



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held in Village Board Room
March 13, 2018**

AGENDA ITEM 1: Roll Call to Establish a Quorum

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

Staff Members Present: Village Manager Tim Schloneger; Assistant Village Manager, Mike Kumbera; Recreation Superintendent, Katie Gock; Community Development Director, Russ Farnum; Public Works Director, Bob Mitchard; Utilities Superintendent, Jason Schutz; Maintenance Worker, Nick Kordecki; Police Chief, John Bucci; Village Clerk, Jerry Kautz; and Village Attorney, Kelly Cahill.

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

AGENDA ITEM 2: Public Comment – Audience Participation
None

AGENDA ITEM 3: Presentation on the Villages Infrastructure

The Power Point presentation given by Jason Schutz and Nick Cardecki focused on an update of the sewer and manhole infrastructure inspections and cleaning.

AGENDA ITEM 4: Community Development
Russ Farnum reporting on the following items:

A. Consider a Monument Sign Variance for CUSD 300 Jacobs High School, 2601 Bunker Hill Drive

A request was made by Dan Opels on behalf of District 300/Jacobs High School for a sign variance for relocation of the off-site Jacobs High School sign, currently located at the northwest corner of Randall Road and Bunker Hill Drive.

The proposal includes simply relocation of the existing off-premises sign to comply with setbacks and other physical location provisions of the Sign Code, which are impacted by the Randall Road widening project and the improvements to the intersection with Bunker Hill Drive. The argument is that this sign serves as a "Community Information" sign, advertising high school events, sharing news and announcements, and even highlighting community events. In addition, Jacobs High School has had a sign in or near this location since the time that Bunker Hill Drive was nothing more than the driveway to Jacobs High School. Other than the issue that the sign is off-site, the ground sign is otherwise compliant with the Village Sign Code. The Village Sign Ordinance prohibits off-site signs per Chapter 29.03, item 9. This is the specific provision that mandates a variance for relocation of the sign to a nearby location, which is still off-site. When considering a petition for such a variation, the Village Board shall consider the intent of the sign code, as well as the demonstration of a hardship that was not created by the applicant, as to why the variation should be granted. Part of the intent of the Sign Code (29.01, #5) includes: "Facilitating effective communication between the public and the environment through signs that are appropriate for the type of street and site upon which they are located" In the case at hand, the Jacobs High School sign is clearly impacted by the acquisition of right of way necessary for an important widening of Randall Road, and related improvements to the intersection at Bunker Hill. This project is being conducted by the McHenry County Department of Transportation, and the layout of the ultimate right-of-way and the geometry of the physical improvements to the roadways and intersection are

mandated by Federal and State highway engineering standards. These factors are clearly out of control of the School District.

Further, in this case, the off-site sign has a far superior public good than simply to serve as additional advertising for a commercial purpose. Not only does the sign direct many visitors to the location of Jacobs High School, the changeable copy sign also provides important community information, thereby supporting the intent of the Sign Code by facilitating effective information to the public. As the Randall Road corridor has grown up around Jacobs High School, the Jacobs sign has been impacted multiple times and in multiple ways. Throughout this time, District 300 has always been a strong partner in the Village's measured growth and success.

Staff finds that this sign variance request meets the requirements of a hardship that is outside the School District's control, the proposed sign serves the objectives of the Sign Code, and that the proposed sign has a strong community benefit. For these reasons, it is recommended the Committee of the Whole forward this sign variance request to the Board for approval, with the following conditions:

1. That this variance is granted to relocate the existing sign which, when relocated, shall be placed on a brick base similar to that which exists today;
2. That an appropriate easement shall be drafted and recorded between Meijer and School District 300 for the new location of the sign, once determined;
3. That this Variance shall be good for 18 months from the date of approval, due to the timeframe anticipated for the Randall Road construction project, and if a Sign Permit has not been obtained within that timeframe for relocation of the sign, this variance shall be null and void unless such timeframe is extended by not more than 12 months due to delays in the Randall Road construction project;
4. That if the sign ever needs to be relocated or removed, this variance shall be null and void, and District 300 shall return to the Board for further consideration of any new, similar signs. Mr. Dan Opels, D300, was present to answer questions, one of which was where the location is planned. Answer: just 15 feet behind where it is located now due to future Randall Road rehab and the shaving of the corner at Randall and Bunker Hill.

