



**Village of Algonquin  
Minutes of the Committee of the Whole Meeting  
Held On May 11, 2021  
Village Board Room  
2200 Harnish Dr. Algonquin, IL**

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

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

Present: Trustees Laura Brehmer, Jerry Glogowski, Robert Smith, John Spella, and President Debby Sosine. A quorum was established

Absent: Jim Steigert

Staff Members Present: Village Manager, Tim Schloneger; Assistant Public Works Director, Michelle Zimmerman; Community Development Director, Jason Shallcross; and Village Clerk, Maggie Auger.

**AGENDA ITEM 2:** Public Comment

Chris Kious, Kane County Board shared the the Low Income Rental Assistance program is getting started and the Vaccination Site in Spring Hill Mall will be open 3-7 on Saturday.

**AGENDA ITEM 3:** Community Development

Jason Shallcross Presented:

**A. Consider an Agreement with North Star Group for the Employment Services of Mike Darrow**

Through GovHR, Mike Darrow has assisted the Village of Algonquin in its transition between Community Development Directors since February. With Mr. Darrow's contract set to expire on May 21st, we would like to make every effort to keep him on staff. Mike's emphasis on customer service, communication, and transparency along with the quality of work product he produces are an asset to this Village as we continue to hire new staff and pursue community and economic development projects. Over the past month, we have had conversations with Mr. Darrow about securing a role within the Village to assist with on-boarding new staff, perform short and long-range planning tasks, recommend zoning updates which could include form-based codes, analyze tax increment pro forma, participate in community engagement, review planning and design projects, create marketing materials, and serve as a trusted team member within the Community Development Department. Based upon his experience, team-driven approach, transparency, and commitment to the values of our Village and of course his excitement to continue to be a part of our team, we are recommending approval of a \$12,500 per month retainer for his services under the North Star Grp which is a registered and insured LLC.

The Committee confirmed that he would not be working for another local municipality and complimented his work to date.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**AGENDA ITEM 4:** General Administration

None

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

Michelle Zimmerman Presented:

**A. Consider an Agreement with Sebert Landscape of Bartlett for the Village wide Annual Landscape Maintenance**

This annual program provides a variety of landscape services to our many sites, primarily, turf mowing and planter bed maintenance. This is the third year of a three-year contract, which has been increased to account for added site locations over the last year.

The cost for the services for this year is \$354,381. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**B. Consider an Agreement with Clarke Environmental Mosquito Management for the 2021 Mosquito Control**

Public Works is looking for approval for contracted and budgeted expenses for mosquito control, Village-wide, provided by Clarke Environmental Mosquito Management, Inc. of St. Charles, IL. This annual program, which has run for many years now, has had a wonderful impact upon minimizing the potential health risks that sometimes can be associated with mosquitos. The program limits their populations through a variety of efforts, and provides the added benefit of fewer populations for the improved comfort of the community. Village has been able to avoid any issues with West Nile since having this program. The budget was based upon the proposal amount, which is \$40,280. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**C. Consider an Agreement with HR Green for the Algonquin Lakes Street Improvements Construction Management**

Public Works presented a proposal from HR Green Engineering for construction management services in the amount of \$76,934.00 for the Algonquin Lakes Street Improvement Project. Construction management services for this project were passed as part of the 2021–2022 FY budget in account 04900300-42232, Street Improvement Fund, in the amount of \$90,000.00. Construction for this project involves full depth reclamation of the roadway with cement stabilization, asphalt pavement resurfacing, sidewalk replacement, concrete curb and gutter and drainage repairs. HR Green was the design engineer for this project. Therefore, they are intimate with the plan set and the required inspection time needed to ensure a quality built project. They are also familiar with the specifications needed to construct the project in order to review and approve materials and shop drawings. HR Green has been working with the Village for over 6 years now and they have successfully designed and managed similar projects. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**D. Consider an Agreement with Arrow Road Construction for the Algonquin Lakes Street Improvements Construction**

Public Works is recommending a bid for the Algonquin Lakes Street Improvement Project that is slated for construction this summer. We had five responsible bids from local road contractors, many of whom have previously worked for the Village of Algonquin. The low bidder on this project was Arrow Road Construction of Mt. Prospect with a total bid of \$1,027,581.90.

The Village has worked with Arrow Road Construction numerous times in the past 25 years and we have found their work to be of good quality and value. Therefore, we found no need to check references as the company's

reputation stands on its own. The engineer's estimate for the job was \$1,153,477.50 and money has been budgeted in the Street Improvement Fund in the amount of \$1,750,000.00 to pay for this service. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval.

