



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held in Village Board Room
April 9, 2019**

AGENDA ITEM 1: Roll Call – Establish A Quorum

Trustee Glogowski, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m. Present: Trustees Debby Sosine, John Spella, Janis Jasper, Jerry Glogowski, Laura Brehmer, Jim Steigert, and President Schmitt. A quorum was established.

Staff Members Present: Manager, Tim Schloneger; Assistant Village Manager, Mike Kumbera; Community Development Director, Russ Farnum; Public Works Director, Bob Mitchard; Police Chief, John Bucci; Internals Services Supervisor, Mike Reif; Village Clerk, Jerry Kautz; and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment – Audience Participation
None

AGENDA ITEM 3: Community Development
Russ Farnum reporting

A. Consider the Following Special Events:

• **River Bottom Pet Adoption Event and Parade**

Riverbottom Pet Party & 1st Annual Summer kick off Pet Parade, Saturday May 11, 2019, 12 to 4 pm, Main Street and Washington Corridor.

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

• **American Legion Memorial Day Parade**

(Gary Jensen, Jim Mertz attended)

Annual event. To remember and honor American Veterans that died. This year is special as it is the 100th Anniversary of the American Legion, 1919 to 2019. Monday May 27, 10am to noon. Besides several guest speakers, there will be a military helicopter for spectators to view.

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

• **Algonquin Aces Memorial Day Tournament Bash**

Fast pitch softball tournament for girls ages 10 through 14. May 25 & 26, 2019 (Monday rain date) 8 9am to 6pm at Presidential, Algonquin Lakes and Kelliher parks. Prep and install fences on May 24th

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

• **Scorched Earth Fest**

Annual Scorched Earth Day Fest in parking lot to celebrate Spring and Scorched Earth Day on April 26, and 27, 2019 from 3 pm to 10 pm, with set up on April 25. This year there will be a hatchet throwing event within a contained trailer. Revenues to be used for expenses and activities with a portion being donate to charity. This event has been held in the past with no problems.

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

AGENDA ITEM 4: General Administration

A. Consider an Ordinance Amending the 2019/2020 Merit Compensation Plan

Tim Schloneger reporting

According to Section 2.3.2 of the Village Policy Manual, on an annual basis in the early spring staff provides the Village Board our recommendations for the upcoming fiscal year Merit Compensation Plan (2019/2020). Once again Staff is seeking the Board's consideration and approval on amending this document.

After reviewing internal and external equity and salary data of comparable communities, this year we are recommending the following changes:

1. We broaden the merit ranges (minimum to maximum) to become more comparable and marketable to our surrounding agencies;
2. We change a few titles to reflect changing responsibilities:
 - a. Grade 2: change the title of "Secretary I" to "Administrative Assistant I"

- b. Grade 3: change the title of "Secretary II" to "Administrative Assistant II"
 - c. Grade 5: change the title of "Principal Secretary" to "Administrative Specialist I"
 - d. Grade 6: change the title of "Principal Assistant" to "Administrative Specialist II"
 - e. Grade 8: change the title of "Executive Secretary" to "Executive Assistant"
3. We move a two positions up a grade to reflect responsibilities and comparable agencies.
- a. Grade 15: Move Assistant Village Manager and Community Development Director from Grade 15 to Grade 16.

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.

The consensus was to move this to the Board for approval.

B. Consider an Agreement with MAP Police Officer – Chapter 78 for Period May 2017-April 2021

Tim Schloneger reporting

Consider final document for our Chapter 78 (MAP Police Officers) contract. The agreement is for the period of 5/1/2017 through 4/30/2021. The revised version reflects all changes made since our last agreement. Though we did discuss most of these changes at our last executive session, the remaining changes were the decision of the Arbitrator and therefore are binding and nonnegotiable. Recommendation is to approve this agreement.

The consensus was to move this to the Board for approval.

C. Consider an Ordinance Amending Chapter 2.08-A of the Algonquin Municipal Code

Tim Schloneger reporting

The Board of Trustees shall meet as a Committee of the Whole on the second and third Tuesdays of each month. The meetings on the second Tuesday of the month shall begin at 7:30 p.m. The meeting on the third Tuesday of the month shall begin upon the completion of the preceding Village Board meeting, but in no event earlier than 7:45 p.m. The Committee of the Whole meetings shall be held in the Village Hall. In the event there is not sufficient business to bring before the Committee the meeting may be cancelled by the Chairperson and notice of said cancellation shall be given to the members and posted at the Village Hall, as well as provided to all media who have filed an annual request for such notice. A Trustee shall chair the Committee of the Whole meetings. At the annual meeting the President shall announce the Committee of the Whole chairperson schedule for the coming year. Each Trustee shall serve as chairperson for two consecutive months. The Manager shall arrange for the preparation and submittal of all meeting minutes. The Clerk shall be responsible for the preparation and submittal of all meeting minutes. Section 2.04-D shall govern attendance at Committee of the Whole meetings.

