Model: 13-3108  
Description: alternator for 7.3L ford diesel



Description: 14 feet of 2/O battery cable



Description: 25 feet 3/O battery cable



**Description: Casing pipe left over from by-pass project**





VILLAGE OF ALGONQUIN  
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: Monday, August 14, 2017  
TO: Mr. Robert Mitchard, II  
FROM: Mr. Shawn M. Hurtig  
SUBJECT: *Letter of Recommendation – Design Services*  
Downtown Streetscape – Dry Utility Lowering (Comcast)

---

I have reviewed the estimate for the Design & Construction as indicated in the Request for Proposal for the Dry Utility Lowering (Comcast) project in the Village of Algonquin. The estimate was reviewed to ensure the full scope of the project was addressed. The Dry Utility Lowering portion of the Downtown Streetscape is to address the unsightliness of the existing overhead cables and poles. With a high value put on the aesthetics improvements to downtown, the Village recommended that the dry utility companies (ComEd, AT&T, Comcast, & WOW) relocate the existing overhead facilities to underground installations. The proposal fee reflected here is for the dry utility company to design the lowering of their facility per the limits indicated in the scope of work submitted, as well as construct the work once the design has been approved by the Village. It is important to note that the Village has also put together a dry utility construction project in order to build the necessary infrastructure for the utility company to utilize in the lowering of their facility.

Financially, this is an expense of \$93,288.02 which will be paid out of the Street Improvement Fund (04900300-45593) under line item description Downtown Streetscape Exp (unassigned). Comcast requires full payment prior to the start of design. It is important to note that we anticipate this expense to be reimbursable through the TIF.

**Recommendation:**

It is my recommendation that you approve this “Construction Invoice” for Comcast.

The project is scheduled for award by the Village Board on September 5<sup>th</sup>, 2017. Thus, the recommendation should go before the Committee of the Whole on August 22<sup>nd</sup>, 2017.

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





## Construction Invoice

Date: August 8, 2017  
Project Category: Force Relocate  
City: Algonquin  
Project Name: Algonquin Utility Corridor  
Project Location: Main St. & Washinton St  
Project Type: Force Relocate

Invoice #: 17128  
PO #:  
Budget #: 13010  
Business Unit/Division: Central Division  
Region: Chicago Central  
Entity: 632

Desired Start Date:

Expected Completion Date:

For Comcast: Pat Goheen  
Coordinator (Comcast): Comcast  
Coordinator (Contractor): Arturo Tabarez  
UCC  
For the Client: Gerald Hennelly/CBBEL  
Requested by: Robert Mitchard  
Company Name: Village of Algonquin  
E-Mail:

Business Phone #:  
Business Phone #:  
Business Phone #: (630) 688-0175  
Company Fax #:  
Company Phone #:  
Company Address: 110 Meyer Drive  
City, State, Zip Algonquin, IL 60102

Summary Of Work : Provide Clear Detailed Information

Relocate existing aerial cable plant (fiber optic & coaxial cables) to underground, within approx. 9,000 ft. of newly placed conduits placed by others, with placement of service pedestals and vaults. These costs also include the necessary placement of pedestals/vaults and the splicing of taps, as well as wrecking out the existing aerial cable plant.

ENGINEERING FEES

Sub Total Engineering Fees \$ -

INTERNAL LABOR COST

Sub Total Internal Labor \$ 5,406.67

CONTRACT LABOR COST

Sub Total Contract Labor \$ 57,153.00

MATERIAL COST

Total Cable & Material \$ 30,728.35

**TOTAL PROJECT COST \$93,288.02**

Prepared by: Pat Goheen

Preparer's Title: Construction Specialist

Approved by: Robert L. Schulter, Jr.

Approver's Title: Central Division Director of Construction

Approver's Signature:

Date Approved: August 8, 2017

I, the client, in contracting Comcast Cable Communications Inc., to perform the services and to provide all necessary materials, agree to pay for the actual materials and services used in completing this project and will remit the Total Project Cost amount along with the signed/approved Construction Cost Estimate.

Accepted by: Developer/Representative/Owner

Acceptance Date:

Legal Business Name:

Business Address:

Contact Name:

Title:

Please remit check and ONE signed original as follows:

Comcast Cable Communications, Inc.  
Attn: Mr. Robert L. Schulter, Jr.  
688 Industrial Drive  
Elmhurst, IL 60126

Phone No.: (224) 229-5861













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

**– M E M O R A N D U M –**

DATE: Wednesday, August 16, 2017  
TO: Mr. Robert Mitchard, II  
FROM: Mr. Shawn M. Hurtig  
SUBJECT: *Letter of Recommendation – Civil Engineering Ph. 1 & 2 Design Services*

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Bob,

I have reviewed the proposal for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Creeks Crossing Park & Drainage Improvement (VoA16-05-16A) project in the Village of Algonquin. This proposal was provided only to the design engineering firm utilized in the conceptual planning as they have an intimate knowledge of the projects scope and status.

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>
HR Green, Inc.	Ajay	Jain	420 North Front St.	Suite 100	McHenry	IL

**Recommendation:**

The cost of the proposal is a **Not to Exceed** total of **\$69,478.00**. The Village budgeted amount in the capital improvement Park fund code 06900300 - 42232 is \$50,000.00. The proposal amount is in excess of the budget due to the late addition of retaining wall assessment and possible replacement due to the narrow pedestrian path between Wynnfield & Stone Ridge Lane. In order to cover the budget overrun, we will be deferring the budgeted Stoneybrook Park project (\$15,000) to an out-year and reducing the budgeted amount on the Kelliher Park Parking Lot (\$25,000) project by \$5,000. Therefore, I believe this amount is consistent with the projects current requirements, thus it is my recommendation that you consider HR Green, Inc. for this project.

The project is scheduled for award by the Village Board on September 5th, 2017. Thus, the recommendation should go before the Committee of the Whole on August 22nd, 2017.

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