

AGENDA  
COMMITTEE OF THE WHOLE  
April 10, 2018  
2200 Harnish Drive  
Village Board Room  
- AGENDA -  
7:30 P.M.

Trustee Glogowski – Chairperson  
Trustee Steigert  
Trustee Sosine  
Trustee Spella  
Trustee Jasper  
Trustee Brehmer  
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 Permit for Scorched Earth Brewing Company for Scorched Earth Day, April 20 and 21, 2018
  - B. Discussion of Preliminary Proposal of Founders’ Days Event 2018
4. **General Administration**
  - A. Consider an Agreement for Accounting Services with Lauterbach & Amen, LLP.
  - B. Consider an Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing, Amending the Number of Available Liquor Licenses in Certain Classes
  - C. Consider an Ordinance Amending the 2018/2019 Merit Compensation Plan
5. **Public Works & Safety**
  - A. Consider an Agreement with Copenhaver Construction for the Grandview Commons South Entrance Project
  - B. Consider an Agreement with Christopher Burke Engineering for Land Acquisition Services for the Main Street ROW
6. **Executive Session**
7. **Other Business**
8. **Adjournment**



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

**– M E M O R A N D U M –**

DATE: April 6, 2018

TO: Committee of the Whole

FROM: Russell Farnum, AICP, Community Development Director

SUBJECT: *Scorched Earth Day Special Event, April 20 and 21, 2018*

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Mr. Michael Dallas from Scorched Earth Brewing Co. (203 Berg Street) has applied for a Public Event/Entertainment License for Friday April 20, 2018, and Saturday, April 21, 2018. The event which is being called “Scorched Earth Day” would take place within the parking lot area of the business from the hours of 3:00 p.m. to 10:00 p.m. and will be open to the public. An admission fee will be charged but the fee has yet to be determined. The admission fee will help offset the costs of insurance, the live entertainment, food, necessary equipment and activity fees.

Due to this event including outdoor amplified live musical performances by various Folk and other Americana/Rock bands and recorded amplified music throughout the day and the request for the closing of Berg Street, the Village Board’s approval is required. A Special Event Liquor Permit has been applied for.

Mr. Dallas is hiring a private security firm to monitor the event. Parking will be available on the public street areas as well as within the adjacent parking lot areas of the two adjacent buildings; the event location and the two adjacent buildings are all owned by the same owner. Property owner permission has been granted for the event.

A site plan for the event is attached for your review; the only changes from last year are the event expanding with the closure of Berg St south of Armstrong Street. And additional temporary signs are being requested to be displayed one-week prior of the event at the corner of Berg Street and W. Algonquin Road and within the Old Town District at Jefferson and Washington Streets, N. Harrison and Washington Streets and within the Towne Park parking lot.

Mr. Dallas is available to attend the April 10, 2018 Committee of the Whole meeting, should there be any questions.



In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to Russ Farnum at the Ganek Municipal Center (2200 Harnish Drive or [rfarnum@algonquin.org](mailto:rfarnum@algonquin.org)) at least 45 days prior to the event.

Please type or print legibly.

Official Name of the Event: SCORCHED EARTH DAY FEST

**Sponsoring Organization:**

Name: SCORCHED EARTH BREWING CO. Contact Name: MICHAEL DALLAS  
Address: 203 BERG STREET  
City, State, ZIP: ALGONQUIN, IL 60102  
Phone: [REDACTED] Email: MDALLAS@SCORCHEDEARTHBREWING.COM

**Event Coordinator:**

Name: MICHAEL DALLAS  
Home Address: [REDACTED]  
City, State, ZIP: [REDACTED]  
Phone: [REDACTED] Email: MDALLAS@SCORCHEDEARTHBREWING.COM

**Event Information:**

Describe the Nature of the Event: A FESTIVAL TO CELEBRATE SPRING AND SCORCHED EARTH DAY.

New Event \_\_\_\_\_ Repeat Event ☒ If repeat, will anything be different this year? \_\_\_\_\_

THE EVENT IS BEING MOVED BACK TO APRIL TO APPEAL TO A GREATER AUDIENCE. WE WISH TO REPLICATE LAST YEAR'S EVENT BUT WILL NOT NEED TO CLOSE BERG STREET THIS YEAR.

Event Address: PARKING LOT IN FRONT OF 201-209 BERG ST.

Date(s) and Time(s) of the Event: FRIDAY, APRIL 20, 2018 FROM 3-10PM AND SATURDAY, APRIL 21, 2018 FROM 3-10 PM

Rain Date(s), if applicable: \_\_\_\_\_

Set-Up Date/Time: THURSDAY & FRIDAY, APRIL 19 & 20 (8 AM-5 PM); SATURDAY, APRIL 21 (8 AM-2 PM)

Maximum Number of Attendees/Participants Expected: 1500-2000 (APPROX) THROUGHOUT THE 2 DAY

Admission Fee: Yes ☒ No ☐ If Yes, list fee(s) to be charged: TBD

How will the revenue be used (include donations to non-profit or charitable organizations): THE EVENT'S REVENUE WILL BE USED TO PAY FOR EXPENSES INCLUDING MUSIC, FOOD, BEER, EQUIPMENT, AND ACTIVITIES. A PORTION OF THE REVENUE WILL BE DONATED TO A CHARITY (TBD).

Event Website: SCORCHEDEARTHBREWING.COM

**Event Details:**

Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: WE WILL HIRE A PRIVATE SECURITY FIRM TO MONITOR THE EVENT. SINCE LIQUOR IS BEING SERVED, WE WILL HAVE CONTROLLED ACCESS POINTS SO BEER CANNOT LEAVE THE AREA. BRACELETS WILL BE GIVEN TO THOSE WHO PASS THE ID CHECK AND PAY THE ENTRANCE FEE.

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: THE OWNER OF THE BUILDING ALSO OWNS SOME OF THE OTHER ADJACENT BUILDINGS. THOSE PARKING SPACES WILL BE AVAILABLE. PARKING ON THE RIGHT OF WAY IN THE LIGHT INDUSTRIAL COMPLEX IS ALSO AVAILABLE.

Will there be a need for road closures? Yes \_\_\_\_\_ No XX If Yes, please explain:

Are you requesting Algonquin Police Officer(s) presence? Yes \_\_\_\_\_ No XX If Yes, to perform what function?

Do you want a fire truck or ambulance present? Yes \_\_\_\_\_ No XX If Yes, for what hours and to perform what function? WE ARE LOCATED LESS THAN A MILE FROM THE NEAREST FIRE STATION

Are you wishing to post temporary sign(s) announcing the event? Yes XX No \_\_\_\_\_ If Yes, please describe desired size, location and date(s) that the signage will be displayed: WE WOULD LIKE TO POST SIGNS AT THE ENTRANCE TO BERG STREET, AS WELL AS POST PARKING AND DIRECTIONAL SIGNAGE WITHIN THE INDUSTRIAL COMPLEX. THE SIGNAGE WOULD BE POSTED ONE WEEK PRIOR TO THE EVENT. IF OVERFLOW PARKING OUTSIDE OF THE INDUSTRIAL COMPLEX IS DEEMED NECESSARY.

Do you wish to serve alcoholic beverages? Yes XX No \_\_\_\_\_

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes XX No \_\_\_\_\_  
*If Yes, attach a copy of the policy.*

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes XX No \_\_\_\_\_  
*If Yes, please describe type, band name(s), and hours of performance and if there will be a stage:* WE WILL HAVE LIVE MUSIC DURING THE FESTIVAL, INCLUDING FOLK AND OTHER AMERICANA/ROCK PERFORMERS. WE MAY ALSO PLAY RECORDED MUSIC WHEN BANDS ARE NOT PLAYING.

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): WE WILL HAVE FOOD TRUCKS/CATERING, TENTS, TABLES, CHAIRS, PORTABLE TOILETS, HAND WASHING STATIONS, PORTABLE LIGHTING, AND OTHER EVENT RELATED EQUIPMENT.

Do you plan on holding a raffle during this event? Yes \_\_\_\_\_ No XX  
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): MICHAEL AND JENNIFER DALLAS

On-site contact's cell number: [REDACTED] (MICHAEL) and [REDACTED] (JENNIFER)

On-site contact's work number: [REDACTED] (MICHAEL) and [REDACTED] (JENNIFER)

**Affidavit of Applicant:**

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

  
Signature of Applicant

MARCH 14, 2018

Date

MICHAEL DALLAS

Printed Name of Applicant

RECEIVED

MAR 14 2018

COMMUNITY  
DEVELOPMENT

Event/Date: \_\_\_\_\_  
Permit No.: \_\_\_\_\_  
Applicant: \_\_\_\_\_

### **Indemnification, Waiver and Release**

*To be signed by all: applicant, sponsor, organizer, promoter and permittee/licensee.*

The Permittee/Licensee shall indemnify and hold harmless the Village, its officers, boards, commissions, agents, elected, elected officials, and employees (collectively, "the Village Indemnites") from any and all costs, demands, expenses, fees and expenses, arising out of: (a) breach or violation by the Permittee/Licensee of any of its certifications, representations, warranties, covenants or agreements in its application and permit/license issued by the Village; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from the negligent performance by or on behalf of the Permittee/Licensee; or (c) any negligent act, activity or omission of permittee or an or its employees, representatives, subcontractors or agents.

The Permittee/Licensee agrees to indemnify, defend and hold harmless the Village Indemnites against and from any and all losses, claims, demands, causes of action, actions, suits, proceedings, damages, costs and/or liabilities of every kind and nature, whatsoever (including, but not limited to expenses for reasonable legal fees, and disbursements and liabilities assumed by the Village in connection therewith), to persons or property, in any way arising out of or through the acts or omissions of the Permittee/Licensee, its servants, agents or employees, or to which the negligence of the Permittee/Licensee shall in any way contribute.

Permittee/Licensee hereby waives and releases all claims against the Village Indemnites or arising out of the issuance of a permit to Permittee/Licensee for any and all injuries to persons or damage to property from any cause arising at any time during the event listed herein or the issuance of the Permit/License.

The term "Permittee/Licensee" refers to the applicant, as well as any sponsor, organizer, promoter of the event. Each undersigned represents and warrants that he/she has authority to execute this Indemnification, Waiver and Release Agreement on behalf of the person or entity for which he/she has signed.

Permittee/  
Licensee: SCORCHED EARTH BREWING CO.

Circle all  
that apply: Applicant Sponsor Organizer Promoter

By: MICHAEL DALLAS  
[Print]

  
[Signature]

Date: MARCH 14, 2018



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 338 Memorial Drive Suite 100 Crystal Lake IL 60014	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> 815-459-6300	<b>FAX (A/C, No):</b> 815-459-5794	
<b>INSURED</b> SCOREAR-01 Scorched Earth Brewing LLC DBA Scorched Earth Brew 5706 Chris Ln. Crystal Lake IL 60014	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : Society Insurance, a Mutual Company		15261
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

## COVERAGES

CERTIFICATE NUMBER: 1980743935

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			BP17001548	2/20/2018	2/20/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA17001549	2/20/2018	2/20/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UM17001551	2/20/2018	2/20/2019	EACH OCCURRENCE \$1,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		WC17001550	2/20/2018	2/20/2019	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Scorched Earth Day 4/20-21  
Umbrella goes over Liquor Liability to create \$2,000,000 aggregate

## CERTIFICATE HOLDER

## CANCELLATION

Village of Algonquin  
2200 Harnish Dr.  
Algonquin IL 60102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## 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: SCORCHED EARTH BREWING COMPANY
2. The address of the applicant is: 203 BERG STREET, ALGONQUIN, IL 60102
3. The name and address of officer or agent for the applicant is: MICHAEL DALLAS, [REDACTED]
4. A. The applicant is presently: (Complete all applicable parts)
  - (1) Class A-4B Licensee in the Village; License No. 2017/2018-A4B-01
  - (2) Nonprofit organization, registered with the State of Illinois
  - (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 \_\_\_\_\_

B. The description and location of premises or place of business which is to be operated under the proposed permit: THE PARKING LOT IMMEDIATELY ADJACENT TO 201-209 BERG STREET

C. The date(s) and hours of operation requested under the proposed permit are: FROM 3-10 PM ON FRIDAY, APRIL 20 AND SATURDAY, APRIL 21, 2018, WITH TIME FOR SETUP ON THURSDAY, FRIDAY, AND SATURDAY. TAKEDOWN AND CLEANUP SCHEDULED FOR SUNDAY, APRIL 22, AND MONDAY, APRIL 23.