The consensus was to move this to the Board for approval.

D. Consider an Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing, Amending the Number of Available Liquor Licenses in Certain Classes

Tim Schloneger reporting

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. Please consider the attached proposed ordinance changing the following:

The following liquor license holders either chose to not renew their liquor license or changed the class of license. As a cleanup measure, amend the number of available liquor licenses in the following classes:

- Increasing the number of available Class A-1 liquor licenses from 26 to 27, to accommodate Georgia's Restaurant and Pancakes House's request to change from a Class F (Beer and Wine Only for Consumption on the Premises) to a Class A-1 (Alcoholic Liquor for Consumption on the Premises).
- Decrease the number of available Class F liquor licenses to accommodate the change of license class for Georgia's Pancake House, as explained above, and the closing of Lumes Pancake House.

The consensus was to move this item to the Board for approval.

E. Consider an Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing, Adding Additional Types of Licenses and Amending the Description of Class A License

Chief Bucci Reporting

In recent months, staff has been approached by Salon, Art Studio, and Fitness Facility owners wanting to serve/allow alcohol within their establishment. After some research, and comparing regulations in neighboring communities, to accommodate this growing trend we recommend the following changes to Chapter 33, Liquor Control and Liquor Licensing:

1. Add an additional class of license to allow a Full Service Personal Care Establishment, defined as a business establishment that offers multiple personal care services (at least 4 different services in addition to serving of beer and/or wine) which may include, but not be limited to, hair treatments, haircuts, nail treatments, body packs and wraps, exfoliation, waxing, aromatherapy, and facials. This Class of Liquor License would allow, as previously defined, a Full Service Personal Care Establishment to serve (not sell) and consume beer and/or wine only for consumption on the licensed premises as an incidental part of a full service personal care service. A Full Service Personal Care Establishment license shall be subject to the following conditions and limitations:

- A. Limited Individual Servings: The serving of beer and/or wine intended for consumption on the licensed premises shall be limited to individual servings of beer and/or wine as part of a package of personal care services. No more than two (2) servings of beer (each not to exceed 8 ounces) or wine (each not to exceed 4 ounces) per customer shall be permitted on the licensed premises per calendar day.
- B. Incidental to Business Operation: The serving of beer and/or wine for consumption on the licensed premises shall be merely incidental to the primary business operation of the licensed premises of a full service personal care services establishment, and the licensed premises shall not be advertised or otherwise held out to be a drinking establishment.
- C. Permitted Hours for serving and/or consumption of beer and/or wine: In no case shall the serving, and/or consumption on the licensed premises of beer and/or wine take place outside of the normal business hours of the licensed premises and, in any event, not outside of the hours for liquor service as otherwise permitted by this chapter.
- D. Live Entertainment Prohibited: No live entertainment of any nature shall be permitted on the licensed premises
- E. No Signs: No sign or any other external indicia shall be permitted on the licensed premises or surrounding property that indicates that alcoholic liquor is available for serving at the licensed premises.
- F. No license will be issued to a personal care facility within 100 feet of a licensed daycare or child care facility.

2. Amend the Bring Your Own Bottle (BYOB) Section of the Municipal Code by adding a BYOB Class of Liquor License to allow certain types of establishments to allow patrons to bring their own into the establishment. By definition, a Bring Your Own Bottle Establishment consist of an establishment that does not sell at retail alcoholic liquor, nor currently holds or previous held an Algonquin Liquor License to sell alcoholic liquor at retail. The establishment would allow the consumption of Beer or Wine Only on the premises. The establishment does not prepare food, nor currently fits in a category that is already described in the Algonquin Municipal Codes Chapter 33, an establishment such as but not limited to Art Studio, Fitness Studio, Dance Studio, or a similar service business.

