



**Village of Algonquin  
Minutes of the Committee of the Whole Meeting  
Held in Village Board Room  
May 14, 2019**

**AGENDA ITEM 1:** Roll Call – Establish A Quorum

Trustee John Spella, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m. Present: Trustees Jim Steigert, Janis Jasper, Jerry Glogowski, Debby Sosine, Laura Brehmer, John Spella, and President Schmitt. A quorum was established. Staff Members Present: Village Manager, Tim Schloneger; Community Development Director, Russ Farnum; Assistant Public Works Director, Michele Zimmerman; Police Chief, John Bucci; Village Clerk, Jerry Kautz; and Village Attorney, Kelly Cahill.

**AGENDA ITEM 2:** Public Comment  
None

**AGENDA ITEM 3:** Community Development  
Russ Farnum Presented

**A. Consider the Following Special Events:**

1. Algonquin Trails Swim Team Invitational, June 22, 2019

The Algonquin Trails Swim Team is holding their annual Invitational tournament on Saturday, June 22, at Armstrong Lions Municipal Pool. The Lions Club is doing the food tent, and the application and supporting materials are in order. The Trails Swim Team is also asking permission for the ability to provide service by food trucks at their other home swim meets of May 30, June 4, June 18 and July 2. If Board permission is granted, Staff will work with the Team to coordinate details to implement the food truck idea, which would primarily include provisions for power and water, as well as approval by the McHenry County Health Department and possibly permission by District 300 for use of their property. This is an annual event and Staff has never had any issues with the Team or its events. Concurrence to move this forward for Board approval is recommended. If the Committee concurs, the Board could approve this event for multiple (say four) additional forthcoming years (5 years in total) without further Board action.

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

2. Clarendale Car Show, June 30, 2019

This will be the second year that Clarendale held this car show, which is coordinated by BGV Motorsports, a well-seasoned car show coordinator. The cars are lined up within Clarendale's parking lot, and traffic control is provided by Lake in the Hills PD (Algonquin Road is LITH jurisdiction adjacent to Clarendale). The application is complete and the supporting materials are in order. The event is completely held on private property owned by Clarendale. They are proposing a DJ with a sound system from 10 am to 3 pm. This is an annual event with a well-respected coordinator, and Staff has not had any issues with this event. Concurrence to move this forward for Board approval is recommended. If the Committee concurs, the Board could approve this event for four additional forthcoming years without further Board action.

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

3. Lions Club Bags Tournament, August 18, 2019

The Lions Club is again planning their beanbag tournament at Buffalo Wild Wings for August 17 (rain date August 18). This event is held completely on BWW property, with a portion of the parking lot roped off for the tournament, and access through the restaurant, security will be provided at all times. The Lions and BWW are asking permission to serve liquor in the expanded area as well, as has been done multiple years in the past.

This event is well run and has never been an issue. Concurrence to move this forward for Board

approval is recommended. Because of the expanded liquor area associated with this event, a multiple-year approval is not recommended.

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

#### **4. Founders Days, July 25-28, 2019**

The Founders Committee is planning Founders Days for July 25-28. Expanded hours are proposed until 10 pm on Sunday night in order to include the fireworks display at Spella Park on Sunday evening. Liquor serving hours are consistent with the previous year's events with the exception of Sunday, July 28. The requested serving hours are as listed:

- July 25, 2019 5:00 p.m. - 9:30 p.m.
- July 26, 2019 5:00 p.m. - 10:30 p.m.
- July 27, 2019 2:00 p.m. – 10:30 p.m.
- July 28, 2019 11:00 a.m. – 9:00 p.m.

The Founders Parade is still proposed to be downtown on Main Street, which may be problematic with the ongoing extensive construction projects, but Staff will coordinate details with the Founders Days Committee as the event gets closer.

The application is still missing general and liquor liability insurance, which is in-process for renewal and will be provided prior to the event. Otherwise, the application and details are moving ahead in order as with any other year, carnival workers will be reviewed by Police Department in addition, other details will be finalized as the event draws closer.

