



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held On December 21, 2021
Village Board Room
2200 Harnish Dr. Algonquin, IL**

AGENDA ITEM 1: Roll Call to Establish a Quorum

Trustee Smith, Chairperson, called the Committee of the Whole meeting to order at 7:45 p.m.

Present: Trustees Laura Brehmer, Brian Dianis, Jerry Glogowski, Robert Smith, Maggie Auger, and President Debby Sosine.

Absent: Trustee John Spella, a quorum was established

Staff Members Present: Village Manager, Tim Schloneger; General Services Superintendent, Vince Kilcullen; Utilities Superintendent, Jason Schutz; Community Development Director, Jason Shallcross; Todd Walker, Human Resources Director; Police Chief, John Bucci; Village Clerk, Fred Martin; and Village Attorney, Kelly Cahill

AGENDA ITEM 2: Public Comment

None

AGENDA ITEM 3: Community Development

Jason Shallcross

A. Consider an Agreement with Algonquin Lake in the Hills Fire Protection District

Staff has been working with the Algonquin - Lake in the Hills Fire Protection District (ALITH FPD) over the last several months to update our current intergovernmental agreement. The agreement addresses everything from permitting and inspections to review fees and testing. The existing agreement was adopted and approved in 1998.

The genesis of the update to the agreement was to bring ALITH FPD fees in line with area fire protection district fees. ALITH FPD's current impact fee is \$30.00 per dwelling unit. Below you'll find a list of surrounding comparable impact fees and ALITH FPD's proposed fee:

- Village of Cary: \$500.00 per dwelling unit
- Village of Lake in the Hills: \$600.00 per dwelling unit
- Village of Huntley: \$500.00 per dwelling unit
- Huntley Fire Protection District: \$685.00 per dwelling unit
- Countryside Fire Protection District: \$600.00 per dwelling unit
- Algonquin Lake in the Hills FPD: \$600.00 per dwelling unit - PROPOSED

Other proposed changes include:

1. Updating the plan review fee from \$0.10 per square foot with a flat fee of \$100.00 to \$0.12 per square foot for projects of 3,001 square feet or greater, with a flat fee of \$300.00 for all projects under 3,000 square feet. The Village agrees to not release a permit until the District's invoice has been paid (similar to what the Village currently does when an outside agency reviews a permit application).
2. The District will invoice a \$100.00 fee to witness black iron ductwork light tests for kitchen hood fire protection systems, fire pump tests, and underground fire protection water main flushing tests.
3. The District reserves the right to use a third-party vendor for the collection, storage, and distribution of fire protection systems annual testing reports required by Code for the annual testing and maintenance of fire protection systems.
 - a. The State of Illinois requires all contractors provide fire protection system reports to the fire department, however they are not currently provided with the reports and the follow up reports that

deficiencies have been repaired. This enables the District to ensure all fire protection systems are being maintained as required by code.

- b. There is no fee to the District or the Village.
 - c. The fire protection contractor is charged \$15.00 per fire protection system type per year.
4. The Village allows the District the ability to post buildings as “Unapproved for Human Occupancy” after a fire department related incident and/or natural disaster (fire, car into a building, large tree into a home, no heat or water). The District will contact the Village upon request to “red tag” a building.
- a. This saves the Village Representative from responding in the middle of the night when the District is already on scene responding to an emergency.

Staff recommends that the Committee of the Whole move to approve the proposed update to the Intergovernmental Agreement between the Village of Algonquin and the Algonquin – Lake in the Hills Fire Protection District.

Trustee Auger had concerns regarding the impact fees.

Trustee Smith clarified the new fees would be for new development.

Trustee Brehmer also commented on fees for new development only.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

B. Rosen Hyundai Extension Presentation of Concept

Rosen Hyundai is proposing to expand their current dealership and maintenance facility from 14,032 sq. ft to 21,824 sq. ft. This proposed expansion is in response to anticipated future capacity needs as well as the conversion to electric vehicles.

