



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held On November 10, 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 7:30 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, John Bucci; Chief Innovation Officer, Kevin Crook; Deputy Village Clerk, Michelle Weber; and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment

Chris Kious, Kane County Board member, explained CARES Act funds have been, and continue to be distributed to Municipalities and businesses that have applied. Also, he encourages businesses to reapply for additional funding. Kane County is going to do a 2nd round of funding for businesses beginning December 30.

AGENDA ITEM 3: Community Development

A. Consider an Amendment to Chapter 23, Building Codes and Appendix B, Penalty, Salary, Bonds, and Fees

Chairperson Jasper asked for this item was postponed to a meeting at a later date to be determined.

Voting Aye: Brehmer, Glogowski, Steigert, Spella, Jasper, and Acting President Sosine

AGENDA ITEM 4: General Administration

Mr. Kumbera presented:

A. Consider an Agreement with Sikich for Audit Services 2021 – 2025

Sikich has been our Village auditor for the past five (5) years and has performed very well in that capacity. Sikich's proposal for the preparation of the Comprehensive Annual Financial Report (CAFR/Audit), Tax Increment Financing (TIF) Report, and the Illinois Comptroller's Report represents an approximate 2 percent average increase per year over the proposed contract, which he feels is fair given where the market is for these services. Staff recommends moving this to the Village Board for approval.

Mr. Glogowski asked about the Yellow Book and other items mentioned within the packet costs.

Mr. Kumbera explained those items are additional expenses and will be incurred if the Village's proportion of State and Federal funds exceeds certain thresholds. The proposed rates do include the implementation costs of new Governmental Accounting Standards Board (GASB) pronouncements that are issued.

Following the discussion, 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 Acceptance of the Municipal Compliance Report

Statute requires the Police Pension Board is required to report annually to the Board of Trustees on the condition of the pension fund at the end of each fiscal year for tax levy purposes. This required reporting is completed annually and submitted within the Municipal Compliance Report for the Algonquin Police Pension Fund. The reason a private actuary is used and not the Illinois Department of Insurances, is the Village has a more aggressive funding model. The Village's target is 100% funding by 2033. Whereas the State requirement is 90% by 2040. Mr. Kumbera continued with a summary of the funding plan and where we stand today.

Staff recommends moving this forward to the Village Board for approval.

There being no 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.

C. Consider the Police Pension Fund Tax Levy

The Algonquin Police Pension Fund Board of Trustees is requesting that the Village Board levy an amount \$2,279,056 (\$2,280,000 rounded) in accordance with the actuarial valuation results for the year beginning May 1, 2020. This is an increase of \$211,486 from last year's levy. The fund is 68.94 percent funded (up 1.14 percent) from the prior year and the amortization target remains 100 percent by 2033 (14 years). This recommendation has been tentatively placed in the 2020 tax levy resolution for consideration.

Staff recommends moving this forward to the Village Board for approval.

There being no 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.

D. Consider the 2020 Property Tax Levy

The resolution included in the packet establishes the amount the Village is requesting for its 2020 property tax levy. State statutes require that the corporate authorities of the Village pass a resolution estimating the amount of tax to be levied not less than 20 days prior to the adoption of the final levy, which is scheduled to be presented at the December 15 Village Board meeting.

For the 2019 tax levy year, the Village's portion of resident's tax bill was approximately 6.2 percent (with some minor variations depending on exact location of household). In FY 20/21, property taxes comprise 29 percent of the General Fund revenue, which includes the Road and Bridge tax levy, which is levied by the township level of government. The Village, a home-rule unit of government, is not subject to the Property Tax Extension Limitation Law (PTELL), however, the Village is required to comply with the "Truth in Taxation Law." The law places requirements on the Village in the adoption of the 2020 property tax levy if the proposed 2020 gross property tax levy is 105 percent greater than the 2019 net property tax extension. Property tax revenues are not used to support business-like activities that are accounted for in enterprise funds, such as the Village's Water and Sewer Utility.

The recommendation for the 2020 Tax Levy is \$5,812,000. This is an increase of \$212,000 from the 2019 tax levy. The details are shown in Exhibit A within the packet. As the proposed levy is 103.78 percent of last year's extensions, there is no requirement for a public hearing under the Truth in Taxation Statute. The recommendation does take into consideration several factors that will impact the FY 21/22 financial plan including:

- The actuarial contribution recommendation for the Algonquin Police Pension Fund which exceeds the statutory requirement with a 100 percent funding level by 2033.
- The proportion of state-shared revenues and their stability in the long-term.
- Operational and capital needs for the upcoming period.
- Growth in Equalized Assessed Valuation (EAV) from both property value appreciation and new construction.