Consensus of the Committee of the Whole was to forward on to the Board for approval of variance.

B. Consider a Wall Sign Variance for AT&T Store, 1454 S. Randall Road

A petition was filed by Priority Sign Co. on behalf of AT&T, for a sign variation request for their location new location at 1454 S. Randall Road.

The request variances include the following:

1. A variance allowing their "globe" to be 3 feet high, when 2 feet is otherwise allowed;
2. A variance allowing a third wall sign on the building (east, north and west sides) when only two are allowed;

The claimed hardship as outlined in their petition is that AT&T has consistent branding and, due to their name being only 4 letters long, the smaller lettering height that would be allowed by the Village Sign Ordinance create an unreadable sign.

Criteria for Variance

As outlined in Chapter 29 of the Municipal Code, Sign Code, Section 29, sign variations shall be considered based upon the objectives of the Sign Ordinance and the principles of variations including demonstration of a hardship that was not created by the applicant. In granting such a request, the Village Board shall have the right to impose any and all such further conditions, such as time limits, reduction of other signs, or site improvements.

Analysis

The Village Sign Code regulates signs, including limits on the size, number and location of the signs. Wall signs are limited in size by the width of the store frontage, the overall area of the front of the store, and the distance from the roadway. These regulations keep wall signs in proportion to the storefront and allow better visibility for signs located on buildings that are set back farther from the road. The Sign Code also limits the number

of wall signs to one wall sign for stores that have one street frontage (or building side viewable from a public area), and no more than two wall signs for stores that have two or more visible sides. When considering a petition for such a variation, the Village Board shall consider the intent of the sign code, as well as the demonstration of a hardship that was not created by the applicant, as to why the variation should be granted.

In Staff's opinion, AT&T's request for sign size and number variances is unjustified. The prior signs (at their site just south of the current site) were compliant with the Village Sign Ordinance, in addition, created no issues with the readability of the sign nor the ability of patrons to find the store. The new site, in fact, has a ground sign in addition to the two wall signs on the store, which for the time being are compliant with current Village Sign Code requirements (AT&T requested compliant "temporary" wall signs when opening in the new location, until their variation for larger and more signs could be processed). As such, the store already has an additional sign that was not present at the old store, and on top of that AT&T is desirous of yet another wall sign plus additional height and area for the wall signs. AT&T has failed to show a hardship that is out of their control. Their message is only that they desire to maintain the AT&T branding with the proportion between the globe and lettering. To Staff's knowledge, no single store on Randall Road has 3 wall signs and a freestanding sign panel. Further, while other stores have larger lettering and logos, those are larger frontage stores that have bigger building areas, justifying their larger signs in proportion to the building size.

Committee action to forward this item to the Board for a negative action (denial) is recommended.

After hearing the response of the ATT representatives present, it was suggested by Trustee Sosine to table this item until Staff has a chance to see what other options could be viable.

The Committee of the Whole members agreed.

AGENDA ITEM 5: General Administration

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

Tim Schloneger reporting:

Housekeeping item: 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. Attached is a Resolution listing the eight (8) banks and financial institutions the Village is actively engaged with.

The consensus of the Committee of the Whole was to pass on to the Board for approval.

B. Review Proposed 2018-2019 General Fund Budget

(Please note: A full copy of presentation can be found on the Village website)

Mike Kumbera reporting:

Following is the proposed General Fund budget for Fiscal Year 2018-2019. This General Fund budget is balanced with essentially flat revenues and expenditures as compared to the budget for the current 2017-2018 fiscal year. Income tax revenue is projected to increase 3% 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 a slight decrease from budget given conservative assumptions in a changing retail marketplace. 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 unrestricted funds for onetime capital purchases pursuant to the Village's reserve policy. Above all, no significant reduction in services to our residents is anticipated in the 2018-2019 fiscal year budget, in addition, the Village's cash position remains solid.

