



**Village of Algonquin  
Minutes of the Committee of the Whole Meeting  
Held On September 8, 2020  
In the Village Board Room**

**AGENDA ITEM 1:** Roll Call to Establish a Quorum

Trustee Steigert, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m.

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

Staff Members Present: Village Manager, Tim Schloneger; Assistant Village Manager, Michael Kumbera; Assistant Public Works Director, Michele Zimmerman; Community Development Director, Russ Farnum; Police Chief John Bucci; Human Resource Director, Todd Walker; Chief Innovation Officer, Kevin Crook; Deputy Village Clerk, Michelle Weber; and Village Attorney, Kelly Cahill.

**AGENDA ITEM 2:** Public Comment

Ms. Kathleen Schmidt – Country School Road, purchased a home in Algonquin and the home was not hooked up to the Village's sewer system, which was not disclosed when she purchased the home. She didn't find this out until her septic failed and flooded her backyard with sewage. The Village has been charging her sewer fees, and because of that she feels the village should pay for her sewer to be hooked up to the sewer system.

Mr. Schloneger explained, she is required to abandon the septic system and hook up to the Village's sewer system. Our staff has outlined what needs to be done and he welcomes her phone call tomorrow to discuss.

**AGENDA ITEM 3:** The Village of Algonquin Proclaims September 14-18, 2020, Chamber of Commerce Week  
Deputy Clerk Weber read the Proclamation

**AGENDA ITEM 4:** Community Development  
None

**AGENDA ITEM 5:** General Administration

**A. Consider an Amendment to the Personnel Policy Manual**

Mr. Walker explained, in an effort to stay up-to-date on our required state and federal mandates we must adjust our policies from time to time.

Since our last Personnel Policy Manual update in 2017, there have been significant changes to anti-harassment policy language and training obligations. In the past the Village Board approved prior policy amendments, it is recommended the Board approve the proposed changes in the Anti-Harassment Policy to replace our current language as described in the packet.

Ms. Brehmer asked how will this information be disseminated to employees?

Mr. Walker explained, that all policy information is available on the Village's Power DMS system. When an update occurs, the employee is notified of the changes and is required to sign off that they have read and the changes.

Mr. Steigert asked if these were common changes made with other communities and will there be kickback by the unions?

Mr. Walker and Ms. Cahill explained, although not boiler plate changes, the changes are made due to the changes in the State statute. Most other communities are making similar, if not the same, changes.

There being no additional questions or concerns, Mr. Steigert asked for a roll call for consensus to move this forward to the Board.

Roll call vote; voting aye –Sosine, Spella, Jasper, Glogowski, Brehmer, Steigert.

**B. Consider an Ordinance Allow the Village to Participate in the Local CURE Program**

Mr. Kumbera explained the Local CURE program is an assistance program that applies to all units of local government outside of Cook, Lake, Will, Kane, and DuPage counties. This funding is federally funded from the Coronavirus Relief Fund using dollars allocated to Illinois through the CARES Act. CURE funding is administered by the Illinois Department of Commerce and Economic Opportunity (DCEO).

The Village of Algonquin has been allocated \$891,602 for COVID-related reimbursements through the Local CURE Program. As a reimbursement program, the Village must submit evidence of expenditures, along with meeting eligibility standards, prior to receiving the funds.

Staff recommends the Village Board approve an ordinance authorizing the Village to participate in the Local CURE Program

There being no questions or concerns, Mr. Steigert asked for a roll call for consensus to move this forward to the Board.

Roll call vote; voting aye –Sosine, Spella, Jasper, Glogowski, Brehmer, Steigert.

**AGENDA ITEM 6: Public Works & Safety**

**A. Consider an Agreement with Christopher Burke Engineering for Inspection Services for the Trails of Woods Creek Development**

Ms. Zimmerman explained, per the proposal with Christopher Burke Engineering within the packet for the construction inspection services for the new development Trails of Woods Creek. This would entail the Christopher Burke Engineering to perform all the inspections throughout the grading and infrastructure process in the coming months to ensure all goes in right and things are done according to the approved engineering plans.