Trustee Smith asked the time line of the project, Michelle Zimmerman stated the project would start at the end of May and should take no more than 60 days.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**E. Consider an Agreement with Chicagoland Paving for the 2021 Annual Asphalt Patching Project**

There were 6 bidders on the program with Chicagoland Paving out of Lake Zurich, IL coming in the lowest at \$183,599.75 This contract will involve patching and overlaying 1,700 square yards of failed trail in Willoughby Farms Park and Towne Park, 2,000 square yards of patching and overlaying of Well 7 & 15 lots, and 7,400 square yards of patching on Getzelman Terrace, Wildwood Rd. & Cermack Dr. Chicagoland Paving was the contractor that was awarded our asphalt patching contract last fiscal year. They performed their work satisfactorily and in a timely matter with no issues. Therefore, public works is comfortable using them again. Money has been budgeted in the Motor Fuel Tax Fund in the amount of \$350,000.00 to pay for this service. Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Chicagoland Paving to perform asphalt patching for the bid price of \$183,599.75. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval.

Trustee Glogowski asked about the wording of apprentice Training, and Tim Schloneger explained that is the wording required for the IDOT forms.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**F. Consider an Agreement with SpaceCo Inc for Construction Management Services Services for the Harnish Dr. Roadway Rehab Project**

Public Works presented a proposal for the Phase 3 Engineering for the Harnish Drive Roadway Rehab IMS Project. The project involves curb and driveway patching, drainage system repairs, compliant ADA pedestrian street crossings, and roadway repair and resurfacing.

The work will include Harnish Dr. from Randall Rd. to Hanson Rd. The proposal is for a cost not to exceed \$174,250.00 for the tasks outlined in the proposal. This amount includes a subcontract with Metro Strategies for Outreach and Communications for \$18,000.00 and Rubino Engineering for material testing for \$10,000.00. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval. The 2021-2022 Street Capital budget includes \$250,000.00 for this work.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**G. Consideration of an Agreement with Arrow Road Construction for the Harnish Dr. Roadway Rehab Project**

The bid was reviewed by Christopher B. Burke Engineering and recommends Arrow Road Construction, for Harnish Drive Roadway Rehab IMS Project. The bid from Arrow Road Construction contains all the elements required within the bidding documents and they have done other paving projects within the Village previously. The approved budget of \$3,480,000, located within the Street Improvement Fund, is sufficient to fund this project. The original budget includes the section from Hanson Road to Eagle Ridge Lane, which was deferred due to potential water main improvements along the section of Harnish Rd. Therefore, it is our recommendation that the Committee of the Whole take the necessary action to move this agreement with

Arrow Road Construction on to the full Board of Trustees for approval in a not to exceed amount of \$1,597,352.71. The bid also includes rehabilitation of a few storm sewers.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**H. Consider an Agreement with HR Green for the Lake Drive South Street Improvements Construction Management**

Public Works presented a proposal from HR Green Engineering for construction Management/oversite services in the amount of \$43,127.00 for the Lake Drive South Street Improvement Project. Construction management services for this project were passed as part of the 2021–2022 FY budget in account 04900300-42232, Street Improvement Fund, in the amount of \$80,000.00. Construction for this project involves full depth reclamation of the roadway with cement stabilization, asphalt pavement resurfacing, sidewalk replacement, concrete curb and gutter and drainage repairs.

HR Green was the design engineer for this project. Therefore, they are intimate with the plan set and the required inspection time needed to ensure a quality built project. They are also familiar with the specifications needed to construct the project in order to review and approve materials and shop drawings. HR Green has been working with the Village for over 6 years now and they have successfully designed and managed similar projects.

Thus, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of construction management services for Lake Drive South Street Improvements to HR Green, Inc. for \$43,127.00.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**I. Consider an Agreement with Arrow Road Construction for the Lake Drive South Street Improvements Construction**

Public Works took bids for the Lake Drive South Street Improvement Project that is slated for construction this summer. We had seven responsible bids from local road contractors, many of whom have previously worked for the Village of Algonquin. The low bidder on this project was Arrow Road Construction of Mt. Prospect with a total bid of \$577,544.10.

The Village has worked with Arrow Road Construction numerous times in the past 25 years and we have found their work to be of good quality and value. Therefore, we found no need to check references as the company's reputation stands on its own.