General Fund Anticipated Revenue (\$19,422,000)

The General Fund is the major operating fund for the Village, and it has retained a sound financial base. Maintaining a sufficient cash reserve is essential to the solid financial operation of any Village will be

maintained in this fiscal year by full implementation of this proposed budget and maintained revenue projections. Staff feels this proposed budget attempts to implement many of the goals established by the Village Board. The quality of the development and services in the Village is accomplished by all employees in addition, elected officials involved with the decision-making process. The projected expenditures outlined in this General Fund not only maintain the current service delivery level to all of our residents but hopefully go further to accomplish goals of improved quality standards desired and expected in this village. The projected revenues and expenditures are conservative, yet realistic, and the implementation of the budget is results-based for effective and efficient services for our residents. Improving municipal services by budgeting for outcomes is a commitment that has been made in recent budgets, and it is hoped that elected officials and the public can recognize the progress made in serving the public interest over the past years through careful implementation of the Village's budget. This progress and momentum are being built on in this proposed budget so that the Village can provide yet a higher level of service in future years.

C. Review Proposed 2018-2019 Budget for Remaining Fund Items

DEVELOPMENT FUND

This fund accommodates line items for the Hotel Tax and Cul de Sac categories, which are described below: Hotel Tax revenues result from taxes on hotel room billings pursuant to the municipal ordinance. The budget for revenues includes hotel tax receipts of \$48,000 and investment income of \$1,000. Budgeted expenditures are \$48,000 including \$13,000 for regional marketing and a transfer to the General Fund of \$35,000. Cul-De-Sac revenues of \$3,500 are interest only due to the lack of new subdivision development in the village. Expenditures of \$30,000 are for contract snow plowing in certain cul-de-sacs. The increased level of expense reflects a continued level of service that includes an additional pass by the contractor during the snow event as well as after snow has ceased.

Due to the imbalance of revenues and expenditures (sluggish development rate and increased level of service), this fund cannot be sustained over the long-term and service delivery will require a different source of revenue (new or existing).

Pursuant to comments made by our Village auditing firm, school donation impact fees from development are held in a fiduciary capacity by the Village. Therefore, these items will no longer be presented as a revenue/expense in the budget, only shown on our balance sheet. Further, in FY 16/17, the entire balance of the Community Development Assistance Program was transferred to the Street Improvement Fund and no further activity with this program is expected.

VILLAGE CONSTRUCTION

The Village Construction Fund is used to account for construction costs of municipal buildings other than those used in the waterworks and wastewater utility. Due to some modest residential development activity, \$12,000 of donations are budgeted for Municipal Facility Fees. Additional revenues include interest income of \$250. There are no proposed expenses in FY 18/19.

DOWNTOWN TIF FUND

The Village approved a tax increment financing (TIF) district in fall of 2014 for the downtown Algonquin area. The Downtown TIF Fund accounts for the revenues and expenditures related to this redevelopment project area. Revenues are budgeted conservatively and include real estate tax receipts of \$400,900 and interest income of \$100. Proposed expenditures are budgeted at \$401,000.

Detailed expenditures for redevelopment activities are reflected in the appropriate fund that is advancing the funding. A year-end journal entry is performed to present these expenses in the Downtown TIF Fund.

POLICE PENSION

Budgeted revenues for the Police Pension Fund total \$4,267,500 including employee contributions of \$427,500, investment income of \$1,850,000 and employer contributions of \$1,990,000 as recommended by an independent actuarial valuation.

Expenditures for retiree benefits/employee contribution refunds are \$1,315,000 and administration expenses of \$141,500 for total expenditures of \$1,456,500. Currently, there are four (4) annuitants on disability and fourteen (14) on retirement.

