



**Village of Algonquin
Committee of the Whole Meeting Minutes
Held in Village Board Room
August 22, 2017**

AGENDA ITEM 1: Roll Call to Establish a Quorum

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

Absent: Janis Jasper.

Staff Present: Tim Schloneger, Village Manager; Bob Mitchard, Public Works Director; ohn Bucci, Chief of Police; Katie Parkhurst, Senior Planner; Village Attorney, Kelly Cahill and Deputy Village Clerk, Michelle Weber was also in attendance.

Trustee Sosine, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m.

AGENDA ITEM 2: Audience Participation

None

AGENDA ITEM 3: Community Development

A. Consider a Public Event – Founder’s Days, September 8, 9, and 10, 2017

Mr. Schloneger explained, based on the latest schedule of events for the 2017 Founders’ Days activities 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 vehicle is 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 8th 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).

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.

Following discussion, it was the consensus to send this item on to the Board for approval

B. Consider a Special Use Permit for Kids Island Learning Center - 1600 E. Algonquin Road

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 day care will be located in the existing building at 1600 East Algonquin Road. 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. 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. 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.

Mr. Schmitt questioned, the far east end drainage swale and if this was still a concern. Mr. Mitchard indicated this area was excavated and the issue has been resolved.

Mr. Steigert asked if the washrooms were sufficient. Ms. Parkhurst indicated that the current design will need to adjusted to meet the requirement of DCFS, which Mr. Krzysztotf is aware.

Ms. Sosine asked if the windows were going to stay intact. Mr. Krzysztof indicated the windows will stay intact and that the rooms will be designed with the windows in mind.

After discussion, it was the consensus of the Committee of the Whole to move this item to the Board for approval

AGENDA ITEM 4: General Administration

A. Consider Certain Items 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.

Ms. Brehmer asked how often the phones are switched out. Mr. Schloneger explained, with the program we are currently in, the phones are exchanged/upgraded annually and in most cases we are able to do an even exchange or make money on the deal.

The consensus of the Committee of the Whole was to move this item to the Board for approval

AGENDA ITEM 5: Public Works & Safety

A. Consider Certain Equipment Items Surplus

As part of normal operating processes, Public Works submit their semi-regular submission of items to be deemed surplus via Board action. (Please note: 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 and can be viewed on the Village website).

Mr. Glogowski asked if the surplus items from the by-pass could be scrapped/recycled. Mr. Mitchard indicated it would be financially beneficial to resell those items to a contractor for their use.

It was the consensus of the Committee of the Whole to move this on for approval at the next Board meeting.

B. Consider an Agreement with Comcast for the Design of the Dry Utility Lowering portion of the Downtown Streetscape

Mr. Shawn Hurtig has 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 (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.

Ms. Brehmer raised concerns explaining she felt the funds could be used more wisely elsewhere, such as other road improvements throughout the Village.

Mr. Mitchard explained, this project has been in the works for many years and to back out now would cost more money to back out of contracts and other items that are in the works.

President Schmitt also explained, the monies we use for this project will be coming back to the Village in TIF funds. TIF funds can only be used in the TIF District, this is why the TIF was set up years ago.

Mr. Glogowski asked, if this project was on budget. Mr. Mitchard indicated they are very close to budget.

Following discussion, a straw poll was taken;

Voting Aye: Steigert, Glogowski, Schmitt and Spella

Voting Nay: Brehmer and Sosine

The Committee of the Whole majority was to forward this item on to the Board for approval.

C. Consider an Agreement with HR Green, Inc. for Civil Engineering Phase 1 & 2 Design Services for Creeks Crossing Park and Drainage Improvements

Mr. Shawn Hurtig has 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 proposal was returned HR Green, Inc. of McHenry for 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, the Village 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, this amount is consistent with the projects current requirements, thus it is the recommendation that the Committee of the Whole consider HR Green, Inc. for this project.

Ms. Brehmer asked whose responsibility was it to maintain the detention area near the proposed bike/walking path? Mr. Mitchard explained the home owner's association is to maintain it but the Village will make sure the path around that area is safe.

Mr. Steigert asked how will the Kelliher Park Plan suffer if we take \$5,000 from that project? Mr. Mitchard indicated, he feels the Kelliher Park Parking Lot design is pretty basic and the estimate for that design was over stated. Therefore, he feels that there will be no problems funding that project with the budget reduction.

Following discussion, it was the consensus to move this item on 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, the Committee of the Whole meeting was adjourned by Chairperson Sosine at 7:54 p.m.

Submitted: Michelle Weber, Deputy Village Clerk