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 require 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: MICHAEL DALLAS



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: \$ 25<sup>00</sup>, 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: SCORCHED EARTH BREWING  
Signed By:   
Officer or Agent: MICHAEL DALLAS  
Daytime Phone:   
Extension: \_\_\_\_\_

Subscribed and Sworn to before me this 14 day of March, 20

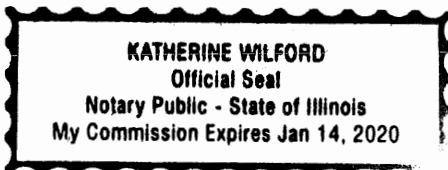
18

Katherine Wilford

(Notary Public)

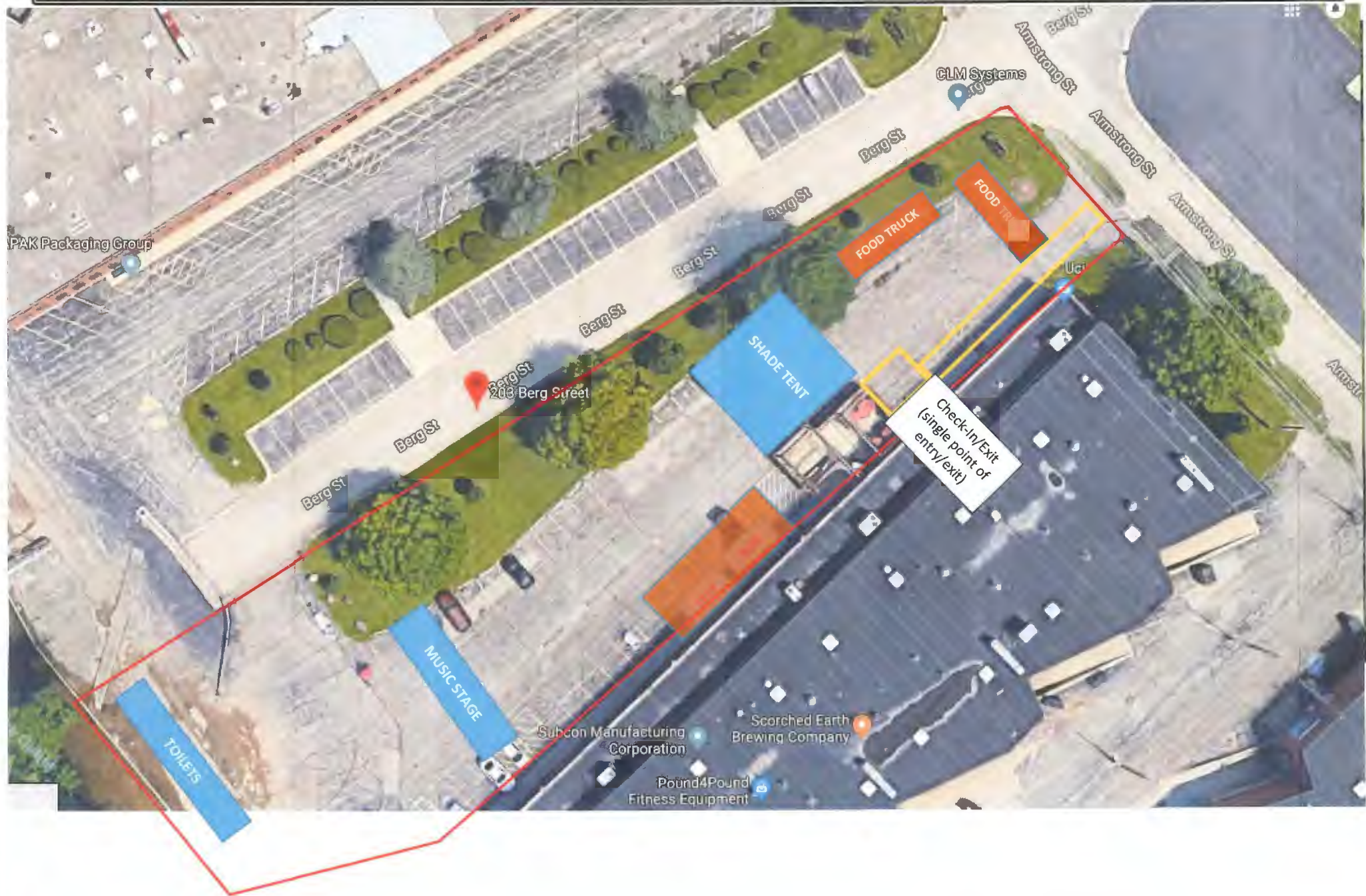
My Commission expires Jan 14, 20 20.

SEAL



# 2018 SCORCHED EARTH DAY EVENT

## LOCATION AND SETUP





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

**– M E M O R A N D U M –**

DATE: April 6, 2018

TO: Committee of the Whole

FROM: Tim Schloneger, Village Manager

SUBJECT: *Preliminary Consideration of Founders' Days 2018 Special Event*

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Village Staff, including Police, Public Works, and Community Development, has met with the Founders Days Committee on planning the Founders' Days 2018 event.

The Founders Committee's preliminary proposal is attached for consideration. This year, they are proposing to hold the event at Spella Park, near the west end of Harnish Drive. The committee cites multiple reasons for planning the event in this location, including, but not limited to:

- Monetary. It is a high and dry location allowing access in all weather conditions;
- It is large enough for the event without being spread out over an inordinate geographic area;
- The setup allows easy bus/shuttle loading and unloading without interrupting other traffic on major thoroughfares;
- Utilities are nearby and/or can be obtained from the adjacent Library facility.

Founders recognizes that this is a big change from prior locations either Downtown or at Algonquin Lakes Park. With ongoing construction, Downtown will not be an option for this event over the next couple of years. Algonquin Lakes has not been a financial success in past years, and may be impacted by the Village's planned reconstruction of the various recreational fields this summer.

The logistics of the new location work. Some of the impacts that will be addressed include parking issues and communication with the nearby residential neighborhoods. The Founders Committee has already discussed parking and shuttle operations with nearby Target and JCPenney shopping centers, and has an ongoing dialogue with District 300 and the Library.

This is a preliminary proposal with a new site, and Staff and the Founders Committee are requesting direction from the Committee of the Whole in order to proceed with planning the event at Spella Park.

**VILLAGE OF ALGONQUIN**  
**PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION CHECKLIST**



A license is required for all public events. This applies to both for profit and not-for-profit organizations, and includes but is not limited to outdoor exhibitions, shows, carnivals, circuses, concerts, and musical performances. The application packet must be completed in its entirety and submitted at least forty-five (45) calendar days before the Public Event to the Village of Algonquin, Community Development Department, 2200 Harnish Drive, Algonquin, IL 60102.

- All public event requests require a permit from the Village of Algonquin.
- The Village may place conditions on the public event as deemed appropriate to protect the health, safety, and welfare of the public.
- The Village Manager or his/her designee may revoke a public event/entertainment license or a carnival worker permit at any time and demand immediate cessation of the event based upon violations of this code, on-premise criminal acts by the event employees or when the event presents an endangerment to public safety.
- Police officers and all other Village officials shall have free access to the grounds and all booths, shows, and concessions on such grounds at all times to ensure that the event is in compliance with this code.

The Public Event Permit Application must include the following:

- ☒ Completed Public Event/Entertainment License Permit Application Form
- ☐ Application fee made payable to the Village of Algonquin in the amount of \$50 for each day the public event will run
  - or: ☒ Submit proof of not-for-profit status
- ☐ Site approval if needed:
  1. ☐ Letter of consent from the property owner or;
  2. ☒ Letter to the Village Board requesting the use of public property
- ☐ Site plan showing the layout of the event
- ☐ Minimum Insurance Requirements - **See pages 4 and 5 for requirements.** (Proof of insurance shall be filed no less than 30 days prior to the event or the event shall be subject to cancellation.)
- ☒ Electrical Building Permit Application with a copy of the contractor's electrical license and a detailed drawing that includes the source of power and circuitry
- ☒ McHenry and/or Kane County Temporary Food Service permit, if applicable (Copy of approval to be provided to Village within 5 days after event.)
- ☒ Will liquor be served at this event? ☒ Yes ☐ No
  - If yes, then the appropriate liquor permit from the Liquor Commissioner must be applied for.
- ☒ Will a raffle be conducted as part of this event? ☒ Yes ☐ No
  - If yes, then the appropriate raffle permit from the Village Clerk must be applied for to the start of the event. (Such permit is limited to Algonquin-based, non-profit organizations only.)



In addition to the above, carnivals and circuses are subject to the following requirements:

- The event shall not exceed 10 days.
- The event shall not be located in or directly adjacent to any developed residential area, with the exception that it may be on church, school, or public park property even if located next to residential property.
- The event must be operated or sponsored by an Algonquin-based, non-profit organization.
- No location may host more than one carnival/circus per year.
- List of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number.
- All carnival/circus employees must complete a background check with the Algonquin Police Department. The carnival operator must provide a list of employees to the Police Department upon application. Each employee must visit the Algonquin Police Department to undergo the background check at least two weeks prior to the event. Employees may stop by the Department, located at 2200 Harnish Drive, any time between 8:00 a.m. and 7:00 p.m., any day of the week. No person will be allowed to work on the public event site if he/she:
  - is a registered sex offender, as defined in the Sex Offender Registration Act (730 ILCS 150/1.1 et seq); or
  - has been convicted of any offense set forth in Article 9 or 11 of the Criminal Code of 1961; or
  - has been convicted of a felony in the past five years; or
  - has been convicted of any other crime involving moral turpitude or violence; or
  - is identified as a known gang member in the Illinois State Police LEADS system.
- Fee paid for background check. (\$500, plus \$50 per employee)
- Copy of Illinois Department of Labor amusement ride permit.
- Completed Village of Algonquin Carnival Operator Questionnaire (see attached page 3).
- Approval received from Police Chief for employees to maintain on the premises overnight, if applicable.

Village of Algonquin  
**CARNIVAL OPERATOR QUESTIONNAIRE**

Please complete all questions and describe or add additional information if appropriate.

1. Does the carnival operator conduct pre-employment or random drug screening of carnival employees?

☒ yes ☐ no

2. Does the carnival operator check the US Department of Justice Sex Offender Registry website prior to hiring an employee?

☒ yes ☐ no

3. Does the carnival operator maintain maintenance and repair records for the past eighteen (18) months?

☒ yes ☐ no

May we inspect these records on site?

☒ yes ☐ no

4. Does each ride have (at the ride location) the appropriate maintenance and operational manual and user's guides as specified by the manufacturer?

☒ yes ☐ no

5. Will you have State inspector and/or third party inspector's reports and records on site and available for inspection?