SPECIAL SERVICE AREA #1 FUND

Pursuant to Ordinance 2012-O-38, the owner of Riverside Plaza agreed to reimburse the Village for Streetscape Construction Special Services provided adjacent to the property located at 1 N. Main St. Special Service Area (SSA) #1 was established by Ordinance 2013-O-10 and provides that the Village may levy an amount not to exceed \$70,000 annually from the date of the establishment of the SSA, for five consecutive or more years until the Village is fully reimbursed \$350,000. Revenues are budgeted at \$11,000 for the amount levied by the Village in 2017. There are no proposed expenditures for FY 18/19.

DEBT FUND

The Village has two (2) remaining bond series that require debt service. One of those bonds is related to the Water and Sewer Utility as follows:

- Series 2013 refunded Series 2005A which partially financed the Phase 6 expansion of the Sewer Treatment Plant. This Bond Series will be retired in 2025. Debt service for that bond will be retired using the Water & Sewer Operating Fund budget.

The remaining bonds pertain to construction of the Public Works Facility as follows:

- Series 2014A refinanced Series 2005B which was an advance refunding of Series 2002B which also partially funded the construction and equipping of the Public Works Facility. Series 2014A will be retired in 2020.

The debt service on the Public Works facilities is the only debt service expense addressed here.

DEBT SERVICE

The Debt Service Fund is used for the payment of principal and interest related to the 2014A bond issue. The budgeted revenues of \$632,000 include a transfer of \$625,000 from the General Fund and investment income of \$10,000. Debt service expenditures include \$600,000 for reduction of principal, \$30,400 for payment of interest, and \$2,000 for bond fees or total expenditures of \$632,400.

A question raised by Mr. Steigert regarding SEECOM dispatching, it is showing an increase of 7%. Mr. Schloneger and President Schmitt, both indicated that there is an increase but is definitely offset by the Village saving monies on having to supply dispatchers, equipment and so forth. SEECOM has been very efficient.

When the entire presentation was completed, Mr. Kumbera stated the process would continue in April with Public Hearing and then a vote at a Board meeting. He was complimented for a job well done.

D. Consider Sponsorship Program for Lions Armstrong Memorial Pool

Katie Gock and Tim Schloneger reporting:

During review of the FY 18/19 budget, staff was challenged to explore alternate funding models for future capital improvements at the Algonquin Swimming Pool and Splashpad (Lions Armstrong Memorial Pool), specifically through sponsorship/naming rights. As this has not been previously performed in Algonquin for public infrastructure improvements, staff is requesting Board direction as to whether or not this application is appropriate from a policy level prior to expending Village resources researching and executing. The Algonquin Swimming Pool and Splashpad was built in the 1960s by the Algonquin Lions Club and operated until the mid-1980s. During the 80s, the pool was given to the Village from the Lions to continue to operate. The pool has undergone several extensive projects to keep the facility up to code and a safe place for families. In 2003, a new gutter system was installed to help with water filtration. 2005 saw the addition of the splashpad, while in 2012 a new drain system was installed to comply with the Virginia Graham Baker Act. The pool is operated from Memorial Day to Labor Day by the Recreation Team. While researching the cost to replace the current locker room flooring, the idea to bring in sponsors to help defer the cost was included in the process. The current cost to replace the locker room floor is \$28,000.00. With a facility of this age, more capital funds will need to be allocated to continue to offer a safe facility for patrons.

Alternative funding:

1. Fully Funded by Sponsorship – 100%

- a. Including naming rights to the bath house a designated advertisement in all of the brochures for a set period of time, company logo included on staff shirts and logo included inside the entry to the facility. Business development tasks will be assigned to existing Recreation staff as time allows.
- 2. Public-Private Funding – Community Partners + Village
 - a. Community partners would receive a logo inside the front entry to the locker rooms, a permanent advertisement in the 3 brochures for a set period of time, logo included on staff shirts. Business development tasks will be assigned to existing Recreation staff as time allows.
- 3. Fully Funded by Village
 - a. Staff will propose funding as part of the FY 19/20 budget process.
- 4. Status Quo
 - a. Existing painted floor with rubber mats will remain in place.

