



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held in Village Board Room
November 20, 2018**

AGENDA ITEM 1: Roll Call to Establish a Quorum

Trustee Janice Jasper, Chairperson, called the Committee of the Whole meeting to order at 7:50 p.m. Present: Trustees Debby Sosine, Janis Jasper, Jerry Glogowski, Laura Brehmer, Jim Steigert, John Spella, and President Schmitt. A quorum was established.

Staff Members Present: Village Manager, Tim Schloneger; Senior Planner, Ben Mason; Public Works Director, Bob Mitchard; Police Chief, John Bucci; Deputy Village Clerk, Michelle Weber; and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment
None

AGENDA ITEM 3: Community Development

A. Consider a Special Use Permit for Clocktower Cupcakes Located on S. Harrison Street

Mr. Ben Mason Presented:

Mr. Ken and Donna Stratton have submitted a petition for Special Use Permit for a residential dwelling use on a portion of the ground floor of the building at 123 S. Harrison Street. The property is located in the village's Old Town District just south of Cornish Park and attached please find a map of the location. The subject property is zoned B-1 Business, Limited Retail and consists of an 1890s Victorian era home. The house has been occupied by businesses in the past, however most recently it has been used as a single-family residence.

The new owners propose to establish a "live/work" use of the property, whereby they would operate Clock Tower Cupcakes Shoppe in the front half of the home's main floor, and occupy the rear half of the ground floor as well as upper story for their own private residence.

A floor plan submitted by the petitioner for their proposed use of the home's main floor. There will be separate entrances to the retail and residential portions. The large room at the rear of the first floor is the home's residential kitchen. The petitioner is proposing to add a commercial kitchen and public bathroom toward the front to accommodate their retail operations.

Current zoning regulations for commercial-zoned property downtown allow "by-right" a residential dwelling unit on the second floor of a structure. A Special Use Permit in this case is therefore only required to use the rear half of the building's ground floor as part of the residential dwelling. Since the property will once again be occupied by a business tenant, consistent with the property's underlying zoning designation, Staff supports the request for a Special Use Permit to allow for residential use of the rear half of the first floor.

On November 12, 2018 the Planning and Zoning Commission considered the petition and unanimously recommended approval (6-0) of the request for the Special Use Permit for residential use of the first floor of the B-1, Business zoned property at 123 S. Harrison Street.

Staff concurs with the Planning and Zoning Commission and recommends approval of the Special Use Permit, subject to the following conditions:

1. Terms of the Special Use Permit shall follow the village's Zoning Code, whereby, any special use that has been discontinued for a period of six consecutive months shall be considered terminated. Should the Special Use approval be terminated, residential use of the ground floor shall not be re-established in the future unless the Village Board grants a new special use permit request.
2. The petitioner shall apply for all necessary building and sign permits through the Community Development Department prior to opening the business.

3. Any exterior improvements to the structure shall be required to following the village's Preservation Code guidelines and obtain a Certificate of Appropriateness.

Mr. Glogowski asked about signage and a crosswalk near the establishment. Mr. Mason indicated the signage would have to follow the Code for the historic area and the Streets Department is aware of the crosswalk.

Ms. Jasper asked for clarification, on the plans it looks as though they are installing a commercial kitchen and they will have a residential kitchen all on the first floor. Mr. Mason indicated that is correct.

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

AGENDA ITEM 4: General Administration

A. Consider Certain Items as Surplus

Reporting Tim Schloneger:

Certain electronic devices (43 Monitors, 28 Desktop Computers, 26 Laptop Computers, and 10 Printers) that are requested to be declared surplus. The surplus items represent used equipment from the Village of Algonquin. All items considered are beyond their useful service life and will be recycled to clean up storage areas.

Staff recommends the declaration of surplus for the unusable devices.

Ms. Sosine asked if these items would be recycled. Mr. Schloneger indicated that these items will be recycled and that staff is working with Elgin Recycling for this.