☒ yes ☐ no

6. Are your procedures in compliance with ASTM F-24 rules, regulations, and standards?

☒ yes ☐ no

7. Are you in compliance with the Illinois Carnival and Amusement Rides Safety Act?

☒ yes ☐ no

8. Are you requesting to have carnival/circus employees live, sleep, or otherwise remain on the event premises overnight?

☐ yes ☒ no

The Village of Algonquin will evaluate the answers to the above questions to determine whether or not a public event license will be issued.

## **Village of Algonquin Public Event Insurance Requirements**

An indemnification and hold harmless agreement signed by the public event licensee in favor of the Village and proof of the following insurance:

1. All public events permits shall be supported by evidence of insurance coverage for the terms of the permit. Prior to commencing any of the activities approved by the public event permit, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements of this Section. All policies of insurance are (1) subject to Village approval of the insurance company, form, and coverage; (2) must be primary to and non-contributory with all other insurance and self-insurance maintained by the Village; and (3) must protect the Village from any and all claims and risks in connection with the permitted activity.

**2. Minimum Insurance Requirements:**

A. Commercial General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, and property damage, and two million dollars (\$2,000,000) in the aggregate. Coverage shall be written on an industry standard form no more restrictive than the ISO CG 00 01 1001. This requirement applies to every permit application submitted for approval.

b. Liquor Liability (Dram Shop): One million dollars (\$1,000,000) per occurrence for bodily injury, and property damage, and two million dollars (\$2,000,000) aggregate. This requirement applies when alcohol is being sold or consumed on private or public property.

c. Business Automobile Liability: One million dollars (\$1,000,000) combined single-limit per accident for bodily injury and property damage. Coverage shall be written on an industry standard form no more restrictive than the ISO CA 00 01. This requirement applies when a sponsor, organizer, or vendor is using vehicles as part of the event set-up, take down or being operated in relation to the event.

d. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and employers' liability limits of five hundred thousand dollars (\$500,000) per accident. This requirement only applies when a sponsor is using employees (not subcontractors or vendors) as part of the event set-up, take down or working in relation to the event.

3. Additional Insured Coverage: All insurance policies of event sponsors, coordinators, organizers, and vendors must be endorsed to name the Village as an "Additional Insured" on an industry form no more restrictive than the ISO forms CG 20 26 (CGL) and CA 20 48 (business auto liability) and shall provide for primary and non-contributory coverage limits. A copy of all additional insured endorsements must be supplied with the permit application.

**Village of Algonquin**  
**Public Event Insurance Requirements**  
**(Continued)**

**4. Certificate of Insurance:** Certificates of insurance evidencing the insurance coverage required for sponsors, organizers, coordinators, and vendors must be supplied with the permit application.

Insurance certificates must be on Acord 25 form, and must include the following language: “The Village of Algonquin is, and has been, endorsed as an additional insured under the above reference policy number on a primary and non-contributory basis for general liability coverage of the [EVENT NAME] on [DATE OF EVENT] taking place at [EVENT LOCATION].”

**5.** With reasonable notice to the sponsors and event organizers, the Village reserves the right to require insurance of the event sponsors, organizers, and vendors other than that specifically provided herein, and to change the minimum acceptable limits of liability based on the Village’s determination, in its sole discretion, that the risk presented by the public event warrants such changes. The Village does not warrant or represent that the specified insurance is adequate to protect the interests or liabilities of the sponsor, organizer, or vendors.

**6.** All insurance documents must be submitted not less than 30 days prior to the event. A public event permit cannot be issued without approved insurance.



Village of Algonquin  
**PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION**



In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to Diane LaCalamita at the Ganek Municipal Center (2200 Harnish Drive or [dlacalamita@algonquin.org](mailto:dlacalamita@algonquin.org)) at least 45 days prior to the event.

Please type or print legibly.

**Official Name of the Event:** 58th Annual Algonquin Founders' Days Festival and Parade

**Sponsoring Organization:**

Name: Algonquin Founders' Days Inc. Contact Name: Daniel Barton  
Address: P.O. Box 101  
City, State, ZIP: Algonquin, IL. 60102  
Phone: 847-658-5340 Email: info@algonquinfoundersday.com

**Event Coordinator:**

Name: Daniel Barton  
Home Address: [REDACTED]  
City, State, ZIP: Algonquin, IL. 60102  
Phone: [REDACTED] Email: [REDACTED]

**Event Information:**

Describe the Nature of the Event: Local community festival with a stage, live bands, social garden, carnival, food vendors childrens games, car show, fireworks show, and other social activities.

New Event ☐ Repeat Event ☒ Yes If repeat, will anything be different this year? Everything will be the same aside from requesting a different location.

Site Address: Spella Park

Date(s) and Time(s) of the Event: Thursday July 26th at 6:00 pm to Sunday 29th at 6:00 pm

Rain Date(s), if applicable:

Set-Up Date/Time: Tuesday 10:00 a.m.

Maximum Number of Attendees/Participants Expected: 10000 per day

Admission Fee: Yes ☒ No ☐ If Yes, list fee(s) to be charged: \$5 gate fee everyday

How will the revenue be used (include donations to non-profit or charitable organizations): The funds go to supporting the Festival for next year.

Event Website: algonquinfundersdays.com

**Event Details:**

Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: Algonquin Founders' Days Inc. Volunteers.

Ryan Seick Vice President [REDACTED]

[REDACTED]

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: Algonquin Founders' Days has secured parking in the JcPenny parking lot. We have also applied for parking at Jacobs H.S. and have secured parking at the Target parking lot. We will be discussing handicap parking at the library.

Will there be a need for road closures? Yes ☒ No ☐ If Yes, please explain:

We will need South Harrison closed for the parade. North Harrison for the Fireworks we leave the rest of any closures to the discretion of the Algonquin Police Department.

Are you requesting Algonquin Police Officer(s) presence? Yes ☒ No ☐ If Yes, to perform what function?

To assist however they believe is necessary

Do you want a fire truck or ambulance present? Yes ☒ No ☐ If Yes, for what hours and to perform what function? To assist however they believe is necessary

Are you wishing to post temporary sign(s) announcing the event? Yes ☒ No ☐ If Yes, please describe desired size, location and date(s) that the signage will be displayed: \_\_\_\_\_

We will work close in hand with the village but will use the typical Algonquin Founders' Days Inc, locations.

Do you wish to serve alcoholic beverages? Yes ☒ No ☐

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes ☒ No ☐  
*If Yes, attach a copy of the policy.*

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes ☒ No ☐  
*If Yes, please describe type, band name(s), and hours of performance and if there will be a stage: \_\_\_\_\_*

Please see the attached schedule. The entertainment is the same as the Algonquin Founders' Days Festival line up.

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): Founders' will use portable toilets and hand washing stations, electricity, and tents. We will use dumpsters and volunteers for clean up.

Do you plan on holding a raffle during this event? Yes ✓ No \_\_\_\_\_  
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): Dan Barton  
On-site contact's cell number: [REDACTED]  
On-site contact's work number: Same  
On-site contact's home number: Same

**Affidavit of Applicant:**

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

Dan Barton  
Signature of Applicant

2/26/18  
Date

Dan Barton  
Printed Name of Applicant



PATH FROM NEIGHBORHOOD

CARNIVAL

CARNIVAL

CARNIVAL

CARNIVAL

400FT.

110FT.

GATE B

PARENTS GARDEN  
20X60

ACTIVITIES TENT  
20X60

FAMILY  
OLYMPICS

MAIN FOOD TENT  
40X80

POP &  
WATER

SHADE TENT  
20X60

SOUND  
TENT

KIDS CORNER

SHADE TENT  
20X60

VIP STAGE

VIP GARDEN  
20X40

BEER TRUCK

EMS

GATE A

BAND TRAILER

FOUNDERS RV

TOKENS / W/STANDS  
INFO  
20X60

MARKET & BAZAAR

MARKET & BAZAAR

MARKET & BAZAAR

MARKET & BAZAAR

MARKET & BAZAAR

MARKET & BAZAAR

MARKET & BAZAAR

SHUTTLE DROP  
OFF

DUMPSTERS



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

**– M E M O R A N D U M –**

DATE: April 4, 2018

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Assistant Village Manager

SUBJECT: *Accounting Services RFP*

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In preparation for the FY 18/19 budget process, a staffing assessment for the Finance operation was completed to evaluate current and future resource needs to continue to operate effectively. Several operational changes to the Finance function have occurred in recent years including a reduction of full-time personnel from eight (8) to five (5), increased part-time personnel, privatization of certain tasks, modified accounting standards, and implementation of new technology platforms (payroll/timekeeping and utility billing). Staff identified a current need for additional resources during peak workload periods as well as for operational redundancy and future succession planning.

Staff recently completed procurement for accounting services through a request for proposals (RFP) issued in February. The Village received seven (7) responses from qualified accounting firms and invited three (3) to interview with staff. Upon evaluation, staff is recommending an agreement with Lauterbach and Amen, LLP (L&A).

The Village currently has a working relationship with L&A for accounting services and actuarial services for the Police Pension Fund. References contacted in regards to the firm were found to be in good standing. L&A responded with the lowest overall billing rates (hourly) for all RFP respondents (see Year 1 detail below):

	<b>L&amp;A</b>	<b>Low (Overall)</b>	<b>High (Overall)</b>
Staff Accountant	\$70	\$70	\$130
Senior Accountant	\$90	\$90	\$165
Manager	N/A	\$135	\$220
Partner	\$120	\$120	\$300

The term of the agreement is for three (3) years with an option for two (2) additional one (1) year terms. All pricing is outlined in the attached engagement letter. The FY 18/19 budget proposal includes \$8,000 for these services.

**Recommendation**

Staff recommends the Committee of the Whole forward this item to the Village Board for approval of a Resolution authorizing the Village Manager to execute an agreement for accounting services with Lauterbach and Amen, LLP.



**VILLAGE OF ALGONQUIN PURCHASE ORDER AGREEMENT - CONSULTANT (Services)**

The parties set forth below as the Owner and Consultant enter into this Purchase Order Agreement as of the Effective Date as set forth in this Purchase Order, its Terms and Conditions and all attached Schedules:

Effective Date: **May 1, 2018**

Purchase Order Agreement No. N/A

Project: <b>Accounting Services</b>	Location: Ganek Municipal Center 2200 Harnish Drive, Algonquin, IL 60102
Originating Department: <b>General Services Administration   Finance</b>	
<b>Owner</b>	<b>Consultant</b>
<b>Village of Algonquin</b>  <b>Address:</b> 2200 Harnish Drive Algonquin, IL 60102  <b>Contact:</b> Michael Kumbera, Assistant Village Manager <b>Phone:</b> 847-658-5530 <b>Email:</b> michaelkumbera@algonquin.org	<b>Name:</b> Lauterbach & Amen, LLP  <b>Address:</b> 668 North River Road Naperville, IL 60563  <b>Contact:</b> Nathan Gaskill, Partner <b>Phone:</b> 630-393-1483 <b>Email:</b> ngaskill@lauterbachamen.com

☐ **PREVAILING WAGE NOTICE:** If this box is checked, this contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.*, which requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage, notice and record keeping duties.

**SCOPE OF SERVICES:** Furnish the Work/items described below in accordance with **Schedule A**, Scope of Services and all other Terms and Conditions and Schedules made a part of this Agreement.