Staff requires direction from the Committee.

Consensus of the Committee of the Whole was to allow Staff to proceed to find sponsors if possible.

AGENDA ITEM 6: Public Works and Safety

Bob Mitchard reporting on all:

A. Consider an Agreement with Midwest Water Group/RMS Utility Services for Sanitary Sewer Evaluation – Acoustic Pipeline Testing & Manhole Camera Inspections

As the collection system ages, it's condition deteriorates developing cracks, 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. Our sanitary sewer system is comprised of 23 drainage basins, amounting to approximately 136 miles of main line piping, 10 sewage lift stations, and more than 3,800 sanitary manhole structures. Our current maintenance practices include flushing main line pipe, a 5-year cycle that targets 27 miles per year or about 4,000 feet per day. Similarly, manholes structures are inspected at the same 5-year interval. Televising main line sewers is more labor intensive, as added time is necessary to ensure quality images are captured and proper evaluations are made on each segment of pipe. Televising the entire collection system is accomplished over a 10-year cycle. Information gained from inspection and televising work is used to produce projects for repair, rehabilitation, and replacement or a Condition Based Maintenance approach. Priority is then given to those structures and/or pipe segments with the greatest risk for failure.

Sewer Line Assessments

While our efforts to clean, inspect, and televise are admirable, we've sought other technologies that might better utilize existing resources, and provide more timely assessment of our overall collection system. We believe we've found such technology with the SL-RAT or Sewer Line Rapid Assessment Tool. This technology uses active acoustic transmission through pipes (think of it as "yelling" down the pipe) to a receiver that picks up the vibration and has the capability to listen and interpret the received acoustic signal for blockage assessment results. In year one we learned that our system on the east side of town is overall in good condition besides a few blockages that we quickly corrected when we received the condition report from the contractor. Manhole Structure Assessments. While acoustic assessment is highly accurate for pipe segments, the technology is less effective for manhole structures. Our solution for accurate assessment of manholes is the use of a Rapid View 360 Degree Panoramic camera. The camera is lowered into the manhole structure, taking a series of individual images, when pieced together produces a detailed visual image of the interior of the manhole structure. Information produced can be presented in one of three ways; a single photo, an unfolded view, and point layer. Similar to SL-RAT, manhole condition is assigned a numerical value, producing a rating from 0 to 5. Asset condition and defects can be detailed and reviewed quickly and this technology also

eliminates the need for confined space entry by both the Village employees and the contractor. Information gathered can be plugged into our asset management software as static information for historical reasons, and can generate work orders and/or can be shared with engineers during project design phase. As noted, a program of cleaning and televising sanitary sewers is a necessary component of good CMOM program helping to properly manage pipeline capacity and prevent overflow conditions. Information gained through the SLRAT and Panoramic camera can be a catalyst for repairs and/or replacement. Condition assessments are becoming increasing commonplace and an extremely useful tool when considering roadway projects (IMS) and for development of long range planning. The SL-RAT can assess miles of pipe in months, rather than years. The numerical values produced can re-direct time and resources to problem areas allowing staff to focus on pipe segments that display the highest risk for failure or blockage. While not a replacement for pipe cleaning, the acoustic approach can act as a precursor and focus energies where they need to be.

This fiscal year, we had \$300,000 budgeted in the water & sewer improvement fund for rehabilitation of manholes and sewer main that were flagged as needing repair through SL-RAT and manhole assessment last fiscal year. However, we do not need the full \$300,000 to perform the repairs so we are proposing to use that money for two purposes: \$179,150.00 will be used for Year 2 of SL-RAT and 360-degree manhole inspection (the work in this memo and contract) \$120,850.00 will be used to repair the deficiencies that were found in the Year 1 (FY 2016/17) assessment. This work needs to go out to bid and will come before the Committee at a later date.