Ms. Brehmer asked if there was a plan to have an electronic recycle drop-off event in the future. Deputy Clerk Weber indicated, due to the cost involved to the residents to recycle monitors and other devices, it is more economical and convenient for residents to utilize the curbside collection through Groot. A resident can have up to 6 items collected curbside for \$30.

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

B. Consider a Site Access Agreement with Chicago SMSA/Verizon for the Jacobs Water Tower

Reporting Tim Schloneger:

The proposed Site Access Agreement (SAA) between the Village of Algonquin and Chicago SMSA/Verizon for grounds access to perform a site investigation at the Jacobs Water Tower (2600 Bunker Hill Road). The primary purpose for this agreement is for Verizon to conduct a Site Investigation at the property as Verizon is interested in collocating cellular equipment on Jacobs Tower. This activity is required prior to proceeding forward with a Site Lease Agreement (SLA). Verizon will have until May 2019 to conduct its tests on the site.

Ms. Sosine asked if this was different than what is currently at the other water tower sites and will they be on the water tower? Mr. Schloneger indicated that this is similar. The only difference is that this is new template language related to a generator installation, then Verizon will come back to the Board will a negotiated lease agreement. Yes, they will be on the water tower.

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

C. Consider Increasing the Number of Liquor Licenses in Class A and Class A-1

Reporting Tim Schloneger:

Bull's Eye Pub & Eatery, LLC, 229 S. Main Street, Algonquin, a new restaurant opening soon in our downtown area. Has submitted an application for a Class A Liquor License, which would allow them to serve alcohol for consumption on premises and permit the sale of alcohol for consumption off premises.

Burrito Inc., Burrito Parrilla Mexicana, 2321 W. Algonquin Road, Algonquin, a new restaurant opening in the former Fradillio's building. Has applied for a Class A-1 liquor License. This license will allow them to serve alcohol for consumption on their premises.
Staff recommends that the change in the number of available licenses be approved.

The consensus was to pass on to the Board for approval.

AGENDA ITEM 5: Public Works & Safety

Bob Mitchard reporting:

A. Consider an Agreement with Nilco, Inc. of Woodstock for Downtown Snow Removal

Public Works General Services received bids for contracted snow removal for two different work activities this week. One bid is for snow removal in various cul-de-sacs and eyebrows located throughout town, and the other is for snow removal for streets, walks, and parking areas throughout the downtown area. The bid numbers requested reflect the costs expected for an average season. The reality of each season may require significantly more or less costs, dependent upon the amount of snowfall received. For the Downtown Snow Removal three (3) bids were received. Nilco was the lowest responsible bidder, with a seasonal estimate of \$111,735.00. The bid pricing includes snow removal for the streets and sidewalks and all public walkways.

Mr. Glogowski asked if this type of snow removal been done before? Mr. Mitchard indicated that staff used to do this during the evening hours, when the businesses were closed. Due to the downtown revitalization and more foot traffic and parking we need to change the operation and do more during business hours. By hiring the contractor to do this, our staff can concentrate on keeping the major roadways and residential streets cleared for traffic.

Ms. Brehmer asked, since we have had problems with Nilco and their performance during the landscape contract, will someone be directly in charge of overseeing their performance and are they familiar with snow removal on brick pavers? Mr. Mitchard indicated that Vince Kilcullen, Streets Foreman, will be directly in charge of oversight of this contractor. Also, in the conversations staff has had with the contractor we have been very clear of our expectations. Yes, Nilco has experience with brick paver snow removal and has purchased special equipment and de-ice material for the project.

Ms. Sosine asked, do we have a plan B, if Nilco does not meet our expectations? Mr. Mitchard indicated that Greve Construction also bid for the project, we can hire them or another contractor.