**COST OF SERVICES:** The Contract Price of the Work under this Agreement is:

☐ **Lump Sum:** \_\_\_\_\_ ☐ Other: See Attached ☐ Unit Price as set forth below: \_\_\_\_\_

UNIT PRICE	UNIT OF MEASURE	DESCRIPTION/ITEMS	CONTRACT SUM EXTENSION
See Attached	Hourly	Accounting Services	See Attached

The Scope of the Services and Contract Price are for the duration of Project. The Contract Price may be increased or decreased only upon the written agreement of the parties in writing, in accordance with the payment terms on **Schedule B**. Insurance shall be provided in accordance with **Schedule C**. The Agreement between the parties consists of this **Purchase Order**, and the attached **Terms and Conditions**, and the **Schedules** listed below:

- **Schedule A – Scope of Services**
- **Schedule B – Contract Price**

No additional or contrary terms stated in the Consultant’s acknowledgment or otherwise shall be deemed a part of this Agreement.

**TERM/COMPLETION DATE:** The Agreement term is three (3) years, or if none, the final completion date is **April 30, 2021** unless extended in accordance with the provisions of this Agreement. The effective date of this Agreement is **May 1, 2018**.

**ACCEPTANCE OF AGREEMENT:** The parties, for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of all terms and provisions herein contained. IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

**LAUTERBACH & AMEN, LLP:**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**VILLAGE OF ALGONQUIN**

By: \_\_\_\_\_

Its: **VILLAGE MANAGER**

Dated: \_\_\_\_\_

**VILLAGE OF ALGONQUIN  
STANDARD TERMS AND CONDITIONS - CONSULTANT**

- 1. Acceptance of Agreement:** The Agreement is an offer to contract and not an acceptance of an offer. Acceptance of this Agreement is expressly limited to the terms hereof, and in the event that Consultant's acknowledgment or other response hereto states terms additional to or different from those set forth herein, this Agreement shall be deemed a notice of objection to such additional or different terms and rejection thereof. This Agreement may be accepted by the commencement of any Work hereunder, and in any event, shall be deemed accepted in its entirety by Consultant unless the Owner is notified to the contrary within ten (10) days from its date of issue.
- 2. Amendment, Modification or Substitution:** This Agreement contains the entire agreement between the parties. Any modification or rescission thereof must be in writing and signed by the Owner. No proposals or prior dealings of the parties or trade custom or course of conduct not expressed herein shall alter the interpretation or enforcement of this Agreement.
- 3. Familiarity With Plans; Qualifications:** Consultant acknowledges that it (a) has examined the site of the proposed Work and is familiar with the conditions surrounding same; and (b) has examined any and all applicable plans and drawings, and has studied and is aware of, and satisfied with, the requirements of the Contract Documents as they relate to Consultant's services under this Agreement. Consultant represents to the Owner that it is fully experienced and properly qualified as an expert to perform the class of work provided for herein, and that it is properly equipped, organized and financed to handle such work. Consultant shall finance its own operations hereunder, shall operate as an independent contractor and not as the agent of the Owner, and shall hold the Owner free and harmless from all liability, costs and charges by reason of any act or representations of Consultant, its agents or employees.
- 4. Safety:** Insofar as jobsite safety is concerned, the Consultant is solely responsible for its own and its employees' activities in the performance of the work/services under this Agreement, including on the jobsite (Village's Facility), but this shall not be construed to relieve the Owner or any of the Owner's contractors (or their subcontractors) from their responsibilities for maintaining a safe jobsite. The Owner shall have no responsibility for Consultant's, or Consultant's subcontractors', methods of work performance, superintendence, sequencing, or safety in, on or about the jobsite.
- 5. Extra's and Change Orders:** No claim by Consultant that any instructions, by drawing or otherwise, constitute a change in Consultant's performance hereunder, for which Consultant should be paid additional compensation shall be valid, unless prior to commencing such allegedly extra or changed performance, Consultant shall have received a written change order or amendment to this Agreement authorizing such performance signed on behalf of the Owner by a person have actual authority to do so.
- 6. Inspection and Acceptance:** The Owner shall have the right at all reasonable times to inspect all Work performed or furnished by Consultant. Notwithstanding any prior inspection or payment, all Work is subject to final acceptance by the Owner.
- 7. Term:** The term of this Agreement shall be from the commencement date up to and including the expiration date shown on the Purchase Order Agreement. This Agreement may be extended upon the mutual consent of the parties, pursuant to **Schedule A**. If the Consultant provides its services to the Owner outside of the term pursuant to a written request by the Owner for such services, then such services shall be deemed provided pursuant to the provisions of this Agreement (other than the term) and the Owner's request for or acceptance of Consultant's services shall be deemed consent to the terms of this Agreement. No such provision of services by the Consultant shall be deemed an agreement to provide any further services or extend the term of this contract for additional periods.
- 8. Payment:** The Owner will make partial payments to the Consultant in accordance with **Schedule B** for services performed under this Purchase Order Agreement. Provided, however, in no event shall the Owner be obligated to pay Consultant any sum that exceeds the Contract Price absent a written change order executed by the Owner. Consultant shall invoice Owner monthly on a time and materials basis in the amount(s) and at the rate(s) set forth in the attached **Schedule B**. Each invoice shall be in a form acceptable to the Owner and shall detail the dates worked, services performed, and where applicable, reimbursable expenses reasonably and directly incurred for such services. Consultant shall only be reimbursed for expenses shown on the attached **Schedule B**. Reimbursement shall be at the amount shown on the attached Schedule, or if no amount is shown, at cost. Consultant shall invoice Owner for all Reimbursable Expenses, where applicable, due and owing together with an itemization of such (including receipts). Invoices approved and in compliance with this Agreement shall be paid by the Owner within 60 days after Owner's receipt of the invoice. The amount(s) and rate(s) set forth on the attached Schedule include all anticipated costs of providing the services. No additional costs of any kind may be incurred without the prior written consent of Owner. This project is tax exempt; the Village's tax-exempt number is **E 9995 0855 05**. To the extent the terms of this paragraph differs from the terms of **Schedule B**, the terms of **Schedule B** take precedence.
- 9. Consultant Obligations:** Consultant warrants to perform the services included in the Scope of Services (**Schedule A**) to the best of its ability and in a diligent and conscientious manner and to devote appropriate time, energies and skill to those duties called for hereunder during the term of this Agreement and in connection with the performance of such duties. All services performed by Consultant pursuant to this Agreement shall be performed in accordance with all applicable federal, state and local laws, rules and regulations, as well as any additional requirements in the Schedules made a part of this Agreement.

**10. Insurance:**

10.1 Consultant shall at all times maintain business automobile, commercial liability and workers compensation insurance covering its work and all obligations under this Purchase Order, and shall name the Owner as an additional insured on its commercial liability insurance policies for Consultant operations under this Agreement. Liability insurance limits shall be in any such amounts and include such coverages as set forth on **Schedule A (Scope of Services)** attached to this Agreement. Consultant shall furnish the Owner with a certificate of insurance and such other required documentation at the time of execution of this Agreement and thereafter on an annual basis on the anniversary date of this Agreement or at any other time as the Owner deems necessary to establish compliance with this provision.

10.2 If required by Owner, Consultant shall furnish and pay for surety bonds and with surety or sureties satisfactory to Owner, guaranteeing the full performance of all of the conditions and terms hereof and guaranteeing that Consultant shall promptly pay for all labor, materials, supplies, tools, equipment and other charges or costs of Consultant in connection with the Work. Such performance and payment bond shall be an amount determined by Owner.

10.3 Breach of this paragraph is a material breach subject to immediate termination.

**11. Indemnity:** Consultant hereby agrees to indemnify, and hold the Owner directors, officers, employees, agents, successors and assigns (the "Indemnitees") harmless from any and all claims, demands, liability, loss, damage, fines, penalties, attorney's fees and litigation expenses (collectively "Loss") arising out of injury to, including the death of, persons and/or damage to property, to the extent caused by the negligent acts or omissions of Consultant, its agents, employees, subcontractors, successors and assigns. In any and all claims against the Owner or any of its agents or employees, by any employee of Consultant, the indemnification obligation under this paragraph shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for Consultant under worker's compensation acts, disability benefits acts or employee benefit acts, or other applicable law. Consultant assumes the entire liability for its own negligence, and as part of this Agreement, waives all defenses available to Consultant as an employer which limit the amount of Consultant's liability to the Owner to the amount of Consultant's liability in contribution or otherwise under any worker's compensation, disability benefits or employee benefit acts.

**12. Termination; Force Majeure:** Either party may terminate this Agreement with or without cause at any time by providing written notice sixty (60) days prior to termination. In the event of a termination, Consultant shall be paid for all services performed through the date of termination, based on the percentage of services completed. In no event shall the Consultant be entitled to any additional compensation or damages in connection with a termination hereunder. Neither party shall be liable to the other for breach or delay in the performance of its obligations hereunder caused by any act or occurrence beyond its reasonable control, including, but not limited to, fires, strikes, Acts' of God.

**13. Remedies:** Consultant shall, for the duration of this Agreement, at the discretion of the Owner and at the expense of Consultant, undertake or re-do any and all faulty or non-compliance services furnished or performed by Consultant thereunder. In the event Consultant fails to perform under this Agreement, it will be in default and the Owner may furnish or perform the same and recover from Consultant the cost and expense directly or indirectly resulting there from, including all consequential damages but not limited to the cost or expense of providing such services, inspections, testings and reasonable attorney's fees as a result of a default. The foregoing remedies shall be available in addition to all other remedies available to the Owner.

**14. Compliance With Laws:** During the performance hereunder, Consultant agrees to give all notices and comply with all laws and regulations of the United States and/or the State of Illinois applicable to the performance of the Work, including but not limited to those laws and regulations regarding the payment of prevailing wages, non-discrimination laws, employment of Illinois workers, labor, wage and collective bargaining. Except where otherwise expressly required by applicable laws and regulations, the Owner shall not be responsible for monitoring Consultant's compliance with any laws or regulations. Unless otherwise specifically provided in this Agreement, Consultant shall comply with laws or regulations directly regulating Consultant services and the Owner shall comply with all laws or regulations imposed upon it.

**15. Notices:** All notices, demands, requests or other communications which may be or are required to be given, served, or sent by any party to any other party pursuant to this Agreement shall be in writing and shall be hand delivered, or sent by courier, or via facsimile with confirmation to the addresses shown on the Purchase Order.

**16. Records, Reports and Information:** Consultant agrees to furnish Owner with reports and information regarding the services performed under this Agreement, at such times as Owner may reasonably request, making full disclosure of efforts made by Consultant and the results thereof. Consultant agrees to maintain records, documents, and other evidence which will accurately show the time spent and services performed under this Agreement for a minimum period of five (5) years after completion of the services, and such records shall be subject to audit by Owner upon reasonable advance notice to Consultant on a mutually agreed date and time.

**17. Tobacco Use:** Contractor/Vendor, and its agents or employees, shall refrain from smoking, or the use of any tobacco, on designated Village campuses, both indoors and outdoors, in Village-owned vehicles and in privately-owned vehicles parked on campus property at any time, including non-working hours. Designated Village campuses consist of the William J. Ganek Municipal Center, Historic Village Hall, Public Works Facility, Wastewater Treatment Plant, Water Treatment Plants, and Pumping Stations. Leaving the remains of tobacco products or any other related waste product on Village property is further prohibited.



**18. Assignment:** Neither party shall assign this Agreement without written consent of the other, which consent shall not be unreasonably withheld, except that Owner may unilaterally assign its rights under this Agreement upon reasonable notice to Consultant.

**19. Limitation Of Liability; Third Party Liability:** In no event shall the parties be liable for special, incidental or consequential damages (including without limitation loss of use, time or data, inconvenience, commercial loss, lost profits or savings) to the full extent such may be disclaimed by law. Neither this Agreement nor any subcontract is intended to give rise to recognize any third party beneficiary to this Agreement.