Staff recommends that the Committee of the Whole take action to move this matter forward to the Village Board for approval of a contract with Midwest Water Group for SL-RAT and 360-degree manhole assessment for \$179,150.00.

Following discussion, it is the consensus to move this item on to the Board for approval

B. Consider an Agreement with Core & Main LP for Water Meters, Centralized Reading Equipment, and Analytical Software

On December 12, 2017 our Water Meter Replacement Program was approved based on solely contracting through Core & Main. Since then we have made a change to do two separate contracts that will save the Village money on installation of meters and transmitters. Attached you will find a copy of the proposal and agreement with Core & Main who will supply only "materials" for our replacement program. The other contract, United Meters, Inc. will be sending out notices and performing installations. This slight change will save the Village roughly \$45,000 throughout the entirety of this project. Funding for this project will come out of the Water/Sewer Improvement - 43370 account Core & Main - Meter, Meter Services, Meter Supplies - \$2,684,271.00.

C. Consider an Agreement with UMI for Water Meter Installation Services United Meters, Inc. 798 Gore Road, Morris, IL 60450

It was noted that this cost is approximately \$1.4M depending on if resident home valves are good or needs to be replace when meters are installed.

When discussion concluded, it was the consensus to move both items (B and C) on to the Board for approval.

D. Consider an Agreement with GSG Consultants, Inc. for the Harnish Drive IMS Roadway Rehab Phase 1 Design Engineering Services

Staff has reviewed Proposals for the Phase 1 Design Engineering Services as indicated in the Request for Proposal for the Harnish Drive IMS Roadway Rehab (VoA17-02-02A) project in the Village of Algonquin. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, workload, team makeup, and value. The Village Capital Improvement fund code 04900300 - 42232 has this project listed with a board approved amount of \$100,000.00. This line item was also used for the geotechnical design which was approved in the amount of \$20,350.00. This leaves a total budget for the Ph. 1 Design Services in the amount of \$79,650.00. The average cost of all of the proposals is \$95,181.83, with average of the three low bids

calculated at \$79,794, very close to our remaining budget amount indicating a well-scoped RFP for the required project services.

GSG (one of the low bidders) has worked on several private projects in the Village, most recently the Clarendale of Algonquin Senior Housing development, and have performed adequately and their proposal includes significant similar work experience. Therefore, Staff recommends that the Committee of the Whole take the necessary action to move this approval on to the Board of Trustees to enter into a contract with GSG Consultants, Inc. for an amount not to exceed \$65,900.00. GSG has also recommended some changes to the project scope that will lower that number even further, and we will negotiate that savings following the Board's approval.

Consensus of the Committee of the Whole was to accept the bid and approve the contract including Mr. Mitchard's cost re-evaluation amendment at the next Village Board meeting.

AGENDA ITEM 7: Executive Session
None

AGENDA ITEM 8: Other Business

- (1) President Schmitt addressed development on the east side of the Village. Good things are in the works as such as Town Center rehabilitation some other businesses looking to locate. The fact is there are not enough rooftops on the east side to support business. Algonquin Road is not a Randall Road and should not be, but is looking forward to our marketing consultant's suggestions to bring good development throughout Algonquin.
- (2) On another subject, President Schmitt said the Board has shown no willingness to change the current Ordinance on commercial building lighting, i.e. Chubby's, request for variation. He wants to call a question of the Trustees stating enough has been discussed on the Chubby's request for variation and does not wish to have staff go through the motions of preparing an item for discussion at a future Committee of the Whole meeting.

Chairman Glogowski then called the question, with all Trustees consensus that no further discussion of changing the lighting ordinance in regards to Chubby's illuminated sign. Trustee Jasper voted with the majority but stated she would still like to have conversation in the future, as this subject may arise again.

AGENDA ITEM 9: Adjournment

There being no further business, the Committee of the Whole meeting was adjourned at 9:31 p.m.

Submitted: Jerry Kautz, Village Clerk