Based on preliminary data obtained from Kane and McHenry County, equalized assessed valuation in the Village is expected to increase for the sixth consecutive year. The estimate of EAV for 2020 is \$1,010,000,000 which is 2.8% more than last year which illustrates appreciation of real estate values and new construction. The assessors in each county use a three-year history of property values including sales experience in determining the reassessment or current valuation. Assessments generally lag behind current market pricing by 18 months. The estimated tax rate for 2020 would be 0.57 per \$100 of EAV which is equal to 2019.

Staff recommends moving this forward to the Village Board for approval.

Ms. Jasper asked, to continue funding the Police Pension the way we have been to make that work, is that dependent on the stock market and our investments?

Mr. Kumbra explained, Yes the rate of return on investments is a large factor. However, the funding is made up of three contributors; the employee, stock market returns, and the Village as the employer is to make up the rest or shortfalls.

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.

AGENDA ITEM 5: Public Works & Safety

Mr. Mitchard presented:

A. Consider Certain Items as Surplus

This housekeeping item is part of the Enterprise Lease agreement. Every 6 months we switch out all of our pickup trucks within our fleet. In order for Enterprise to bring in the new fleet of pickup trucks we need to declare them as surplus before returning them to leaser.

Ms. Brehmer asked how this is going?

Mr. Mitchard explained that this is going very well.

Mr. Kumbera added, he has had positive feedback from all the departments that use these trucks. The last switch was in March/April, just before COVID hit. After the sell back, we ended up spending about \$50 a month per truck. In the future, we hope to have a better sell back and have a better resale where we may make money.

Ms. Jasper asked if there is any additional set up costs associated with these vehicles.

Mr. Mitchard explained, besides affixing and removing stickers to the windows and sanitizing the vehicles, there are no additional costs.

There being no additional questions, 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 Agreement with Atlas Bobcat to Purchase a Tele-handler

In the packet is the quote for purchase of the tele-handler unit, approved in the budget for \$76,000. The purchase price with attachments, which is sole sourced from our local vendor/franchisee, is \$74,272. This unit, as you may recall, is recommended as an efficiency improvement in our current processes. It will serve as a year round unit with the versatility and flexibility to replace several units we currently own, and provide further uses to complement our ability to serve. It can utilize all of our current skid steer attachments, will come with new, much needed attachments, and will allow us better agility in our work. It will also increase unit production rates, and provide an impressive array of potential options for service efficiencies.

As a reminder, this purchase will trigger the surplus recommendations for unit 630, 641, and 906, which will have an estimated total auction sale price of approximately \$37,000. We are very much looking forward to this replacement, which will overwhelmingly improve our processes and capabilities.

It is therefore our recommendation to purchase this unit from Atlas Bobcat of Elk Grove Village, IL. in the amount of \$74,272.

Ms. Jasper asked if all the vehicles being brought before the Committee today are accounted for in the current budget. She also asked, now that we know where we stand on the 2020 budget, do we anticipate any cutbacks on programs or changes in personnel through this budget year.

Mr. Schloneger indicated all these vehicles brought before the Committee tonight are in the budget. Now that our revenues have come in, including some of the CARES Act funding he feels comfortable recommending approval of all these capital items on the agenda tonight. There are no anticipated changes through this budget year.

There being no additional questions, 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.

C. Consider an Agreement with Trotter and Associates Woods Creek Lift Station Design Services

In the packet you will find a design services proposal from Trotter Associates, our trusted consultant for sanitary sewer infrastructure design, for the maintenance upgrades and capacity increases necessary for the Woods Creek Lift Station on Algonquin Road, west of Randall Road. As you may be aware, this lift station is historically challenged by peaking flows during wet weather that cause backups in our trunk sewer systems. In addition, it is also the lift station that will be further over-capacitated as homes in Pulte's Trails of Woods Creek begins to come on line. Therefore, we have proactively hired Trotter to perform a study of the lift station and assess the required upgrades that will be needed to allow the station to function efficiently into the future. We have also been working closely with Baxter and Woodman Engineers to perform flow studies in our tributary systems that feed flow to the Woods Creek Lift Station to determine where our excess wet weather flows originate. Based on these studies, the need is clear and evident that the Village implement a retrofit project of our existing station including

larger pumps, different impellers, upgraded electrical controls, and a larger comminutor to handle increase influent flows.

