



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held On March 9, 2021
Held Remotely Due to COVID 19**

AGENDA ITEM 1: Roll Call to Establish a Quorum

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

Present: Trustees Laura Brehmer, Jerry Glogowski, Janis Jasper, John Spella (arrived 7:34), Jim Steigert, and Acting President Debby Sosine. 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; Village Clerk, Maggie Auger and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment

Chris Kempf asked about the length of time to get public video minutes under new provisions. Attorney Kelly Cahill responded that pursuant to FOIA, they have 5 days to keep and there are no specifics as to how long the records need to be kept.

Chris Kious commented that the Kane County Board will be executing an intergovernmental agreement with Illinois Housing Authority to distribute \$13 Million in funds for low income rental assistance.

AGENDA ITEM 3: Community Development

None

AGENDA ITEM 4: General Administration

A. Consider an Amendment to Chapter 3, Section 3.16, Rules for Meeting Attendance

Village Attorney, Kelly Cahill, stated the Village of Algonquin has allowed remote attendance based on the Governor's executive order. The Illinois Open Meetings Act was amended this past summer to address remote attendance during a disaster declaration, so now it is outlined officially in the OMA. The Ordinance prepared adopts the new OMA language. The board discussed the proposed Amendment. It is appropriate that the Village Board amend its Ordinance to ensure the Village's code is consistent with state law as amended.

The Board discussed the requirements of remote attendance after the disaster declaration is lifted. Kelly Cahill responded that a quorum must be physically present and a vote taken to allow a member of the Board to attend remotely.

Trustee Glogowski, Chairperson of the meeting asked for a consensus to move to the Village Board.
Roll Call Vote: voting aye: Brehmer, Glogowski, Jasper, Spella, Steigert & Acting President Sosine
Consensus: 6 -ayes, 0 -nays

B. Consider an Agreement with Lauterbach and Amen, LLP for Accounting and Payroll Services

Mike Kumbera indicated the Village of Algonquin currently engages Lauterbach and Amen for a variety of financial and accounting services, including, general accounting assistance, payroll processing, police pension accounting, and actuarial services.

The proposal is a merging of two contracts to extend the existing contract for up to three (3) years for accounting and payroll processing services. The existing contract has worked well for service delivery, maintaining segregation of duties, and providing operational redundancy.

Trustee Glogowski, Chairperson of the meeting asked for a consensus to move this to the Village Board.

Roll Call Vote: voting aye: Brehmer, Glogowski, Jasper, Spella, Steigert & Acting President Sosine
Consensus: 6 -ayes, 0 -nays

C. Motor Fuel Tax Documentation Review for Calendar Year 2020 – Mike Kumbera

Mike Kumbera provided a copy of the Village's Motor Fuel Tax (MFT) Documentation Review for the period January 1, 2020 to December 31, 2020 performed by the Illinois Department of Transportation (IDOT). The Village's MFT records reconcile with those maintained by IDOT for the reported period. IDOT guidelines require that this document be presented to the Village Board and filed as permanent record. This is a housekeeping item that needs a formal Resolution approved by the Village Board.

Trustee Glogowski, Chairperson of the meeting asked for a consensus to move this to the Village Board.

Roll Call Vote: voting aye: Brehmer, Glogowski, Jasper, Spella, Steigert & Acting President Sosine
Consensus: 6 -ayes, 0 -nays

D. Review of Proposed 2021-2022 General Funds Budget

Mike Kumbera

GENERAL FUND BUDGET OVERVIEW

The Village of Algonquin recognized by the Government Finance Officers Association in 2020 with a Certificate of Achievement in Performance Management for 17 years in a row.