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

B. Consider an Agreement with Langton Group, of Woodstock for the Cul-de-sac and Eyebrow Snow Removal

For the Cul-de-sac and Eyebrow Snow Removal two (2) responsible bids were received. Langton Group was the lowest responsible bidder, with a seasonal estimate of \$123,844.56.

Mr. Mitchard explained that typically our plows do a sweep with our larger equipment (4 wheel and 6 wheel dump trucks) during the snow event and then the contractor will finish it off with their smaller trucks. Staff meet with Langton Group today and they were very responsive to our requirements and come highly recommended.

Ms. Sosine asked if this is more cul-de-sacs than we normally contract out. Mr. Mitchard explained that we used to contract about ½ the cul-de-sacs out in prior years. Due to lack of small trucks and staff

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

C. Consider an Amendment to Appendix B. 6A.28-C, Manual Meter Reading Fee

Bob Mitchard reporting:

In the midst of the water meter change out program, we have received concerns from residents worried about having a smart meter in their home due to the radio frequencies. With that said, we are concerned

that some residents will opt out of the installation of the smart meter in their home. Therefore, we are requesting that we increase the manual meter reading fee to reflect labor costs of reading the meter. Staff calculated 30 minutes per manual read. Meters vehicle cost to operate is \$6.74 per half hour and loaded cost of employee is \$26.85 per half hour, which is more than what staff proposes. Currently our municipal code allows for a \$7.00 charge for each manual read, we request the fee be increased to \$25.00 to accurately reflect the cost of a manual meter read. calculations are based off from 30 minutes per manual read. Meters vehicle cost to operate is \$6.74 per half hour and loaded cost of employee is \$26.85 per half hour, which is more than proposing for. The fee has not been reviewed in 22+ years. Currently, there are no residents that request manual reads. However, approximately 1% meters are currently read manually due to equipment failure.

After some discussion, it was recommended that the increase of the manual meter reading fee reflect the actual amount of the cost to manually read the meter. Thus increasing the amount of the fee from \$7.00 to \$34.00, not \$25.00 as recommended by staff.

Ms. Jasper asked if all were in favor of the \$34.00 manual reading fee. The consensus was to move the increase of \$34.00 to the Board for approval.

D. Consider an Agreement with Sebert Landscaping for the 2019 Landscaping Services

We had a very difficult time securing quality performance from our landscape contractor this year. In an effort to provide the quality services the residents deserve for next season, we sent out a new request for proposals for landscape contracting to five reputable organizations within our region. We received two proposals, one from Sebert Landscaping of Bartlett, IL, and in addition, one from the Acres Landscape Group of Wauconda, IL.

Sebert Landscaping was the low proposer at a submitted cost of \$342,681. The work includes all Village-owned property that requires this type of work (center medians, roadway right-of-ways, parklands, bike path edging, municipal facilities, water towers, lift stations, etc.). I am familiar with the work of this organization and they have previously proven their ability to perform at a reputable level. Therefore, I am recommending the award of this work to Sebert Landscaping of Bartlett, IL.

Staff is also requesting a pre-budget consideration in signing a purchase agreement, or a resolution committing to such budgetary funding in the next fiscal year.

With such a large scale of work, the new vendor will need the winter months to secure the staffing and acquire/commit the equipment for this large account. A purchase agreement or resolution will provide our commitment to our new vendor and allow them to prepare appropriately to perform these services.

Mr. Steigert asked if the weather is like the last couple years, where the rain/sun combination was conducive for optimum grass growth, will this contractor be able to handle it?

Mr. Mitchard responded, he is confident that this contractor will be able to handle any type of condition. They are a large company and do other larger municipalities such as Schaumburg without issued. They come highly recommended.

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

AGENDA ITEM 7: Executive Session

None.

AGENDA ITEM 8: Other Business

None

AGENDA ITEM 9: Adjournment

There being no further business, the Committee of the Whole meeting was adjourned at 8:22 p.m.

Submitted: Michelle Weber, Deputy Village Clerk