Also, the Village will fund this project initially, we will be reimbursed for a portion by Pulte Homes/Trails of Woods Creek.

It is the Public Works Department's recommendation to the Committee of the Whole that they take the necessary action to move the approval of this engineering design proposal with Trotter Associates, in the not to exceed amount of \$31,000.00

Ms. Jasper asked, when will this work begin.

Mr. Mitchard explained, the design work will begin this year. The actual implementation of the new equipment is planned for the beginning fiscal year 2021-2022

There being no additional questions, 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.

D. Consider an Agreement with Rush Truck Center of Springfield for the Purchase of a 2022 International HV607 with a Hook Lift

We received two (2) quotes for the purchase of two large plow trucks, approved in the FY21 General Services and Water and Sewer budgets respectively. In General Services, we will be replacing Vehicle #521 for a total cost of \$195,926 (Budget: \$217,000) using funds from the Vehicle Replacement Fund. In Water and Sewer, we will be replacing Vehicle #822 for a total cost of \$251,316 (Budget: \$250,000) using current operating revenues. As one of these new trucks will be a hook-lift style and offer additional operating flexibility, we are able to also eliminate Vehicle #524 from our fleet, offering additional recurring savings. Overall, these two new trucks will replace three aging plow trucks, which all well exceed the APWA standard for replacement. This purchase will lower maintenance costs and increase reliability of the fleet. These vehicles are being purchase through the state bid, and conform to our fleet model and specifications. Therefore, staff is asking to waive the bidding process and single source the purchase.

There being no questions, 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.

E. Consider an Agreement with Rush Truck Center of Springfield for the Purchase of a 2022 International HV607

(see above item 5D)

There being no questions, 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

Chief John Bucci presented:

F. Consider an Agreement with Morrow Brothers Ford for the Purchase of Two (2) 2020 Ford Interceptor Hybrid SUV's

The Department is requesting to purchase three replacement vehicles. Two hybrid SUV's for patrol use and one sedan for administrative use. Two 2020 Ford Interceptor Hybrid SUV's will be purchased from Morrow Brothers Ford for cost of \$37,880 per vehicle. These SUV's will be utilized for patrol purposes and will be upfitted with equipment that includes consoles, computer mounts, transport seats, partitions, push bars, emergency light/siren control boxes, lighting, sirens and rear storage boxes. The cost of equipment and installation is approximately \$20,000 per vehicle which includes graphics, radios, and radars; however, the majority of the equipment for one vehicle will be provided for free as part of the grand prize for the Illinois Traffic Safety Challenge. One 2020 Ford Fusion will be purchased from Morrow Brothers Ford for a cost of \$21,770.00. Equipment and up-fitting of siren and emergency lights will be provided by Ultra Strobe Communications at a cost of \$2,320.00.

Ms. Brehmer questioned how is maintenance performed on the Hybrid vehicles (i.e. batteries) does our staff have the training and proper equipment to perform these duties?

Mr. Mitchard explained, when the hybrid vehicles need major repairs or maintenance they are brought back to the dealer. We don't have the equipment to diagnose/analyze those issues.

There being no additional questions, 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

G. Consider an Agreement with Morrow Brothers Ford for the Purchase of a 2020 Ford Fusion
(see above item 5F)

There being questions, 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

H. Consider an Agreement with Tyler Technologies for the Purchase of Electronic Crash/Citation Program Software

The department would like to request the approval to purchase a new electronic crash and citation reporting system that was previously approved through the budget process. Currently, we are using programs provided to us by McHenry County. Due to their poor reporting capabilities, and the inability for them to link to different agencies (i.e. Kane County) we are forced to supply more time processing reports and citations that includes department support staff entering in each item into multiple databases. The Brazos program will allow us to continue to work electronically in the field, but will also provide us with reporting options, interfaces to both McHenry County and Kane County court systems, as well as the Illinois Department of Transportation. In addition, the citation portion of the system will be programmed for ordinance violations, including parking tickets. This gives two advantages to the department as a whole. First, it eliminates the need to purchase pre-printed ordinance citations and parking ticket books, and second, department support staff will not have to spend time typing the information into two different databases, freeing up time for required national reporting, FOIA requests, and required expungement processes. The cost for the program, maintenance, training, and support for the first year, will be approximately \$58,000.00. Subsequent years will have an annual hosting and maintenance cost of approximately \$11,286.00.