The annual budget is a financial statement of the goals and objectives for the Village during the fiscal year. These goals and objectives have been assessed and reconfirmed over the past year regarding the delivery of basic Village services. The General Fund budget maintains conservative projections of revenues and expenditures and attempts to address the concerns for maintaining service delivery identified by elected officials, Village staff, and citizens of this community in our current economic environment. The budget for the General Fund followed a "constraint budgeting" process to ensure maintenance of existing services while enhancing budget goals by each department and division in the allocation of the limited revenues for the Village. The overriding principle of the budget to deliver outstanding service to our citizens at a reasonable price without drawing down the Village's working capital, assuming no additional tax burden on our residents. This principle is difficult with relatively flat year-to-year revenue, but still possible because of the financial planning that the Village Board has followed over the past decade. A primarily flat property tax levy is reflected in the General Fund budget; and, through strong fiscal policies and constraint, the 2021-2022 General Fund budget is balanced expecting Revenues in the amount of \$19,937,000.00 and Expenditures in the amount of \$19,937,000.00, which doesn't include the \$5,500.000 transfer to the Street Improvement Fund.

E. Review of Proposed 2021-2022 Other Funds Budget

Mike Kumbera

OTHER FUNDS OVERVIEW

- Development Fund – Expected revenues of \$44,500 and expected expenses of \$163,00
- Village Construction Fund – Expected revenues of \$4,200.00 and expected expenses of \$104,500
- Downtown TIF Fund – Expected revenues of \$806,000.00 and expected expenses of \$806,000.00 balanced
- Police Pension Fund – Expected revenues of \$1,924,100.00 and expected expenses of \$5,163,500

F. Discussion of Continued Outdoor Dining and Liquor Service

Tim Schloneger

Due to the CoVid Pandemic, there is an option for liquor license holders, that has available open, private property, space adjacent their building within Chapter 33 (Auxiliary) to have a gated/segregated outdoor area. However, this does not allow businesses without available open space to expand to outdoor dining during the summer months.

The Board discussed the current Ordinance, that was approved to accommodate outdoor dining in the Public Right of Way during COVID and the portion of the liquor code describing the Auxiliary Liquor License and whether or not to update it to allow outdoor dining beyond the Pandemic?

It was the consensus of the Committee of the Whole to have staff put together a policy to continue the outdoor dining service in the public right-of-way as a permanent amendment to the Village Code.

AGENDA ITEM 5: Public Works & Safety

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

Bob Mitchard

Bids were opened on February 16, 2021 for contracted service for concrete curb, sidewalk and driveway removal and replacement. There were 10 bidders on the program which has an option to renew for an additional 2 years.

Schroeder & Schroeder was the low bidder at \$507,300.00. The Village has been using this company for the last 2 years to perform this program and has been pleased with the quality and results of the work. Per memo from CBBEL, references and bids have been checked and are in order.

Money has been budgeted in the Motor Fuel Tax Fund to pay for this service. Therefore, Public Works recommends 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 \$507,300.00

Trustee Glogowski, Chairperson of the meeting asked for a consensus to move to the Village Board.

Roll Call Vote: voting aye: Brehmer, Glogowski, Jasper, Spella, Steigert & Acting President Sosine

Consensus: 6 -ayes, 0 -nays

B. Consideration of an Agreement with Atlas Bobcat for the Purchase of a S76 Ts4 Skid Steer Loader

Mike Kumbera

As part of the Village's Financial Resiliency Plan (FRP) that was adopted in April 2020, staff placed holds on approximately \$1.5 million of General Fund expenditures to address revenue shortfalls and many of the uncertainties of beginning a fiscal year during a pandemic. Now the Village is in a good

financial position with funds from the receipt of Local CURE funding from the Illinois Department of Commerce and Economic Opportunity, the CARES Act funding from Kane County and FEMA funding, so it is appropriate to review the Village's vehicle and equipment needs and/or other deferred onetime expenses as our financial position has been stabilized for the current fiscal year.

Mike Kumbera presented a quote for a purchase of a S76 T4 Bobcat Skid Steer Loader. Staff is proposing to purchase one (1) of these items at a total cost of \$50,793. This purchase will replace one (1) 2008 S300 Bobcat Skid Steer Loader (#544) which meets replacement criteria based on age, reliability, and service history.