Concurrence to move this forward for Board approval is recommended. Due to the scale of the event and liquor, a carnival, parade, fireworks and other factors, a multiple-year approval is not recommended. Dan Barton from Founders Committee stated that all of those selling liquor bracelets are BASSET trained. The Fire District will make sure that the fireworks display will be safe for the surrounding area.

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

#### **B. Consider an Agreement with Nortillo Consulting Group for Teresa Nortillo's Services**

In May, 2018 the Village entered into a contract with GovTemps to provide Teresa Nortillo as a part time economic development specialist. That contract expires in May of 2019, and Nortillo has asked that we contract directly with her, at a rate of \$55 per hour, instead of through GovTemps at a rate of \$63 per hour. The advantage of contracting directly with Nortillo is that the Village will see a cost savings of \$8.00 per hour over the GovTemps contract rate, with no change in the working hours or expected performance. Nortillo is very knowledgeable, is playing a critical role in the Village's economic development efforts and continues to perform at a high level of service.

Concurrence to move this forward for Board approval is recommended.

There was consensus of the Committee of the Whole to forward this to the Board for approval.

#### **AGENDA ITEM 4: General Administration**

Tim Schloneger Presented

##### **A. Consider a Site Lease Agreement with Verizon at the Jacobs Water Tower**

This is a proposed Site Lease Agreement (SLA) between the Village of Algonquin and Verizon Wireless (VZW) for the lease of ground at the Jacobs Water Tower (2600 Bunker Hill Dr.).

The primary purpose for this agreement is for Verizon Wireless to install and operate their telecommunications equipment, including antennas and necessary communications facilities on the Village's, water tower and premise. In exchange for space on the tower and grounds (600 square feet), Verizon Wireless will make a \$15,000.00 one-time payment for engineering review and consultants review of plans. In addition, Verizon will pay attorney fees in association with this SLA up to \$2,500.00. Verizon shall pay the Village an annual rental fee of \$20,000.00; said rental fee shall increase by three percent (3%) each year on the anniversary of the Commencement Date. This SLA shall automatically be extended for three (3) successive five (5) year terms on the same terms and conditions. Village staff recommends Village Board approval of this agreement.

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

**B. Consider an Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing, Amending the Number of Available Class F Liquor Licenses**

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, the attached proposed ordinance increases the number of available Class F liquor licenses by one. This change is the result of requests from Athina Enterprises, Inc. (dba) Rainbow Restaurant & Pancake House located at 1229 S. Main Street, Algonquin, this restaurant has been around for many years and would like to add Beer and Wine to their offerings. This license will allow them to serve Beer and Wine only for consumption on premises. Staff recommends that the change in the number of available licenses be approved.

There was consensus of the Committee of the Whole to forward this to the Board for approval.

**AGENDA ITEM 5: Public Works & Safety**

Presented by Michele Zimmerman

**A. Consider an Agreement with Precision Pavement Marking for Paint Pavement Marking Project**

Bids were opened on April 11, 2019 for contracted service for paint pavement marking. The Village participated in a joint bid for this service through the McHenry County Municipal Purchasing Initiative, which was led by the McHenry County Highway Department. The joint bid included Algonquin Township, as well as the communities of Algonquin, Huntley and McHenry and Woodstock. There were three bidders on the project with Precision Pavement Marking coming in the lowest at \$299,854.29 when combining the total quantities for each community. The Village of Algonquin submitted the following quantities as part of the bid, which amounts to \$6,225.00. \$40,000 is budgeted in MFT Funds for pavement marking services.

- 4" line (combination of white & yellow) 30,000 linear feet
- 6" line (combination of white & yellow) 4,000 linear feet
- 12" line (combination of white & yellow) 1,000 linear feet
- 24" line (combination of white & yellow) 500 linear feet

Letters and symbols 200 square feet Precision Pavement Marking had the lowest unit price bid for each of the above specified marking types which also makes them the lowest cost for just the Algonquin portion of the bid. We have used this company for the past 4 years to perform our pavement marking services and have been satisfied with their work.