Ms. Jasper asked if the construction start time has been addressed with the construction team?

Chief Bucci indicated he and Public Works has had conversations with the construction manager and the resident. The manager understands the 7:00 start time and the resident is to call the Police Department if they begin before 7:00 a.m.

Ms. Brehmer asked; What happens when the escrow runs low/out of funds for the inspection services?

Ms. Zimmerman indicated that the Finance and Community Development watches those escrow accounts. When the escrow begins to run low Pulte is notified to refund the account.

There being no additional questions or concerns, Mr. Steigert asked for a roll call for consensus to move this forward to the Board.

Roll call vote; voting aye –Sosine, Spella, Jasper, Glogowski, Brehmer, Steigert.

**B. Consider an Agreement with Burke LLC. for Design, Management, and Construction of the Wayfinding Signage Project**

Ms. Zimmerman explained, staff has been working on compiling and wrangling the Villages new wayfinding signage plan to support the newly developed downtown area. The project includes numerous signs at numerous locations throughout the downtown area.

Included in the proposal are structures and signage content. While this proposal does exceed the proposed budget amount, the recommended design/build option proposed is due to the contractor's familiarity with the many projects, phases, permits, products, and specifications within the greater downtown area.

The Wayfinding Sign project was originally proposed to use existing fund balance (\$75,000) in the Development Fund under the Economic Development line-item (16260100-47710). There are ample reserves in this fund to accommodate the additional expense (\$35,000) for this project and it is recommended that the FY21 budget amount in this line-item be adjusted accordingly.

I am excited to recommend the approval of this proposal to Burke, LLC, of Rosemont, Illinois for \$109, 983.

Following some clarification regarding the style and number of signs, Mr. Steigert asked for a roll call for consensus to move this forward to the Board.

Roll call vote; voting aye –Sosine, Spella, Jasper, Glogowski, Brehmer, Steigert.

**C. Consider Amending Chapter 43.23, Smoke Free Village and Chapter 43.30, Sale of Tobacco, of the Algonquin Municipal Code**

Chief Bucci explained proposed changes to sections 43.30 Sale of Tobacco and 43.23 Smoke Free Village.

In section 43.30, Sale of Tobacco, the proposed changes discussing the local licensing for the sale of Tobacco, and tobacco products as defined in the ordinance. Currently our compliance team works to ensure that all businesses are adhering to the state tobacco license, however, it is our proposal to issue a Village license, which will enhance our ability to work with local businesses and educate them on the laws and restriction – with an emphasis on sales of tobacco to minors. The annual license period would be from January 1 to December 31. Licensing would be a minimal cost to business and we believe that the benefit would well outweigh the minimal cost. Issued licenses by the Village would be required to be posted in a conspicuous location, which is consistent with our current liquor license requirement.

Section 43.23, Smoke Free Village; the proposed changes includes definitions of cannabis and vapor products, and further addresses the restrictions for on premises use of tobacco and vaping products as defined in the ordinance.

Following some discussion, Mr. Steigert asked for a roll call for consensus to bring this forward to the Board.

Roll call vote; voting aye –Sosine, Spella, Jasper, Glogowski, Brehmer, Steigert.

**AGENDA ITEM 7:** Executive Session

None

**AGENDA ITEM 8:** Other Business

Ms. Zimmerman explained that Public Works was approached by Trine Construction, who is doing the sewer work for the Stage 3 Utilities, want to begin working at 2:00 a.m. on Thursday, September 10. Due to the extensive delay by IDOT, over a month, this caused Trine to reallocate employees to other jobs. Since we are jumping on the IDOT bridge project to get this done with as minimal disruption as possible, the only way to get this done during the time allotted by IDOT, is to adjust the start time.

Following some discussion regarding resident and business notification and what type of work would be taking place the Committee agreed with the recommendation.

Roll call vote; voting aye –Sosine, Spella, Jasper, Glogowski, Brehmer, Steigert.

**AGENDA ITEM 9:** Adjournment

There being no further business, Chairperson Steigert adjourned the meeting at 8:15 p.m.

Submitted: Michelle Weber, Deputy Village Clerk