Trustee Glogowski, Chairperson of the meeting asked for a consensus to move to the Village Board.
Roll Call Vote: voting aye: Brehmer, Glogowski, Jasper, Spella, Steigert & Acting President Sosine
Consensus: 6 -ayes, 0 -nays

C. Consideration of an Agreement with CBBEL for the Construction Oversight of the Harrison/Main St. Bike Path and Round-A-Bout Project
Bob Mitchard

The Harrison/Main St. Bike Path and Round-a-bout (RAB) project was out to bid and the State/IDOT opened bids recently. Bob Mitchard presented the Phase 3 Construction Observation Proposal from CBBEL for the project. It is important to note that this project has both Federal, State and County funding to offset much of the construction cost. This requires a higher level of coordination, reporting and documentation compared to a typical locally funded Village project and, therefore, the proposed fee reflects that level of effort.

The proposal fee for oversight services is not to exceed \$751,439.78. The estimated cost of construction is \$7,552,484, so the engineering is just under 10% of the total cost, which is in the acceptable range for a project of this magnitude. We have \$400,000 in the FYE 2021/2022 budget for the first stage of this project which will focus on the work on North Harrison St. The remainder of the work on North Main St. including the bike path switchback as proposed due to engineering requirements and RAB will be completed in 2022, therefore, we will budget appropriately in the next budget year (FYE 2022/2023).

Trustee Glogowski, Chairperson of the meeting asked for a consensus to move to the Village Board.
Roll Call Vote: voting aye: Brehmer, Glogowski, Jasper, Spella, Steigert & Acting President Sosine
Consensus: 6 -ayes, 0 -nays

D. Consideration of an Agreement with Morrow Brothers Ford for the Purchase of two (2) 2020 Ford Police Interceptor Utility AWD Hybrids
Mike Kumbera

As part of the Village's Financial Resiliency Plan (FRP) that was adopted in April 2020, staff placed holds on approximately \$1.5 million of General Fund expenditures to address revenue shortfalls and many of the uncertainties of beginning a fiscal year during a pandemic. In October, pursuant to the FRP, the Village Board approved restorative funding totaling \$772,700 as a result of the Villages receipt of Local CURE funding from the Illinois Department of Commerce and Economic Opportunity.

Subsequently, the Village has received additional one-time funds from Kane County's Coronavirus Relief Fund and FEMA's reimbursement program. With that said, it would be appropriate to review the Village's vehicle and equipment needs and/or other deferred onetime expenses as our financial position has been stabilized for the current fiscal year.

The Board reviewed a quote for a purchase of a 2020 Ford Police Interceptor Utility Hybrid vehicle. Staff is proposing to purchase two (2) of these vehicles at a total cost of \$144,020 (\$72,010/each). This total cost includes the vehicle plus all accessories such as light bars, equipment, computers, printers, cameras, DVR, radar, and graphics. These vehicles will replace two (2) 2015 Ford Police Interceptor Sedans (#93 and #94) which meet replacement criteria based on age, mileage, reliability, and service history.

The Board discussed the cost of the vehicle and the differences from the vehicle ordered back in November, which was less expensive. Chief Bucci indicated they had an award of \$20,000.00 which covered the cost of accessories on one vehicle back in November, plus the cost of accessories and labor to put in the accessories have gone up. Chief Bucci stated he will get the board the break down of the costs.

Trustee Glogowski, Chairperson of the meeting asked for a consensus to move to the Village Board.

Roll Call Vote: voting aye: Brehmer, Glogowski, Jasper, Spella, Steigert and Acting President

Sosine Consensus: 6 -ayes, 0 -nays

AGENDA ITEM 6: Executive Session

None

AGENDA ITEM 7: Other Business

None

AGENDA ITEM 8: Adjournment

There being no further business, Chairperson Glogowski adjourned the meeting at 8:56 pm.

Submitted: Maggie Auger, Village Clerk