**20. Waiver:** Either party's failure to insist in any one or more instances, upon the strict performance of any provision hereof or to exercise any right hereunder shall not be deemed to be a waiver or relinquishment of the future performance of any such provision or the future exercise of such right, but the obligation of Consultant and Owner with respect to such future performance shall continue in full force and effect.

**21. Controlling Law, Severability:** The validity of this Agreement or any of its provisions and the sufficiency of any performance thereunder shall be determined under the laws of Illinois. Venue shall be in McHenry County, Illinois. The Owner is entitled recover its reasonable attorneys' fees incurred in enforcing the terms of this Agreement. If any provision or requirement of this Agreement is declared or found to be unenforceable, that balance of this Agreement shall be interpreted and enforced as if the unenforceable provision or requirement was never a part hereof.

**22. PREVAILING WAGE NOTICE:** If this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.*, then all contractors and subcontractors shall pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage, notice and record keeping duties.

CONSULTANT:

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Date

**SCHEDULE A to Village of Algonquin  
Purchase Order Agreement**

**Scope of Services – Consultant Services**

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**SEE ATTACHED**

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# Village of Algonquin

## Request for Proposals

### Accounting Services



**Issue Date: February 1, 2018**

**Submission Deadline: March 2, 2018 5:00 p.m. CST**

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL BE RETURNED UNOPENED

**ATTACHMENT B CONTAINS TIME SENSITIVE MATERIAL**

RFP Coordinator:  
Michael Kumbera  
Assistant Village Manager  
2200 Harnish Drive  
Algonquin, IL 60102-5995  
Phone: 847-658-2700  
e-mail: [michaelkumbera@algonquin.org](mailto:michaelkumbera@algonquin.org)

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# General Information

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## Introduction

The Village of Algonquin (hereafter referred to as "Village") is requesting proposals from qualified firms of public accountants (hereafter referred to as "Firm(s)") to perform general accounting services in accordance with the provisions included in this request for proposal.

## Description of Village

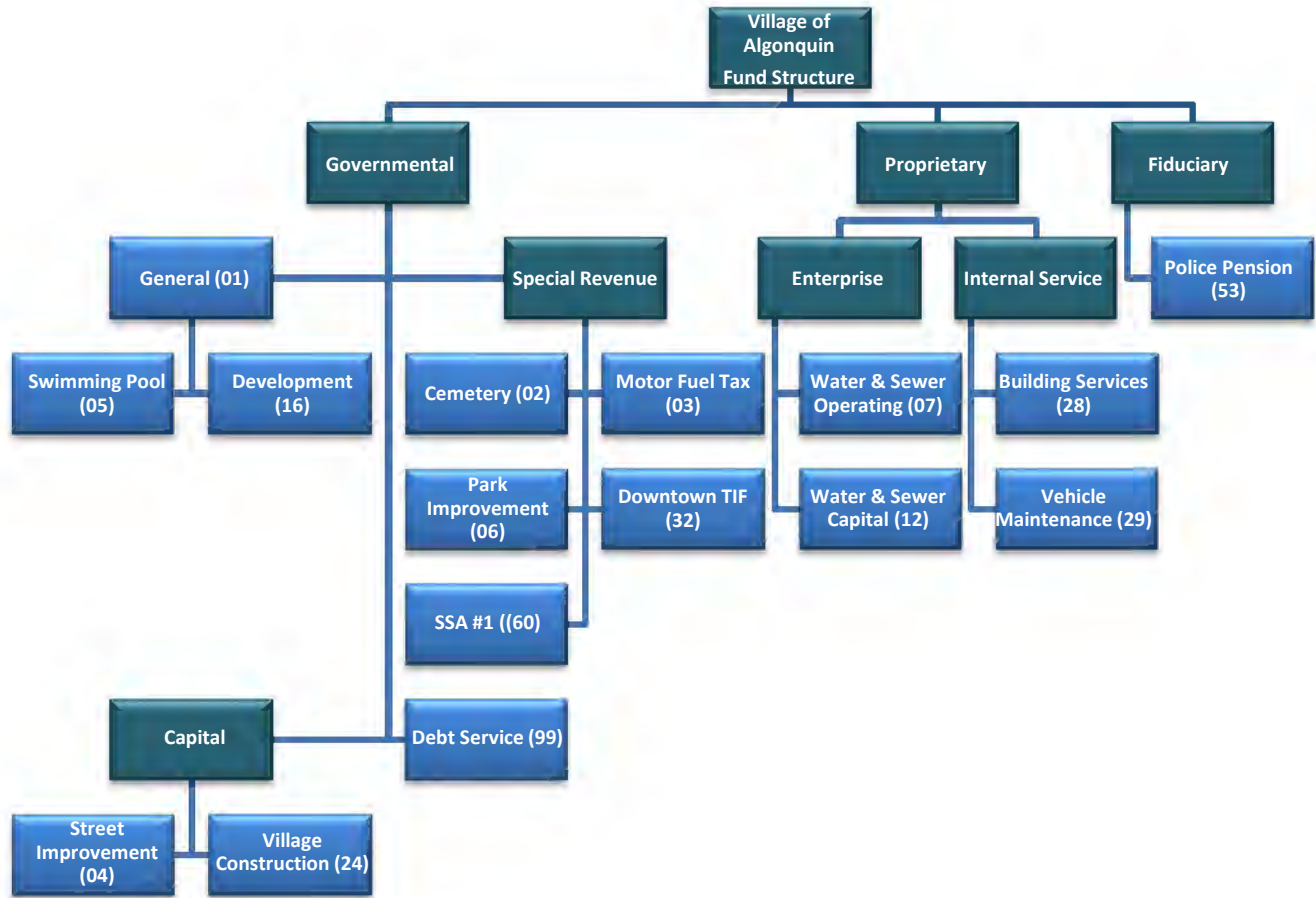
The Village of Algonquin, a home rule community as defined by the Illinois Constitution, was incorporated in 1890 and is located approximately 45 miles northwest of the City of Chicago in McHenry and Kane Counties. Algonquin has a land area of 12 square miles and a population of 30,046 as certified in the 2010 Decennial Census.

Policy making and legislative authority are vested in the Village Board, which consists of the President and six trustees. The Village Board is responsible, among other things, for passing ordinances, adopting the budget, appointing committees and hiring the Village Manager and Village Attorney. The Village Manager is responsible for carrying out the policies and ordinances of the Village Board, for overseeing the day-to-day operations of the Village, and for appointing the heads of the Village's departments.

The Village provides a full range of services including police protection, the construction and maintenance of streets and other infrastructure, community development, general services administration and the operating of the water and wastewater facilities. Financial information is obtainable in the Annual Budget and Comprehensive Annual Financial Report on the Village website at [www.algonquin.org/finance](http://www.algonquin.org/finance).

## Fund Structure

The Village's fund structure consists of the following:



## Computer System and Software

The Village utilizes Tyler Technologies MUNIS Enterprise Resource Planning software suite. Multiple users may concurrently work within the finance modules. The software modules include general ledger, budget, accounts payable, requisitions/purchase orders, accounts receivable, general billing, payroll, permits and code enforcement, project accounting, and utility billing. The Village uses Microsoft Excel to prepare the numerous general purpose financial reports.

## Public Records

The documents submitted in response to this request for proposal become a public record, upon submission to the Village, subject to mandatory disclosure upon request by any person unless the documents are exempted from public disclosure by a specific provision of the Illinois Freedom of Information Act. If the Village receives a request for inspection or copying of any such documents, it will promptly notify the person submitting the documents to the Village. The Village assumes no contractual obligation to enforce any exemption on behalf of a respondent to this RFP.

## RFP Coordinator

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP may result in disqualification. Any oral communications will be considered unofficial and non-binding to the Village. The respondent should rely only on written statements issued by the RFP Coordinator.

Michael Kumbera  
 Assistant Village Manager  
 2200 Harnish Drive  
 Algonquin, IL 60102-5995  
 Telephone: 847-658-2700  
 Fax: 847-658-4564  
 Email: [michaelkumbera@algonquin.org](mailto:michaelkumbera@algonquin.org)

## RFP Schedule

<u>Date</u>	<u>Time</u>	<u>Description</u>
Thursday, February 1, 2018		Issuance of RFP
Friday, February 16, 2018	5:00 pm CST	Deadline for Submission of Questions
Friday, February 23, 2018		Village Releases Response to Questions
<b>Friday, March 2, 2018</b>	<b>5:00 pm CST</b>	<b>Proposal Submissions Due to Village</b>
Friday, March 16, 2018		Proposal Evaluations Complete
Monday, March 19-23, 2018		Interviews (If Necessary)
Friday, April 6, 2018		Draft Contract Complete
Tuesday, April 17, 2018		Approval of Contract by Village Board
Tuesday, May 1, 2018		Initial 3-Year Term of Contract begins

## Questions Regarding the RFP

Requests for clarification or additional information must be made in writing to the RFP Coordinator prior to the date specified in the RFP Schedule. Written responses to all requests will be furnished to all potential proposers as determined by the Village's receipt of a completed RFP Acknowledgement Form (Attachment B). The RFP Coordinator will be unable to respond to requests for additional information or clarification received after 5:00 p.m. CST, February 16, 2018.

## RFP Amendments

In the event of a material modification, all potential proposers will be notified of an amendment to the RFP as determined by the Village's receipt of a completed RFP Acknowledgement Form (Attachment B). If deemed necessary by the Village, proposers will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

# Terms and Conditions

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## Reservation of Rights

The Village reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The Village also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The Village reserves the right to request clarification of information from any proposer or to request supplemental material deemed necessary to assist in the evaluation of the proposal. The Village reserves the right to effect any agreement deemed by the Village to be in its best interest. This RFP does not obligate the Village to accept or contract for any expressed or implied services. The Village reserves the right to award the services as described in the section titles “Scope of Services” in total or in part to any combination of proposers.

## Contract

In the event that the proposer to whom any services are awarded does not execute a contract within thirty (30) calendar days after Village Board approval, the Village may give notice to such proposer of intent to award the contract to the next most qualified proposer or to call for new proposals and may proceed to act accordingly. The executed contract may be terminated by the Village in the event the successful bidder:

- Fails to meet delivery schedules;
- Fails to perform in accordance with this contract;
- Becomes insolvent and/or files for protection under the bankruptcy laws.

The vendor shall be entitled to just and equitable compensation for any satisfactory work completed through the termination date. Under no circumstances will any damages be paid as a result of the termination of this contract. If the Village exercises the right to terminate the contract early, the vendor may be prohibited from submitting future proposals to the Village for a specified period.

This document and the response shall serve as or be referenced in the final agreement between the Village and Firm. Should a conflict arise between the RFP submission and the formal agreement, the RFP submission shall take precedence.



## **Costs of Response**

The Village will not reimburse any proposer for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.

## **Proposer Responsibilities**

Proposers shall thoroughly examine and be familiar with these specifications. The failure or omission of any proposer to receive or examine this document shall in no way relieve any proposer of obligations with respect to this proposal or the subsequent contract.

## **Insurance**

Proposers shall submit proof of Professional Liability Insurance coverage in a minimum amount of \$1,000,000, and proof of Worker's Compensation Insurance sufficient to meet statutory requirements. The awarded firm will be required to annually submit proof of insurance coverage of at least \$1,000,000.

## **Term of Engagement**

The Village is soliciting proposals for accounting services for an initial three-year period with the option to renew for two additional one-year terms. Annual increases in the contract shall not exceed the lesser of the Consumer Price Index as prepared by the US Dept. of Labor or three (3) percent for the preceding calendar year.