Money has been budgeted in the Motor Fuel Tax Fund to pay for this service. Therefore, it is Staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Precision Pavement Marking to perform painting services for the 2019/20 fiscal year.

Consensus of the Committee of the Whole is to forward to the Board for approval.

**B. Consider an Agreement with Superior Road Striping for the Thermoplastic Pavement Marking Project**

Bids were opened on April 11, 2019 for contracted service for thermoplastic pavement marking. The Village participated in a joint bid for this service through the McHenry County Municipal Purchasing Initiative, which was led by the McHenry County Highway Department. The joint bid included Algonquin Township, as well as the communities of Algonquin, Cary, Crystal Lake, Huntley and McHenry.

There were five bidders on the project with Superior Road Striping coming in the lowest at \$114,990.66 when combining the total quantities for each community. The Village of Algonquin submitted the following quantities as part of the bid which amounts to \$22,147.00. \$40,000 is budgeted in MFT Funds for pavement marking services.

- 4" line (combination of white & yellow) 30,000 linear feet
- 12" line (combination of white & yellow) 1,000 linear feet
- 24" line (combination of white & yellow) 500 linear feet

Letters and symbols 500 square feet Grinding Removal before replacement 12,490 square feet Superior Road Striping had the lowest unit price bid for each of the above-specified marking types which also makes them the lowest cost for just the Algonquin portion of the bid. We have used this

company for the past 2 years to perform our pavement marking services and have been satisfied with their work.

Money has been budgeted in the Motor Fuel Tax Fund to pay for this service. Therefore, it is Staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Superior Road Striping to perform painting services for the 2019/20 fiscal year. Consensus of the Committee of the Whole is to forward this item to the Board for approval.

**C. Consider a Resolution for the Purchase of Salt, De-icing Liquid, Contracted Maintenance Items of Concrete (sidewalk, driveway apron, curb) Removal and Replacement, Asphalt Bike Path Repair, Pavement Marking, Street Sweeping, Storm Sewer Cleaning, and Street Light Maintenance for 2019**

This is a MFT resolution and Municipal Estimate of Maintenance Cost for the purchase of salt, de-icing liquid and asphalt as well as for the contracted maintenance items of concrete (sidewalk, driveway apron, curb) removal and replacement, asphalt bike path repair, pavement marking, street sweeping, storm sewer cleaning, and street light maintenance for calendar year 2019. These are materials and services that public works estimates we will be using during this calendar year. IDOT requires that the Village Board pass a resolution that allows for the expenditure of Motor Fuel Tax money for the use of materials and maintenance activities performed on Village owned streets. Once the resolution is passed, IDOT allocates this money towards our motor fuel tax fund balance. Therefore, it is the recommendation of public works that the Committee of the Whole take action to move this matter forward to the Village Board to pass a resolution allocating the sum of \$1,308,700.00 towards MFT maintenance expenses. Consensus of the Committee of the Whole is to forward this item to the Board for approval.

**D. Consider an Agreement with Schroeder & Schroeder for the Concrete Curb, Sidewalk and Driveway Removal and Replacement Project**

Bids were opened on May 6, 2019 for contracted service for concrete curb, sidewalk and driveway removal and replacement. There were 5 bidders on the program which has an option to renew for an additional 2 years. Per the calculated bids from the unit prices put into the bid sheets, Globe Construction appeared to be the lowest bidder at \$424,500.00. However, Globe contacted me at the end of the day on May 6 and stated that they had put an incorrect unit price in their bid tab. For Portland Cement Concrete Driveway Removal & Replacement, they bid the job at \$7.25 per square foot. However, the bid calls for the price of this item to be in square yards. They stated that their corrected price should be \$65.25 per square yard. Putting this corrected number into the bid tab brings their price to \$540,000.00, which still makes them the low bidder.

