



Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held On November 17, 2020
In the Village Board Room and Remotely (R) due to COVID 19

AGENDA ITEM 1: Roll Call to Establish a Quorum

Trustee Jasper, Chairperson, called the Committee of the Whole meeting to order at 8:06 p.m.

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

Staff Members Present: Village Manager, Tim Schloneger; Assistant Village Manager, Michael Kumbera; Public Works Director, Bob Mitchard; Police Chief, Community Development Director, Russ Farnum; John Bucci; Chief Innovation Officer, Kevin Crook; Deputy Village Clerk, Michelle Weber.

Also in attendance Village Clerk, Maggie Auger and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment

None

AGENDA ITEM 3: Community Development

None

AGENDA ITEM 4: General Administration

None

AGENDA ITEM 5: Public Works & Safety

Mr. Mitchard presented:

A. Consider an Agreement with H&H Electric for the 2020 Street Light Maintenance Project

On November 5, 2020, bids were opened for Village-owned street light maintenance. Two bids were received for the project, which were from H&H Electric Company and Meade, Inc.

This contract provides for the maintenance of 25 controller cabinets to maintain Village owned street lights and lighting systems, as well as non-routine repair work to carry out emergency repairs, repair of the street lighting equipment and cabling and painting of approximately 50 light poles.

In the attached schedule of prices provided by the contractor (highlighted in green) are the 25 controller cabinets which require routine monthly maintenance as specified in the bid (The Village will get charged \$280.50 per cabinet every month, which results in a yearly maintenance cost of \$84,150.00

- $\$280.50 \times 12 = \$3,366.00$ per year for each cabinet
- $\$3,366.00 \times 25 \text{ cabinets} = \$84,150.00$ per year

In the schedule of prices are the prices for painting of existing street light poles which totals \$89,955.00. \$174,145.00 is the entire yearly cost to the Village should there be no issues or non-routine repairs needed to the system. If unforeseen circumstances occur and repairs need to be made to the street lights and their appurtenances, the Village will be charged the unit prices as listed in the contract.

Although the expected yearly cost to the Village will be \$174,145.00, we are awarding this contract based on the bottom line not to exceed total of \$266,330.02 because we need to consider all items in the contract should a non-routine maintenance item be needed.

This contract runs from January 1, 2021 to December 30, 2021 with the option to renew for an additional year at January 1, 2022.

H&H Electric Company currently holds the contract for our traffic signal maintenance. We have found their service to be satisfactory and have had no issues with the company. 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 act to

move this matter forward to the Village Board for approval of H&H Electric Company to perform street light maintenance in the Village of Algonquin.

Ms. Brehmer questioned the number of light poles to be painted, as the memo does not match the bid.

Mr. Mitchard indicated the number of poles in the bid are all the light poles in the Village, the number of poles in the memo is what was budgeted to be painted.

Ms. Jasper asked if there were any damage or emergencies that happen with the equipment, H&H would be the contractor that handles that, correct?

Mr. Mitchard indicated, yes.

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

Roll call vote; voting aye: Brehmer, Glogowski, Steigert, Spella, Jasper, and Acting President Sosine

Motion carried; 6-ayes, 0-nays.

B. Consider an Intergovernmental Agreement with the McHenry County Department of Health for the use of the Public Works Facility as a COVID-19 Vaccine Distribution Location

The McHenry County Department of Health has approached the Village of Algonquin to serve as a distribution site for the pending COVID-19 vaccine. We are, historically, good partners of the Health Department. This, coupled with our commitment to serve our citizens, we recommend collaborating with the McHenry County Department of Health to aid in the distribution of this vaccine.

We are proposing to utilize the Public Works facility and its property as a distribution site for the vaccine. Due to the size of the facility, its indoor garage space (which will serve very well in inclement weather), and our Village staff experience with emergency responses and traffic control, we are an excellent partner for this venture.

At this point, we have a final memorandum of understanding (for signature), and a draft of the site circulation plan (both noted below). Strategizing of the finer details will occur at a staff level. These items will include the hours of service, final site logistics, and staffing. Timing of the execution of these plans is contingent upon the release of an approved vaccine. The final site plan and distribution details will be approved by the Public Works Director, the Police Chief, the Fire Chief, and representatives of the McHenry County Department of Health.

It is therefore our recommendation that the Village Board approve the Memorandum of Understanding with the McHenry County Health Department.

As the final details, plans, and timing become available, the board will be informed.

Mr. Glogowski asked how the vaccine would be stored at the facility, as it requires to be stored in a -104 Fahrenheit. Do we have the power to support that type of equipment?

Mr. Mitchard indicated we are providing our facility as it stands and if the Health Department needs additional power sources, they will have to bring in generators if needed.

Ms. Sosine appreciated the foresight in planning for traffic overflow.

Ms. Brehmer asked, would this be happening on a weekend and would our staff be involved and be allowed proper PPE/precautionary equipment?

Mr. Mitchard explained, he is unsure of the date(s) at this time this information will be forthcoming as we move closer to distribution of the vaccine. There will be minimal staff onsite during the distribution, just enough to ensure the facility is fully operational for the distribution. Although, we may have Police staff available to direct traffic if needed.

Ms. Jasper reiterated Ms. Sosine's comments regarding traffic and added she is pleased that the Village is getting involved with this.

AGENDA ITEM 6: Executive Session

None

AGENDA ITEM 7: Other Business

Ms. Jasper in light of the Governor's new restrictions, although she does not want to see us become the closure police, but would like there to be conversation amongst the Board to work with staff how to best address businesses allowing indoor dining. As this is getting very serious, and she would like to make sure that everyone is doing what they can to ensure we lessen the impact of the virus.

Ms. Sosine explained, as stated earlier, she is on the Mayor's Caucus Task Force. We work with Police Departments and Mayors in the area. Enforcement is up to the Health Departments, as they are the only ones with authority to do the enforcement. However, if they do call for assistance, our Chief is there to lend a hand. As the Health Department distributes guidelines, those will be sent out. But this is all over the media and in the newspapers. The guidelines received does not go into the complaint process. As of now, residents that feel they need to report an issue, should contact the Health Department.

Chief Bucci added, staff is monitoring the guidelines regularly and doing our best. Police staff has spoken to many business' and they are very cooperative and are really taking steps they should be taking.

AGENDA ITEM 8: Adjournment

There being no further business, Chairperson Jasper adjourned the meeting at 8:25 p.m.

Submitted: Michelle Weber, Deputy Village Clerk