The following conditions would apply to a BYOB establishment:

- A. The No more than one (1) bottle of wine per patron over the age of twenty-one (21) shall be permitted to be uncorked;
- B. The licensee shall only permit BYOB to occur on the premises in conjunction with the purchase of a service within the establishment;
- C. Only patrons that are participating in the service shall be permitted to consume wine and or beer that has been provided by the patron;
- D. The licensee may provide glassware and ice to patrons and may uncork a bottle of wine, pour it and control its consumption for a corkage fee;
- E. All employees who perform corkage duties shall be BASSET trained and shall serve the wine as if it was purchased in the establishment complying with all State and local laws;
- F. It shall be unlawful for any person to carry, transport or possess liquor in an unsealed and open condition.

Both new types of license must follow all guidelines of any other class of license (i.e. background check, BASSET Training, "Under 21 Signage", insurance, etc.). Staff recommends the fee for a Full Service Personal Care Facility and a Bring Your Own Bottle License would have a one-time non-refundable \$500.00 application fee and an annual license fee of \$900.00.

Also in attendance was a representative from a A'vion a local Salon & Spa that has applied for a license to answer any questions.

Following some discussion, consensus of the Committee of the Whole was to forward this item to the Board for approval.

F. Consider Resolution Authorizing the Village Manager to Execute a Master Equity Lease Agreement with Enterprise Fleet Management Trust for Lease of Municipal Vehicles

Mike Kumbera, and Raymond Jess, Enterprise Fleet Management reporting

Over the past several months, staff has been working with Enterprise Fleet Management to evaluate the condition of our municipal vehicles and develop a long-term strategy for replacement. Currently, the Village operates and maintains approximately 125 vehicles and heavy equipment.

Current Status: On an annual basis, staff on our Vehicle Maintenance team assesses municipal vehicles using a "point system" derived from the American Public Works Association (APWA). This methodology includes objective measures such as age, mileage, and maintenance costs along with subjective measures such as use, reliability, and condition. The end result rates each vehicle with a certain number of points to prioritize vehicle replacement need.

In 2019, approximately 30 percent of the Village's fleet meets "Priority Replacement" criteria with typically age, maintenance costs, and condition as the primary drivers. In 2018, the Village replaced eight (8) vehicles of the 33 recommended (27 percent) amount. In 2019, the proposed budget provides for the replacement of three (3) vehicles of the 37 recommended (8 percent) amount. This will be a difficult trend to reverse as Vehicle Replacement Fund reserves are at low levels and current financial resources often compete with other operational and policy priorities.

Alternative Strategies: There are two variables considered, "run it until it dies" strategy and the preferred "lowest total cost of ownership" approach. Holding a vehicle in your fleet for too long drives up the overall total cost of ownership for two (2) primary reasons:

1. Operating and maintenance costs are highest towards the end of the vehicle's life.
2. Vehicle is fully depreciated and there is little to no residual value.

Proposed Solution Enterprise Fleet Management (EFM) provides turnkey fleet management services to private and public sector clients including vehicle acquisition and remarketing. By partnering with EFM, the Village is able to retain its governmental purchasing power under State of Illinois pricing while tapping into the market insights and scale of Enterprise. EFM value added is two-fold:

1. EFM will make recommendations regarding acquisition of vehicles to minimize the Village's total cost of ownership and coordinate the ordering/delivery of vehicles.

2. EFM will prepare, condition, and remarket the Village's surplus vehicles to maximize resale value.

By maintaining a fleet of vehicles with a healthy life cycle, the Village can significantly reduce maintenance costs, increase operational capacity, improve fuel economy of fleet, and improve employee and public safety (air bags, sensors, cameras, etc.). Further, long-term, it is possible for the Village to cycle its fleet in a cost-neutral manner, due to growing equity position as vehicles cycle.

Limitations: At this time, staff is limiting the program to only administrative and light truck vehicles (approximately 37 total) as a pilot study approach to implementation. Large CDL-type trucks and Police squads are being excluded from the initial implementation. Upon checking references, a concern for the program was the "gold-plating" of vehicle selections. Provided favorable approval by the Village Board, staff will draft a vehicle replacement policy that mandates vehicles purchased through the program by default will be those with the lowest total cost of ownership as recommended by EFM, unless an exception is necessary based on a substantiated business necessity.

Finally, to reach a point where fleet cycling can be cost-neutral (or positive equity), a long term commitment is necessary.