The Village feels it would be unethical to accept their bid as they are giving the unit price after all the bids have been opened, which allows them to give a unit price that would insure they were still the low bid. Since this contract uses Motor Fuel Tax money, Staff contacted IDOT for a recommendation. The IDOT rules for bids clearly state the following:

*Based on Check Sheet #LRS6.Rejection of Proposals c. states "The Awarding Authority reserves the right to reject any proposal for any of the conditions in "Issuance of Proposal Forms" or for any of the following reasons: Unbalanced proposal in which the bid prices for some items are, in the judgement of the Awarding Authority, out of proportion to the bid prices for other items.*

Therefore, public works would like to reject the corrected low bid from Globe Construction and award the contract to the second low bidder, Schroeder & Schroeder, for \$553,000.00. We do not want to re-bid the program due to the fact that, once we follow the guidelines for bid advertising and then Board approval, we would not be awarding this contract until the middle of July. That is much too late in the season to begin this much work and contractors are also likely to have their schedules filled and planned with their work for the season. Because of these reasons, we expect a re-bid would garner much higher prices.

Money has been budgeted in the Motor Fuel Tax Fund to pay for this service. Therefore, it is Staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Schroeder & Schroeder to perform concrete curb, sidewalk and driveway removal and replacement for the bid price of \$553,000.00.

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

#### **E. Consider an Agreement with Christopher Burke Engineering for the Sleepy Hollow Road Rehabilitation Inspection Services**

This project is to provide Inspectional Services on the Sleepy Hollow Roadway Rehabilitation (VoA15-04-16C) project in the Village of Algonquin. I have reviewed the received proposal(s) and have the following to report.

Each proposal was reviewed with an emphasis on each firm's qualifications, expertise, workload, and team makeup, and value. With that, Staff has the following comments and recommendation.

Due to time constraints the typical process of issuing a request to several firms was not performed. It was determined that the construction project design firm and Village Engineering Firm – Christopher B. Burke Engineering, Ltd (CBBEL), be contacted to provide a quick turnaround proposal for the inspectional services. In addition to the trust that the Village has in CBBEL, they have also performed this duty on numerous other projects, most importantly the Harper Drive Multiuse Path project which contained a wood boardwalk that is very similar to the installation proposed for the Sleepy Hollow project. This valuable experience will greatly enhance the success of that installation.

Proposal Analysis: CBBEL submitted their proposal based on estimated hours for observation, documentation, as well as material testing management and project submittal reviews. CBBEL has listed Rubino as the Quality Assurance material testing firm for the project. Rubino is familiar with Village standards and will provide material reports to verify the required quality control inspections of the contractor.

Budget Analysis: The Village budgeted an amount of \$125,000.00 in 04900300-42232. The estimated cost of services of the recommended firm is for \$119,750.00. Invoices will be based on actual hours spent on the project and approved by the Village of Algonquin Project Manager.

Based on all the above-mentioned information it is Staff's recommendation that you consider Christopher B. Burke Engineering, Ltd for this project.

During discussion, a question was asked regarding the alignment of Sleepy Hollow between Longmeadow and Creeks Crossing. Ms. Zimmerman said that the road will be widened by about 2 to 3 feet at one point to make the road straight with no offset.

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

#### **F. Consider an Agreement with Copenhagen Construction for the Sleepy Hollow Roadway Rehabilitation Construction Project**

The bids were received on the Sleepy Hollow Roadway Rehabilitation (VoA15-04-16C) project that the Village of Algonquin is proposing. Each bid was reviewed to ensure conformance with the bid specifications (certification, security, cost, etc.).

In total three firms submitted a bid by the deadline of 5-8-16 @ 10AM, below is a summary.