The engineer's estimate for the job was \$613,002.75 and money has been budgeted in the Street Improvement Fund in the amount of \$800,000.00 to pay for this service. Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Arrow Road Construction for the Lake Drive South Street Improvement Project for the bid price of \$577,544.10.

Trustee Glogowski mentioned that many streets are in disrepair. Michelle Zimmerman explained the difference between repair vs the costly major pavement reconstruction.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**J. Consider an Agreement with CBBEL for the Phase 3 Construction Engineering for the Randall Road Wetland Enhancement Project**

Public Works got a proposal from CBBEL for the Phase 3 Construction Engineering for the Randall Road Wetland Enhancement Project. This project includes the removal of invasive species, the construction of an earthen dam for flood control and an alternate to install a pedestrian bridge within the wetland for access off

the bike path. The proposal is for a cost not to exceed \$52,218.00 and that amount includes \$18,000.00 for an ecologist from RES to oversee the invasive removals and replacements, and \$2,898.00 for material testing by Rubino Engineering. This total amount including the two subcontracts is 6% of the total estimated construction costs which is well within the range for this task. Village Staff requests the Committee of the Whole take the necessary action to advance this proposal to the Village Board for final approval. There is \$70,000 in the FY 2021-2022 Street Capital budget for this work.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**K. Consider an Agreement with Baxter & Woodman Natural Resources for the Randall Road Wetland Enhancement Project**

The bid was reviewed by Christopher B. Burke Engineering and Village staff. The review team recommends Baxter & Woodman Natural Resources, for Randall Road Wetland Enhancements Project. The bid from Baxter & Woodman Natural Resources contains all the elements required within the bidding documents. This wetlands is likely to turn into a regional detention area that will include a lookout with signage about the wetlands. This was budgeted in the Street Capital Improvement Fund at \$700,000. The additional \$94,228.15, which includes the alternate (pedestrian bridge and path improvements), that is needed will come from the \$350,000 savings realized in the Scott St. Rehabilitation Project in the Street Capital Improvement Fund. Therefore, it is our recommendation that the Committee of the Whole take the necessary action to move this agreement with Baxter & Woodman Natural Resources on to the full Board of Trustees for approval at actual bid of \$794,228.15.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**L. Consider an Agreement with CBBEL for the Phase 3 Construction Engineering for the Ratt Creek Sanitary Sewer Relocation Project**

Public Works received a proposal for the Phase 3 Engineering for the Ratt Creek Sanitary Sewer Relocation Project. The project involves relocating main line sanitary sewer out of the ravine, from the area adjacent to Ratt Creek between Harper Drive and Harnish Drive. CBBEL did the design on this project and this proposal is for the Construction Engineering/Oversight for the actual construction. The proposal is for a cost not to exceed \$117,858.00 for the tasks outlined in the proposal. This amount includes a subcontract with Rubino Engineering for material testing for \$4,178.00. The CBBEL amount is approximately 7% of the estimated construction cost which is in the acceptable range. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval. The 2021-2022 Water and Sewer Capital budget includes \$200,000.00 for this.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**M. Consider an Agreement with Martam Construction for the Ratt Creek Sanitary Sewer Relocation Project**

The bids for the project were reviewed by Christopher B. Burke Engineering and they recommended Martam Construction, for Ratt Creek Reach 5 Sanitary Sewer Replacement Project. The bid from Martam Construction contains all the elements required within the bidding documents and they have done other sewer projects within the Village previously. The approved budget of \$2,500,000, located within the Water and Sewer Capital Fund, is sufficient to fund this project.

Therefore, it is our recommendation that the Committee of the Whole take the necessary action to move this agreement with Martam Construction on to the full Board of Trustees for approval in a not-to-exceed amount of \$1,379,853.50.

Trustee Brehmer verified that the sanitary sewer under the creek will just be capped off.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**N. Consider Certain Vehicles as Surplus**

Tim Schlöninger explained that the list of vehicles presented are to be considered surplus so that the Board would preauthorize these vehicles to be available for sale or trade in on the Enterprise program. Village Staff requests the necessary action by the Committee of the Whole to advance this to the Village Board for final approval.

Trustee Spella, Chairperson of the meeting asked for a consensus to move this to the Village Board. It was the consensus of the Committee of the Whole to move this forward to the Village Board.

**AGENDA ITEM 6:** Executive Session  
None

**AGENDA ITEM 7:** Other Business  
None

**AGENDA ITEM 8:** Adjournment

There being no further business, Chairperson Spella adjourned the meeting at 8:05 p.m.

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Submitted: Maggie Auger, Village Clerk