## **Staffing**

The Village expects the Firm to have one employee trained to perform the above scope of work at all times throughout the contract period. Exhibit B Fee Schedule shall include the Firm's initial training hours.

## **Assistance Provided to Firm**

The Comptroller will coordinate the services to be provided by the Finance Department staff (hereafter referred to as "Finance") to the Firm. Finance and any other Department will be available to assist the Firm by providing information, documentation, and explanations.

## **Work Environment**

The Village shall provide work space at the Ganek Municipal Center for Firm's staff. The Village shall provide access to the village network or a networked computer, network printer, office supplies and calculator for staff working on-site. The Firm may choose to work off-site and a remote network connection can be made available.

# Scope of Services

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The Village is seeking a relationship with a firm to supplement full-time accounting staff on an as-needed basis. The selected firm would at a minimum be used for audit preparation work for the fiscal year 2018 audit and on an as needed basis in future years. Other needs may arise from time to time and the Village would utilize the firm as needed for accounting work, including but not limited to accounts receivable, accounts payable, and payroll functions.

## **Primary Services**

### **Audit Preparation**

The Village may contract for audit preparation services. The Village maintains its financial records largely on a cash basis throughout the year. Various adjustments and corresponding schedules are required to prepare the records for the annual audit and preparation of the Comprehensive Annual Financial Report. In addition, several schedules are required for the entity wide report preparation by the Village auditors. If awarded, the firm would be responsible for preparing adjusting entries and schedules for submission to the Comptroller.

### **Other Services**

From time to time the Village may require consulting in areas other than those listed herein. Firms shall provide a listing of various levels of staff from Partner to the Staff Accountant level along with a corresponding hourly rate for each. If needed, the Village may utilize the appropriate staff level of the firm at the stated hourly rate.

# RFP Response Instructions

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## **Proposal Format**

Proposals should be prepared simply and economically, providing a straight-forward, concise description of proposer capabilities to satisfy the requirements of this request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be placed on completeness and clarity of content. All proposal responses must be in the following format:

1. Cover Letter / Executive Summary
2. Company Background /Qualifications
3. Scope and Methodology
4. References
5. Cost Proposal
6. Attachments

The desired information in each of these sections is described below.

## **Cover Letter / Executive Summary**

The cover letter should contain the name of the proposing Company, the address of the proposing officer(s), and the contact individual(s) authorized to answer technical, price, and contract questions. Contact information should include telephone number, fax number, mailing address, and email address. The cover letter must be signed by a person or persons authorized to bind the proposer.

The Proposer shall include a brief summary that includes the factual core aspects of basic services offered, experience and qualifications of the Proposer, staff, consultants, sub-consultants and/or suppliers, a list of relevant engagements in the last five (5) years and the timeline in which they were completed and any other relevant information.

## **Company Background / Qualifications**

This section should include the full name and principal address of the company, as well as the distance of your nearest office to Village of Algonquin Ganek Municipal Center. Provide a brief overview of the general background and services provided by your firm, including size of organization, description of organization structure, and number of years in business, and experience in serving governmental entities.

Identify key staff in your company and affiliates including subcontractors or sub-consultants to fulfill the contract requirements. Provide their resumes with job descriptions and other detailed

qualification information. Include the proposed role and estimated amount of time to be spent on this project for each person.

## **Scope and Methodology**

Provide in detail how your firm would accomplish a work plan to be followed to perform the services as identified in Scope of Services. Also identify and describe any anticipated potential problems, the Firm's approach to resolving these problems and any special assistance that will be requested from the Village.

## **References**

List the most significant engagements performed in the last five (5) years that are similar to the engagement described in this Request for Proposal. Indicate the scope of work, contract period, engagement partner, and the name and telephone number of the principal client contact.

## **Cost Proposal**

The cost schedule should include a schedule of professional fees and expenses broken into categories. A sample cost schedule is attached as Exhibit A. All fees shall be rounded to and stated in US dollars and cents. All staff charges shall be charged to the nearest quarter hour. At a minimum, firms shall identify the following in the cost proposal;

- Service provided
- Staff Level
- Name of staff anticipated to work on the Village account
- Hourly rate for the initial term and two (2) renewal terms

## **Attachments**

Additional information that the proposer believes is critical to the Village's assessment of the proposal should be included in this section. As noted previously, marketing promotional materials are not desired for review of the response to the RFP.

# Evaluation Criteria

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## **Responsiveness to RFP**

The Village will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP. It is important that the responses be clear and complete so that the evaluation committee can adequately understand all aspects of the proposal.

## **Ability to Perform Required Services**

The Village will consider all the material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing contracts of this type. The proposer shall furnish acceptable evidence of their ability to perform, regarding such categories as expertise and experience. Municipal experience will be taken into consideration.

## **References**

The Village may contact references directly to inquire about the quality and type of services that have been or are currently being provided to other customers.

## **Fees**

The Village's evaluation process is not designed to simply award the contract to the lowest cost proposer. Rather, it is intended to help the Village select the vendor with the best combination of attributes including price.

## **Optional Interviews**

At the discretion of the Village, interviews may be arranged with the top finalists to assist in making a final selection. Selection shall be based upon evaluation criteria, committee's recommendations and subject to Village Board approval. It is the Village's intention to select one firm to perform all services.

# Exhibits & Attachments

## Exhibit A – Fee Schedule

<u>Service Provided</u>	<u>Name/Title</u>	<u>Unit</u>	<u>Initial Term</u>			<u>Option</u>	<u>Option</u>
			<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Bank Reconciliations	Jane Smith/Senior Accountant	Hourly	\$75.00	\$78.00	\$80.00	\$83.00	\$85.00
Audit Preparation	John Smith/Staff Accountant	Hourly	\$70.00	\$72.00	\$75.00	\$78.00	\$80.00
Audit Preparation	Jane Smith/Senior Accountant	Hourly	\$75.00	\$78.00	\$80.00	\$83.00	\$85.00
Audit Preparation	Janice Smith/Partner	Hourly	\$100.00	\$102.00	\$104.00	\$106.00	\$108.00
Other Services	John Smith/Staff Accountant	Hourly	\$70.00	\$72.00	\$75.00	\$78.00	\$80.00
Other Services	Jane Smith/Senior Accountant	Hourly	\$75.00	\$78.00	\$80.00	\$83.00	\$85.00
Other Services	Jack Smith/Manager	Hourly	\$80.00	\$82.00	\$84.00	\$86.00	\$90.00
Other Services	Janice Smith/Partner	Hourly	\$100.00	\$102.00	\$104.00	\$106.00	\$108.00
All Services	All Personnel	Trip	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00

## Attachment B – RFP Acknowledgment Form

I hereby acknowledge receipt of the Village of Algonquin Request for Proposals for Accounting Services and my firm's intent to submit a proposal in accordance with the RFP. Please send any and all communication regarding the RFP to the following individual;

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please Remit Acknowledgment Forms to:

Village of Algonquin  
Attn: Michael J. Kumbera  
2200 Harnish Drive  
Algonquin, IL 60102-5995  
e-mail: [michaelkumbera@algonquin.org](mailto:michaelkumbera@algonquin.org)

**Please Note: Responses to questions received regarding the RFP will be released on Friday, February 23, 2018 to those firms which have submitted an RFP Acknowledgment Form.**

**SCHEDULE B to Village of Algonquin  
Purchase Order Agreement**

**Contract Price – Consultant Services**

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**SEE ATTACHED**





March 28, 2018

Village of Algonquin  
2200 Harnish Drive  
Algonquin, IL 60102

We are pleased to confirm our understanding of the services we are to provide for the Village of Algonquin.

It is our understanding that Lauterbach & Amen, LLP will be providing monthly accounting assistance to the Village of Algonquin. Such assistance will be billed on a monthly basis as described in the table below.

<u>Services Provided</u>	<u>Title</u>	<u>Unit</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u> <u>(Optional)</u>	<u>Year 5</u> <u>(Optional)</u>
Bank Reconciliations	Staff Accountant	Hourly	\$ 70	\$ 70	\$ 72	\$ 72	\$ 74
Bank Reconciliations	Senior Accountant	Hourly	\$ 90	\$ 90	\$ 95	\$ 95	\$ 100
Audit Preparation	Staff Accountant	Hourly	\$ 70	\$ 70	\$ 72	\$ 72	\$ 74
Audit Preparation	Senior Accountant	Hourly	\$ 90	\$ 90	\$ 95	\$ 95	\$ 100
Audit Preparation	Partner	Hourly	\$ 120	\$ 120	\$ 125	\$ 125	\$ 130
Other Services	Staff Accountant	Hourly	\$ 70	\$ 70	\$ 72	\$ 72	\$ 74
Other Services	Senior Accountant	Hourly	\$ 90	\$ 90	\$ 95	\$ 95	\$ 100
Other Services	Partner	Hourly	\$ 120	\$ 120	\$ 125	\$ 125	\$ 130

If for any reason this arrangement becomes unacceptable, it can be terminated by either party with sixty (60) days written notice. These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

Please indicate your acceptance of the above understanding by signing below.

Cordially,

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Algonquin:

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

## A Memo From...



### VILLAGE OF ALGONQUIN

To: Tim Schloneger  
From: Michelle Weber  
Date: April 1, 2018  
Re: Liquor License Renewal – Cleanup Measures

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In the recent Liquor License Renewal process, many establishments carrying an A-1 Liquor License (which allows for consumption on premises) have changed to an A-3 Liquor License (see definitions below). An A-3 Liquor License was instituted in Algonquin when the State of Illinois began allowing establishments carrying an A-1 Liquor License to re-package a partially consumed bottle of wine, when purchased at their establishment, for travel allowing the patron to take it home.

**DEFINITIONS:**

**A-1 License:** *Which shall only permit a retail sale on the premises specified, of alcoholic liquor only for consumption on the specified premises and where the principal source of sales is food and neither alcoholic liquor nor entertainment, such food having been cooked and/or prepared on the premises.*

**A-3 License:** *which shall permit a retail sale on the premises specified of alcoholic liquor only for consumption on the specified premises and shall permit the sale of wine in sealed cartons, bottles, casks, flasks, cases or other containers where the principal source of sales is food and neither alcoholic liquor nor entertainment.*

In accordance with an ordinance passed in 2013 limiting the number of allowable liquor licenses in all classes to the number of licenses issued at that time; staff recommends passing an Ordinance effective May 1, 2018 changing the number of available A-1 licenses to twenty-three (23) and the available A-3 licenses to six (6); in consideration of the following establishments license class change:

- Biaggi's
- Monterra Grill
- Port Edwards
- Bonefish

Also, adjust the following to line up with the 2018/2019 liquor license issuance (see attached list):

- Class B (from 8 to 4 available licenses)
- Class B-1 (from 9 to 8 available licenses)
- Class B-2 (from 9 to 8 available licenses)