- Copenhagen Construction \$2,789,644.00
- Plote Construction \$2,919,290.69
- Arrow Road Construction \$2,879,955.35

Per the bid requirements, all firms submitted unit pricing based on 89-line items. The bids received have a low-cost spread, as there is only 5% cost difference from the max and min bids received, indicating a clear understanding of the plans and specifications. Furthermore, the 5% spread of those three bids also indicates that pricing on the bid was ultra-competitive. Lastly, in reviewing the low bidder unit pricing against the bidding average only one-line item (Traffic Control & Protection) has a cost that was excessive compared to other bids received, and as such does not raise any concerns.

The Engineers Estimate of Probable Cost (EEOPC) was provided in the amount of \$2,908,230.00, which is 2% higher than the cost of the low bid. This project has line items that are assigned in the Capital Improvement Fund between the Street Improvement (\$3,000,000.00) & Water + Sewer Improvement budgets (\$120,000.00). The combined funding of \$3,120,000.00 is 8% higher than the low bid, providing flexibility during construction if needed.

The Village has worked with Copenhagen Construction of Gilberts, IL previously. The most recent roadway project completed in the Village by Copenhagen was the Highlands Subdivision project, which included many of the same elements as the Sleepy Hollow project. It is for those reasons and the analysis conducted that Staff recommend Copenhagen Construction for award in the amount of \$2,789,644.00 on the subject project. Consensus of the Committee of the Whole was to forward this on for approval.

**G. Consider an Agreement with Christopher Burke Engineering for the Phase 1 Design Engineering Services for the Downtown Streetscape Stage 3 – Harrison St Bridge & Crystal Creek Riverwalk**

Received was a Proposal for the Phase 1 (75% Plans) Design Engineering Services as indicated in the Request for Proposal for the Downtown Streetscape Stage 3 – Harrison St Bridge & Crystal Creek Riverwalk project in the Village of Algonquin. The proposal was reviewed with an emphasis on the firm's qualifications, expertise, workload, team makeup, and value. With that, Staff has the following comments and recommendation.

The proposal was put together by Christopher B. Burke Engineering, Ltd. as a continuation of the conceptual plan work that they have completed on the project. The proposal will bring the project to 75% plans and specs and put the Village in a position to submit the vast amount of permits necessary to move this project forward into Phase 2 design. In addition to the Riverwalk and S. Harrison St. Bridge, it was determined during concept planning that the Historic Village Hall parking lot would be best suited for a reconstruction to better accommodate the planned Riverwalk, stormwater flows, and misc. other requirements of building along Crystal Creek.

The Village budgeted \$30,000.00 Capital Improvement Street Improvement fund code 04900300 - 42232 for this aspect of the Downtown Streetscape project. The estimated cost of this proposal is \$83,836.00 spread over the three key elements of the project. In order to provide a budget to cover this cost of this proposal, Public Works is recommending that a transfer of \$100,000.00 from the Street Improvement fund code 04900300-45593 (Downtown Streetscape Stage 3 Design Build line item) be directed to 04900300-42232 (Downtown Streetscape Stage 3 Ph.1 Riverwalk & S. Harrison St. Bridge line item). The transfer will provide the necessary funding to move forward with 75% plans, and provide the possibility of moving the project plans forward within the FY, should all the permits for the work be received in a timely fashion.

The Village has counted on CBBEL for producing quality engineering for over a decade now and they have never failed to deliver. This project has high-level design work (storm water modeling & permitting), but they are well positioned to handle this additional stress. As such, Staff recommends that Christopher B. Burke Engineering, Ltd. be considered by the COTW in the amount of \$83,836.00. This cost is based on estimated hours for the completing the scope of services, but will be billed on actual hours spent.

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

**H. Consider an Agreement with Engineering Enterprises, Inc. for the Civil Engineering Phase 1 Design Services for the Pressure Reducing Valve Station Replacement Project Year 2**

Received were Proposals for the Phase 1 Design Engineering Services as indicated in the Request for Proposal (RFP) for the Pressure Reducing Valve Station Replacement Program – Year 2 (VoA17-02-22B) project in the Village of Algonquin. With the success of the design in the 2016 Water Distribution project (Spring Hill Drive PRV Replacement), this RFP was sent exclusively to Engineering Enterprises, Inc. The proposal was reviewed with an emphasis on the firm's qualifications, expertise, workload, team makeup, and value. With that I have the following comments and recommendation.