Mr. Glogowski asked about the reoccurring cost, how many years is that paid.

Chief explained, that is an annual fee for as long as we are using the software. This fee includes annual upgrades, and other ongoing software items.

Mr. Schloneger added, the real cost here is our personnel costs. With the constant unfunded mandates we are asked to track, and the projected costs to staff to preform those mandates, adding the software to keep our staffing levels flat is where the real savings will take place. This is really a proactive by getting ahead of the curve, and this shall do more than pay for itself in the long run.

Ms. Brehmer asked Mr. Crook, if he has been part of the purchase of the software and if he feels this will interface well with our current system.

Mr. Crook indicated, he is aware of the purchase and he has been working with Tyler to go through our needs and interface requirements. We have worked with Tyler with some of our current software and he does not foresee any issues.

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-nay

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7: Other Business

Mr. Glogowski thanked staff for all the accomplishments over the years. He recently took a walk through the Village and noticed the perfection and the commitment to detail in all the recent projects and he thanks staff for making it happen.

He also asked if there is a plan to place a maximum height sign on the bridge over La Fox.

Mr. Mitchard indicated he did not believe it warranted it, because the bridge exceeds the height of an expressway bridge, 17'6", but he will look into it.

Ms. Brehmer indicated she recently placed a work order in for a sidewalk issue she noticed while on a walk and it was resolved within hours. She is very impressed with the turn-around time to address residents' needs/concerns.

Ms. Sosine attended the Chamber Annual Review Breakfast and presented all the things the Village has been doing in the last year.

New Businesses in 2020

- Floor and Décor
- Deli 4 You
- XFinity
- Eggsceptional Café
- Whiskey and Wine
- Swedish Ivy
- Gold Shield Services
- Colonial Café rebranded to Syrup

Businesses under Construction

- Aldi
- Spectrum Senior Living
- Brunswick Zone redevelopment on the east side
 - Demolition and site work are underway for new Popeye's, Car Wash, and storage facility to be in former bowling alley building

Trails of Woods Creek

- Mass grading and utility and road construction underway for Phase 1
- Model homes start soon with marketing planned for spring
- 278 new single family homes with 63 acres of open space

Randall Road Construction continues

- Underground Utilities Relocated
- New lane configurations begun
- Pedestrian Underpass well underway
- Construction continues this year with lanes open in early 2021 – finishing with lights, striping and landscaping completed by June 2021

Terrace Hill Subdivision street and utility reconstruction – including more restoration of Woods Creek Corridor, new bridge over Woods Creek, repaving streets

Downtown Revitalization

- Street reconstruction continued on Harrison and LaFox – “Bottom up” replacement
- Rebuilt 100+ year old water mains, sewer mains and storm sewers, replaced lead water services
- Rebuilt streets, curbs and sidewalks
- Eliminated 2 sewer lift stations
- New LaFox Bike Path bridge recently completed
- New Trailhead at South Main
 - Pergola, bike racks, seating, water fountain, and bike repair station,
 - Soon to add information kiosks and possibly bike sharing
- Added bike trail connection to Maker's Park

Downtown Marketing

- “Best of the Fox” campaign
- Home for the Holidays sweepstakes will start Mid-November and run to Small Business Saturday
- Elf on a Shelf begins Small Business Saturday and runs through Mid-December

COVID Response

- Village Financial Resiliency Plan adopted
- Liquor and outdoor dining expanded
- Recently expanded guidance for heating outdoor dining areas

We were able to get all this done despite COVID. Expanding our liquor and outdoor dining and expanded guidance for outdoor dining heating. As much as we have been through with COVID and losing two dear long term

members of our Board, our staff has done a superb job just keeping everything else going and working within the Village. She thanked all staff for keeping things moving.

AGENDA ITEM 8: Adjournment

There being no further business, Chairperson Jasper adjourned the meeting at 8:23 p.m.

Submitted: Michelle Weber, Deputy Village Clerk