2018-2019 Business Name	Location	License Type	License Fee \$	Aux Fee \$
Creekside Tap	7 South Main Street Algonquin, IL 60102	A	\$ 2,000	
Riverview Restaurant & Tavern	1320 South Main Street Algonquin IL 60102	A	\$ 2,000	\$ 500
Tavern at the Bridge	101 East Algonquin Road Algonquin IL 60102	A	\$ 2,000	
Bangkok Thai & Sushi	4077 W. Algonquin Road Algonquin, IL 60102	A-1	\$ 1,500	
Bold American Fare	8 South Main Street Algonquin IL 60102	A-1	\$ 1,500	\$ 500
Buddy Z Chicago Pizzeria	2749 West Algonquin Rd. Algonquin IL 60102	A-1	\$ 1,500	
Buena Vista	220 North Harrison Street Algonquin IL 60102	A-1	\$ 1,500	
Buffalo Wild Wings	461 South Randall Road Algonquin IL 60102	A-1	\$ 1,500	\$ 500
Bull Dogs Ale House	1520 South Randall Rd Algonquin, IL 60102	A-1	\$ 1,500	\$ 500
Burnt Toast II	2520 Bunker Hill Drive Algonquin IL 60102	A-1	\$ 1,500	
Chili's Bar & Grill	1480 South Randall Road Algonquin IL 60102	A-1	\$ 1,500	
China Bistro	3979 West Algonquin Rd. Algonquin IL 60102	A-1	\$ 1,500	
Chipotle Mexican Grill	412 South Randall Road Algonquin IL 60102	A-1	\$ 1,500	\$ 500
Clarendale of Algonquin	2001 W. Algonquin Road Algonquin, IL 60102	A-1	\$ 1,500	
Colonial Café' & Icecream	2555 Bunker Hill Drive Algonquin IL 60102	A-1	\$ 1,500	
Gourmet House Restaurant	1740 East Algonquin Road Algonquin IL 60102	A-1	\$ 1,500	
Iron Horse Bar & Grill, Inc.	3965 W. Algonquin Rd Algonquin IL 60102	A-1	\$ 1,500	
Kobe Japanese Restaurant	209 South Randall Road Algonquin, IL 60102	A-1	\$ 1,500	
On the Border	1512 South Randall Road Algonquin IL 60102	A-1	\$ 1,500	\$ 500
Red Robin Gourmet Burgers	441 South Randall Road Algonquin IL 60102	A-1	\$ 1,500	\$ 500
Texan BBQ	101 North Main Street Algonquin IL 60102	A-1	\$ 1,500	
Thirsty Whale Bar & Grill, Inc.	1700 South Randall Road Algonquin IL 60102	A-1	\$ 1,500	\$ 500
Twisted Rose	1130 South Main Street Algonquin IL 60102	A-1	\$ 1,500	
WOOW Japanese Restaurant	780 South Randall Rd Algonquin, IL 60102	A-1	\$ 1,500	
Biaggi's	1524 South Randall Road Algonquin IL 60102	A-3	\$ 1,700	\$ 500
Bonefish Grill #7402	1604 South Randall Road Algonquin IL 60102	A-3	\$ 1,700	
Cucina Bella	220 South Main Street Algonquin IL 60102	A-3	\$ 1,700	

2018-2019 Business Name	Location	License Type	License Fee \$	Aux Fee \$
Houlihan's	1508 South Randall Rd Algonquin IL 60102	A-3	\$ 1,700	\$ 500
Montarra Grill	1491 South Randall Road Algonquin IL 60102	A-3	\$ 1,700	
Port Edwards Restaurant LLC	20 West Algonquin Road Algonquin IL 60102	A-3	\$ 1,700	\$ 500
Village Vintner Winery	2380 Esplanade Drive Algonquin IL 60012	A-4 A	\$ 2,000	\$ 500
Scorched Earth Brewing Co.	203 Berg Street Algonquin IL 60102	A-4 B	\$ 2,000	\$ 500
Algonquin Tobacco & Liquor	1117 South Main Street Algonquin IL 60102	B	\$ 1,500	
Armaneti Wine & Liquor	3985-87-89-91 W. Algonquin Rd, Algonquin IL 60102	B	\$ 1,500	
Binny's Beverage Depot	844 South Randall Road Algonquin IL 60102	B	\$ 1,500	
Discount Liquors	513 East Algonquin Road Algonquin IL 60102	B	\$ 1,500	
Butera Fruit Market	100 South Randall Road Algonquin, IL 60102	B-1	\$ 1,500	
Meijer Store #206	400 South Randall Road Algonquin IL 60102	B-1	\$ 1,500	
Osco Drug #3256	107 South Randall Road Algonquin IL 60102	B-1	\$ 1,500	
Osco Drug #3310	1501 East Algonquin Rd Algonquin IL 60102	B-1	\$ 1,500	
Target Store #T-1801	750 South Randall Road Algonquin IL 60102	B-1	\$ 1,500	
Walgreens #05284	1301 East Algonquin Road Algonquin IL 60102	B-1	\$ 1,500	
Walgreens #9059	4001 West Algonquin Road Algonquin IL 60102	B-1	\$ 1,500	
Walmart #5060	1410 South Randall Road Algonquin IL 60102	B-1	\$ 1,500	
7-Eleven	1495 West Algonquin Road Algonquin IL 60102	B-2	\$ 1,200	
7-ELEVEN #33784A	501 East Algonquin Road Algonquin IL 60102	B-2	\$ 1,200	
Circle K #6865	2 North Main Street Algonquin IL 60102	B-2	\$ 1,200	
Mack Oil Corporation	2390 East Algonquin Road Algonquin IL 60102	B-2	\$ 1,200	
Meijer Gas Station #206	490 South Randall Road Algonquin IL 60102	B-2	\$ 1,200	
Savour Inc.	308 South Main Street Algonquin IL 60102	B-2	\$ 1,200	
Thorntons #316	2095 E. Algonquin Road Algonquin, IL 60102	B-2	\$ 1,200	
Trader Joe's #699	1800 South Randall Road Algonquin IL 60102	B-2	\$ 1,200	
Bowlero - Randall Rd	1611 South Randall Road Algonquin IL 60102	C	\$ 1,500	

2018-2019 Business Name	Location	License Type	License Fee \$	Aux Fee \$
Golf Club of Illinois	1575 Edgewood Drive Algonquin IL 60102	C	\$ 1,500	
Terrace Hill Golf Course	4015 W. Algonquin Road, Box 7777 Algonquin IL 60102	C-1	\$ 1,000	
ALDI	425 South Randall Road Algonquin IL 60102	E	\$ 700	
Algonquin BP	1469 South Randall Road Algonquin IL 60102	E	\$ 700	
Citgo	10 S. Randall Road Algonquin IL 60102	E	\$ 700	
Buona Beef	501 S. Randall Road Algonquin, IL 60102	F	\$ 900	\$ 500
China Dragon 1	1306 East Algonquin Road Algonquin IL 60102	F	\$ 900	
El Fuego Tacos & Burritos	132 South Randall Road Algonquin IL 60102	F	\$ 900	
Georgia's Restaurant	1469 South Randall Road Algonquin IL 60102	F	\$ 900	
Giordano's of Algonquin	1505 South Randall Road Algonquin IL 60102	F	\$ 900	
Jiang's Mongolian Grill	1740 South Randall Road Algonquin IL 60102	F	\$ 900	
Kosta's Gyros	4053 West Algonquin Road Algonquin IL 60102	F	\$ 900	
Lumes Pancake House	2561 N. County Line Road Algonquin, IL 60102	F	\$ 900	
Sushi King II	1030 E. Algonquin Road Algonquin, IL 60102	F	\$ 900	
			\$ 93,500	\$ 7,000

**ORDINANCE NO. 2018-O-**  
***An Ordinance Amending Chapter 33, Liquor Control***  
***and Liquor Licensing, of the Algonquin Municipal Code***

WHEREAS, the Village of Algonquin, McHenry and Kane Counties, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ALGONQUIN, McHenry and Kane Counties, Illinois, as follows:

SECTION 1: Section 33.07-B, Paragraph 2, 4, 6, 7, and 8 Number of Licenses Issued, of the Algonquin Municipal Code shall be amended as follows:

2. Twenty-Three Class A-1 licenses at any one time.
4. Six Class A-3 licenses at one time.
6. Four Class B license at one time.
7. Eight Class B-1 license at one time.
8. Eight Class F licenses at one time.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and in effect May 1, 2018, upon approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:

Voting Nay:

Abstain:

Absent:

APPROVED:

(SEAL)

\_\_\_\_\_  
Village President John C. Schmitt

ATTEST: \_\_\_\_\_  
Village Clerk Gerald S. Kautz

Passed:

Approved:

Published:



**VILLAGE OF ALGONQUIN**  
**MEMORANDUM**

DATE: April 7, 2018

TO: Tim Schloneger, Village Manager

FROM: Todd A. Walker, SPHR, IPMA-CP, PDS  
Human Resources Director

SUBJECT: Merit Compensation Plan Annual Approval

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On an annual basis, the Village Board is provided with our recommendations for the upcoming fiscal year Merit Compensation Plan in accordance with Section 2.3.2. of the Village Personnel Policy Manual.

After reviewing internal and external equity and salary data of comparable communities, we have increased the ranges by 2%. The titles and grades have remained the same, with the exception of the changes below:

- Principal Assistant changes to Accounts Payable Specialist position, Grade 6 (no grade change)
- Addition of the Assistant GIS Coordinator position, Grade 8 (promotion of the GIS Analyst, Grade 9)

**2.3.2. *Salary and Wage Ranges***

As part of the Village's merit compensation program, the Human Resources Director shall establish salary and wage ranges for all positions based on knowledge, skills, and abilities required for each position. Salary and wage ranges may be adjusted from time to time based on compensation surveys, labor market conditions, cost of living conditions, or other relevant factors.

Please note the ranges are shown as monthly salaries in the ordinance.

I would recommend the Village adopt this proposed Merit Compensation Plan and ordinance for the 2018-2019 fiscal year.

As usual, please let me know if you have any questions on the attached documents.

Attachments



# Village of Algonquin

The Gem of the Fox River Valley

## *Fiscal Year 2018 - 2019* **MERIT COMPENSATION PLAN**

GRADE	JOB CLASSIFICATION	MONTHLY COMPENSATION		
		MINIMUM	CONTROL POINT	MAXIMUM
1	Office Clerk I / Receptionist I	\$3,116.09	\$3,585.28	\$4,054.48
2	Secretary I / Receptionist II / Account Clerk	\$3,313.53	\$3,812.92	\$4,312.31
3	Secretary II / Account Clerk I / Permit Clerk	\$3,535.92	\$4,068.66	\$4,601.39
4	Account Clerk II	\$3,768.55	\$4,336.24	\$4,903.94
5	Principal Secretary / Account Clerk III	\$3,985.93	\$4,586.15	\$5,186.38
6	Property Maintenance Inspector / Principal Assistant / Utility Billing Coordinator / Accounts Payable Specialist	\$4,227.26	\$4,863.13	\$5,499.00
7	Human Resources Generalist	\$4,483.67	\$5,158.22	\$5,832.77
8	Planner / Management Assistant / Innovation Analyst / Executive Secretary / Innovation and Technology Officer I	\$4,825.65	\$5,551.96	\$6,278.27
9	Building Inspector / Senior Accountant / Recreation Superintendent / Assistant Innovation Coordinator	\$5,244.26	\$6,137.12	\$7,029.98
10	Plumbing Inspector / Electrical Inspector / Senior Planner / Innovation Coordinator	\$5,652.75	\$6,503.55	\$7,354.35
11	Asst. to the Village Manager / Asst. Bldg. Commissioner / Technical Services Manager / PW Supervisor	\$6,320.75	\$7,240.17	\$8,159.58
12	Project Manager / Chief Utility Operator	\$6,763.33	\$7,852.60	\$8,941.87
13	PW Superintendent / Police Sergeant / Comptroller	\$7,295.12	\$8,563.83	\$9,832.54
14	Assistant PW Director / Building Commissioner	\$7,726.86	\$8,953.94	\$10,181.03
15	Human Resources Director / Deputy Police Chief / Assistant Village Manager / Community Development Director	\$8,296.11	\$9,669.74	\$11,043.37
16	Chief Innovation Officer / Finance Director	\$8,928.45	\$10,317.07	\$11,705.69
17	Police Chief / Public Works Director	\$9,533.75	\$11,244.64	\$12,955.54





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

**– M E M O R A N D U M –**

DATE: Tuesday, March 27, 2018  
TO: Mr. Robert Mitchard, II  
FROM: Mr. Shawn M. Hurtig  
SUBJECT: *Letter of Recommendation – Construction Contract*  
*Grandview Commons South Entrance*

This memo is to advise you of the recommendation I have for the bids on the **Grandview Commons South Entrance** project that the Village of Algonquin is proposing. This project is to install a parking lot entrance at the south end of the Grandview Commons commercial site, to provide access to Grandview Drive. You may recall that this was not installed as part of the commercial centers construction as at that time there was a communication breakdown between Algonquin and the Village of Carpentersville (whom is the agency in charge of the Grandview Drive Right of Way). Over the years the issue has been discussed and early in 2017 it was agreed by both parties that the entrance could finally be installed. Each bid was reviewed to ensure conformance with the bid specifications (certification, security, cost, etc..). With that I have the following comments and recommendation.