Summary: There are several attachments to this memo that show the fleet cycling model proposed for the Village. For FY 19/20, approximately 17 vehicles are proposed to be cycled and replaced with a vehicle to

deliver the lowest total cost of operating on a short term lease. The proposed budgeted amount for all funds is \$100,000 – which includes principal and interest payments for the vehicles, Enterprise's monthly management fee, and fees for EFM to remarket the vehicle(s) that will have their leases end in the fiscal year.

Staff is exploring opportunities in the future to add an intergovernmental agreement for fleet maintenance services to in-source work from a local government with any capacity gained by reduced maintenance activity with a newer fleet. The Vehicle Maintenance team currently provides this service for the Algonquin-Lake in the Hills Fire Protection District which benefits both agencies and ultimately Algonquin taxpayers by driving down costs.

Following Raymond Jess's, Enterprise Fleet Management presentation several questions as to how the Village can save funds by going to this program were asked. The bottom line is that several thousand dollars can be saved as well as better fleet management. Ten savings of \$167,900 with average sustainable savings of \$17,156.

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

AGENDA ITEM 5: Public Works & Safety

A. Consider an Agreement with Allstar Asphalt for the Asphalt Bike Path Repair and Patching Project

Bob Mitchard reporting

Bids were opened on March 19, 2019 for contracted service for asphalt bike path repair. There were 7 bidders on the program with Allstar Asphalt out of Wheeling, IL coming in the lowest at \$129,250.00 This contract will remove and replace approximately 5,000 square yards of failed bike at various locations throughout the Village. Although we have not used this contractor before, provided references were checked. This company has done similar work in many communities throughout the Chicago and check references reported favorable results. Money has been budgeted in the Motor Fuel Tax Fund to pay for this service. Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Allstar Asphalt to perform asphalt bike path repair for the bid price of \$129,250.00.

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

B. Consider an Agreement with Arrow Road Construction for the 2019 MFT Purchase of Asphalt Material Letting

Bob Mitchard reporting

Staff received a recommendation letter from Lee Fell of Christopher B. Burke Engineering, referencing the bids for providing asphalt binder and surface materials for the 2019 construction season to be used for roadway patches throughout the Village of Algonquin. The final bid amounts, as expressed in Mr. Fell's letter, include the tonnage cost of the materials and trucking cost to deliver it to the job site. MFT and IDOT bidding requires us to bid the product at a delivered price.

It is our recommendation that the Committee of the Whole take the necessary action to move this bid on to the full Board of Trustees for approval of the annual contract with Arrow Road Construction for \$231,800.00, which is well over our budgeted amount in the Motor Fuel Tax Fund and in the General Services budgets. It is our intention to spend only the amount budgeted, as Village employees and equipment will transport materials from the local plant, reducing the contract cost significantly.

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

C. Consider Amending Chapter 43.30, Sales of Tobacco

Chief Bucci Reporting

In response to the growing momentum of an initiative known as Tobacco 21 which proposes raising the minimum legal age to purchase tobacco products from 18 to 21, the Algonquin Police Department proposes the following changes to Chapter 43.30 Sale of Tobacco:

- 1 The village will raise the legal age to purchase tobacco products to 21 years of age.
- 2 The age in which a person can possess tobacco will be 18 years of age.
- 3 Add language to include Electronic Cigarettes to the chapter.

This initiative is backed by the American Heart Association, the Respiratory Health Association, Tobacco Free Kids, the American Lung Association, and others, and if passed, the Village of Algonquin will join with the Village of Lake in the Hills in being two of the first communities in McHenry County to raise the minimum purchase age.

Communities that have already raised the purchase age to 21 include Barrington, Round Lake Beach, Elgin, and Des Plaines.

During discussion, Trustee Brehmer suggested raising the possession age to 19 years old as there are some high school students at that age. A violation could be fines and public service. Attorney Cahill said that raising the age to 19 could cause litigation against the village and would not recommend being a test case in the courts.

Following discussion, the consensus was to move this item forward for approval as recommended.

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7: Other Business

(1) Mr. Mitchard stated there is an emergency with N. River Road falling apart due to the severe winter weather and in desperate need of repair right now. A band-aid repair came in at a low bid from Arrow Road Construction in the amount of \$236,063.70 and to be done as soon as possible.

Consensus of the Committee of the Whole was to forward this item to the Board for approval.

AGENDA ITEM 8: Adjournment
Being no further business, the meeting was adjourned at 9:22 pm.

Submitted by: Jerry Kautz, Village Clerk