Following is the criteria used above those mentioned in the RFP for my recommendation.

1) Reviewed each proposal for conformance to the RFP requirements: The proposal addressed each of the elements of the scope issued. The proposal has adequately responded to each item within the RFP.

2) Reviewed the cost of each proposal to meet the scope of services outlined in RFP: The proposal replied with the required Not to Exceed amount. Each line item further was broke- out in order to appropriately track progress.

3) Reviewed the technical aspects of the proposals, including any sub-consultants: EEI worked closely with the Village on a previous PRV replacement, and has a working knowledge of the Village water treatment and distribution system. The combined effort of the Village and EEI was able to produce a set of documents that set the standard for the PRV replacement program. As such, they are incredibly well suited to perform this design work.

The Village has budgeted \$50,000.00 in the 2019/20 FY in the Capital Improvement fund code 12900400 - 42232 for this project. The proposal has come in at \$71,602.00. In order to fund the difference, the Public Works Department suggest that the \$5,000.00 set aside for the design work on Sleepy Hollow be utilized (this project completed design in the 2018-19 FY) and the \$20,000.00 set

aside for the design work on Terrace Hill be utilized (work was able to be fully funded under the Street Improvement budget). Altogether, that will provide a total new budget amount of \$75,000.00 to fund this design project.

The Village has long had a working relationship with EEI, and trusts them with maintaining and operating our water system model. Considering that aspect along with the previous work with the Village on a very similar project, it is easy to see the fit. As such Staff recommend that Engineering Enterprises, Inc. be considered by the COTW in the amount of \$71,602.00. This cost is based on the Not to Exceed (NTE) amount within the proposal, but will be invoiced on actual hours up to that NTE amount.

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

#### **I. Consider an Agreement with SCK Construction for the Crack and Sealing Project**

Bids were opened on May 7, 2019 for crack seal program for 2019 with an option to renew for 2020 and 2021. The Village participated in a joint bid for this service through the McHenry County Municipal Purchasing Initiative, which was led by the Village of Cary. The joint bid included the communities of Algonquin, Cary, McHenry and Woodstock.

Only one valid bid was received for this service. SCK Construction out of West Chicago, IL was the low bidder at \$153,900.00 for 2019, \$162,000.00 for 2020 and \$174,150.00 for 2021. The bid also included the option for SKC to perform sweeping the road after each crack sealing section is complete. We do not anticipate using this alternate bid as we can do this in-house with our staff and equipment. The prices listed above are the total quantities for all of the communities in the bid. Algonquin's portion of the bid is as follows:

- 2019 50,000 lineal feet \$0.38 per lineal foot \$19,000.00
- 2020 50,000 lineal feet \$0.40 per lineal foot \$20,000.00
- 2021 50,000 lineal feet \$0.43 per lineal foot \$21,500.00

The Village has been using SKC as our crack-sealing contractor since 2016 and we have had no issues with their performance or materials. Money was budgeted for this in the General Services fund. Therefore, it is Staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of SKC Construction to perform crack sealing services for Algonquin's portion of the bid for years 2019, 2020, & 2021.

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

#### **AGENDA ITEM 6: Executive Session**

None

#### **AGENDA ITEM 7: Other Business**

- (1) Trustee Sosine: The Downtown Pet Parade was very successful this past Saturday.
- (2) Trustee Glogowski: Stated he wishes Illinois would adopt a non-political solution to prioritize capital road projects for infrastructure similar to the plan in the State of Virginia.

#### **AGENDA ITEM 8: Adjournment**

Being no further business, the meeting was adjourned at 8:22 pm.

Submitted by: Jerry Kautz, Village Clerk