**Bids**

In total 6 pre-qualified firms were notified of the opportunity to bid. The Village received 4 bids submitted by the deadline of 3-16-18 @ 4 PM, below is a summary.

<b><u>FIRM</u></b>	<b><u>Received Total</u></b>	<b><u>Calc. Total</u></b>	<b><u>Matched</u></b>
Copenhaver	\$41,495.00	\$41,495.00	YES
Stark & Son	\$62,090.00	\$62,090.00	YES
ACI	\$44,972.00	\$44,972.00	YES
Martam	\$61,116.00	\$61,356.00	<b>NO</b>

**Analysis**

Per the bid requirements all firms submitted a cost based on 24 line items. This project has an above average cost spread, as the project is small and somewhat specialized. The project scope along with most workloads already being filled for the Spring, induced the wide spread indicated. The 2 low bids fell within 8% of each other, thus indicating that those contractors are likely more available for the project, and are more accustomed and comfortable with the Village standards.

### Budget Information:

This project did not have and engineers estimate of cost, but comparing last year's projects with similar line items, it was estimated to be around \$40K. With the low bid coming in just slightly above the estimate, it appears that there are no discrepancies in the work effort necessary to meet the Village expectations. The project is not budgeted however, there is a significant amount of unspent money in the Street Improvement Capital Improvement budget (04900300-43370) as the Glenmoor Section 1 project was constructed for nearly 600K less than budgeted.

### Recommendation

The Village has worked extensively with Copenhaver Const. of Gilberts, IL and I am supremely confident in their ability to complete the scope of this project. It is for those reasons and the analysis conducted that I recommend Copenhaver Construction for award in the amount of \$41,495.00 for the subject project contract. Please confirm this recommendation so that I may prepare the award and contract.

### Projected Project Schedule (2018)

3/8 – Notice to Bidders **(Completed)**  
3/16 – Bid Opening **(Completed)**  
3/28 – Bid Recommendation for Committee of the Whole **(Pending)**  
4/10 – Committee of the Whole Approval **(Pending)**  
4/12 – Prepare Contract Signature Documents  
4/17 – Village Board Approval  
4/30– Awarded Contractors Contract & Insurance Due  
  
5/1 – Start of Construction  
5/11 – Completion of Construction

**Grandview Commons South Access**

## Itemized List

<u>Item</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit \$</u>	<u>Total</u>
Traffic Control	LUMP	1	3300	3300
Construction Layout	LUMP	1	2600	2600
Inlet Protection	EACH	3	35	105
Tree Removal 6-15	UNIT	6	50	300
Earth Excavation	CUYD	90	33	2970
Fence Removal & Disposal	LNFT	30	10	300
Barricade Removal & Disposal	EACH	2	50	100
Curb Removal	LNFT	60	12	720
B6:12 Curb	LNFT	120	28	3360
CA 6 Base Aggregate 10"	SQYD	90	15	1350
N30 Binder 2"	TON	10	110	1100
N30 Surface 2"	TON	10	115	1150
4" Thermo Removal	LNFT	240	7	1680
8" Thermo Removal	LNFT	18	20	360
4" Thermo Install	LNFT	80	36	2880
8" PCC Driveway	SQYD	130	72	9360
Class D Patch	SQYD	10	80	800
Sidewalk Removal	SQFT	320	4	1280
4" Sidewalk	SQFT	140	9	1260
8" Sidewalk	SQFT	180	10	1800
Detectable Warning Tile	SQFT	8	40	320
Topsoil Furnish & Place 6"	SQYD	100	6	600
Seeding Class 1	SQYD	100	1	100
Netless Blanket	SQYD	100	2	200
			<b>TOTAL</b>	<b>37,935.00</b>

mobilization/demobilization

+ 3500.00

41,435.00



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

**– M E M O R A N D U M –**

DATE: September 20, 2016

TO: Tim Schloneger, Village Manager  
Committee of the Whole

FROM: Robert Mitchard, Public Works Director

SUBJECT: Recommendation for Land Acquisition  
Consulting Services

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Tim, please find the attached Amendment to the Master Agreement with CBBEL to perform land acquisition services for the three pieces of private property necessary to append to the Main Street ROW at the intersection of Cary-Algonquin Road in order to facilitate the construction of the future roundabout.

Since we are working with Mark Mathewson (MROWCO) for acquiring the parcels in the downtown area, I thought it made sense to get him going on the parcels necessary for the roundabout as it may take 12-18 months to acquire. We have Design Approval and our plats received approval by IDOT already. Long story short, we recommend proceeding with the land acquisition sooner than later, in anticipation of the future phases of the Downtown improvements.

Please place this item on the agenda of the next COTW so that the necessary action can be taken to move this on to the Board of Trustees for approval of a contract with CBBEL in the amount of \$34,400.00. The amendment is simple a pass-through charge from Mathewson Right of Way Company to facilitate this work through the Village Engineer's offices. CBBEL has not added any fees to this agreement. We have successfully used Mathewson Right of Way Company previously for the property acquisition of the wetland complex on the east side of Randall Road.

**Consulting Engineering  
Master Agreement Work Order Form**

**I. Incorporation of Master Agreement**

All terms and conditions contained within the Village Engineer Master Agreement executed between the parties shall be applicable to the work to be performed under this Work Order and shall be deemed to be fully incorporated as if fully set forth herein.

**II. Project Understanding**

**A. General Understanding/Assumptions**

Mathewson Right of Way Company (MROWCO) shall provide to CBBEL, on behalf of Village of Algonquin (VILLAGE), consulting services for the acquisition of right of way for Main Street (PROJECT).

The PROJECT shall consist of the acquisition of approximately 3 parcels.

All services called for in this AGREEMENT will be conducted by an individual or individuals whose qualifications have been approved by the Illinois Department of Transportation, when applicable.

All services within the scope of this AGREEMENT shall be performed, where applicable, in accordance with the Land Acquisition Policies and Procedures Manual, hereinafter referred to as the LAPPM.

Determinations of fair market value performed by the Appraiser shall be in accordance with the LAPPM.

The Appraiser shall make a detailed inspection of the properties and make such investigations and studies as are necessary to derive sound conclusions for the preparation of appraisal reports.

Valuations shall be prepared as outlined in the LAPPM. The format to be used shall be one of the following types as described in the LAPPM:

- Non-Complex Appraisal Report
- Complex Appraisal Report

The Appraiser is to determine which type of appraisal format should be used for each parcel and obtain the VILLAGE'S concurrence. MROWCO shall provide a copy of an appraisal of each parcel together with Improvement Disposition Values form to be submitted to the VILLAGE for approval.

Property needed shall be acquired by fee simple, dedication, permanent easement, temporary use permit, or temporary easement as determined and shown on the right of way plan furnished by the VILLAGE.

It may be necessary for a completed appraisal to be updated for condemnation purposes or revised due to a change in the ROW plat or due to new information provided by the VILLAGE. These updates or revisions will be assigned to the Appraiser in a separate work order as the need arises. An Appraiser's revision of the appraisal due to the Review Appraiser's comments or corrections does not constitute an update or revision that would necessitate a separate work order.

On parcels that require the acquisition of a residence, it may be necessary for the Appraiser to perform an additional analysis to determine an allocated value for the residence and home site as separate from the whole parcel to be acquired. This would be needed for relocation purposes and is not to be included in the appraisal report. The cost for the additional appraisal analysis will be established in the work order for that appraisal.

The Appraiser shall prepare a comparable sales brochure in accordance with the LAPPM for each project and as directed by the VILLAGE.

The Appraiser shall prepare grids that compare comparable sales to the subject parcel, where appropriate.

The Appraiser shall include land and improvement allocations in the comparable sales data section of all appraisals.

The Non-Complex Appraisal Report and Complex Appraisal Report, and an updated or revised appraisal report, shall be deemed complete when an acceptable appraisal report is submitted by MROWCO and approved by the VILLAGE.

Appearances in court and/or pretrial conferences, which include depositions and preparation time for depositions and court, may be required for the appraisal services requested herein. The time spent at such appearance or appearances shall be made upon request of the VILLAGE or its trial counsel and shall be paid for as specified in Exhibit B.

Appraiser may be asked to perform a Cost Analysis for budgetary purposes.

Appraiser may be asked to provide a Comparable Sales Book as an on-going assignment independent of individual appraisals.

MROWCO staff may assist in the preparation of appraisal work.

**B. Design Criteria**  
N/A

**III. Scope of Services**

**Task 1 - Project Management**

**Task 2 - Title Commitments, Later Dates & Title Documents**

**Task 3 - Appraisals**

**Task 4 - Appraisal Reviews**

**Task 5 - Negotiations**

**Task 6 - Closing Fees**

**IV. Man-Hour & Fee Summary**

**Task 1 - Project Management**

Service Provided by Others (MROWCO) \$ 2,000

**Task 2 - Title Commitments, Later Dates & Title Documents**

Service Provided by Others (MROWCO) \$ 2,400

**Task 3 - Appraisals**

Service Provided by Others (MROWCO) \$10,500

**Task 4 - Appraisal Reviews**

Service Provided by Others (MROWCO) \$ 4,500

**Task 5 - Negotiations**

Service Provided by Others (MROWCO) \$12,000

**Task 6 - Closing Fees**

Service Provided by Others (MROWCO) \$ 3,000

**TOTAL** **\$34,400**

**Direct Costs**

VILLAGE OF ALGONQUIN

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
**STANDARD CHARGES FOR PROFESSIONAL SERVICES**

<u>Personnel</u>	<u>Charges (\$/Hr)</u>
Principal .....	210
Engineer VI.....	184
Engineer V .....	150
Engineer IV .....	121
Engineer III .....	112
Engineer I/II.....	91
Survey V .....	150
Survey IV .....	115
Survey III .....	110
Survey II.....	86
Survey I.....	67
Resource Planner V.....	102
Resource Planner IV .....	97
Resource Planner III .....	88
Resource Planner II.....	80
Engineering Technician IV .....	115
Engineering Technician III .....	95
Engineering Technician I/II .....	87
CAD Manager.....	121
Assistant CAD Manager .....	115
CAD II .....	112
CAD I.....	87
GIS Specialist III.....	107
GIS Specialist I/II .....	60
Environmental Resource Specialist V .....	133
Environmental Resource Specialist IV .....	121
Environmental Resource Specialist III .....	102
Environmental Resource Specialist II.....	83
Environmental Resource Technician .....	78
Administrative.....	79
Engineering Intern .....	46
Survey Intern.....	46
Information Technician III.....	84
Information Technician I/II.....	54