Project Overview:

- A larger vehicle waiting room
- A larger vehicle show room
- A larger customer waiting area
- A new vehicle delivery room
- A larger exterior waste storage area
- A larger breakroom for the technicians
- A new electric vehicle storage room

As a separate approval, the former Napa Auto Parts building to the east will be converted to 14 additional vehicle service bays for Rosen Hyundai.

The proposed plans, includes elevations which show a substantial proposed investment into the site and include a modern twist on conservative brick architecture that meets the design criteria for Hyundai while keeping with the Village’s architectural values. The red brick color and high-quality metal and glass accents would remain and be expanded upon.

Representatives from Rosen Hyundai will provided additional details along with concept drawings at the Committee of the Whole Meeting.

Trustee Smith questioned the exterior colors and brick, additional parking, storm water detention

Trustee Glogowski commented on exterior colors

Trustee Dianis questioned the use of the middle building in the complex

AGENDA ITEM 4 General Administration

A. Consider an Ordinance Amending the Merit Compensation Plan by Adding a New Title of Community Development Deputy Director

Todd Walker

According to Section 2.3.2 of the Village Policy Manual, on an annual basis in the early spring staff provides the Village Board our recommendations for the upcoming fiscal year Merit Compensation Plan. However, periodically the Village has a need to adjust this document mid-year by adding titles of new positions that are

in the best interest of the Village. With this said, I am requesting the Board consider and approve amending the Merit Plan to include a new title of Community Development Deputy Director.

After reviewing internal and external equity and salary data of comparable communities, I am recommending the following changes:

1. Create a new title of Community Development Deputy Director. This new position will assist Jason and adjust for the absence of our prior consultant, Mike Darrow.
2. Based on internal and external equity and salary data of comparable communities, I am recommending placing this position into a Grade 13.

Mr. Walker described the new position and merit plan.

President Sosine commented the Community Development took a hit with the COVID pandemic.

Village Manager Schloneger stated this is a critical position for a full-time employee.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

B. Consider Resolution Designating Funds for the Purchase of Three (3) 2024 International HV607 Vehicles at a Total Cost of \$572,268.00

Tim Schloneger

Proposed purchase of three (3) vehicles for the Village's fleet. At the last Committee of the Whole meeting, we discussed many challenges including supply chains, inflation, and labor/material shortages that greatly impact our ability to procure items such as vehicles and equipment.

For many of our larger equipment, current lead times for chassis and upfit are up to two (2) years (August 2023). Accordingly, staff is requesting we designate funds for the future purchase to three (3) 2024 International HV607 vehicles, with expected payment and delivery in FY 23/24. Below is a detail of the vehicles being replaced, all of which meet replacement criteria currently:

Replacing Not to Exceed Amount

- 1999 International 4900 5-Yard Dump (#522) \$216,266.00;
- 2007 International 7400 Tandem Axle Hook Lift (#527) \$198,745.00;
- 2007 International 7400 5-Yard Hook Lift (#528) \$157,257.00

TOTAL: \$572,268.00

The variations in price between the units are as follows:

- 522: Complete truck purchase with dump box;
- 527: Dual-axle cabin chassis with wing blade plow;
- 528: Cabin chassis only.

With this action, the Village will designate funds for this purchase that will be reflected in our financial statements. Once we are able to take delivery and make payment in a future fiscal year, we would make this draw from the designated fund balance and zero-out the liability. By entering into a purchase agreement now, we are able to lock-in our spot for purchase and avoid the ever-growing backlog for this equipment.

Staff recommends that the Committee of the Whole forward this item to the Village Board for approval by Resolution(s) at the meeting on January 4, 2022.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

AGENDA ITEM 5: Public Works and Safety

Jason Schutz and Vince Kilcullen

A. Consider an Agreement with ComEd to Relocate Overhead Electrical Facilities Along Harrison Street, Washington Avenue, and Jefferson Underground

The Village has phased the Downtown Improvements over a number of years. We are now at the Stage to work on the completion of the design and relocation of all of the "Dry Utilities" underground on S. Harrison

Street, and portions of Washington Street, and Jefferson Street. adjacent to S. Harrison Street. This work is similar to the work done on S. Main Street to allow for the streetscape work done there.

The relocation work will involve the installation of a number of conduits underground by Utility Dynamics to accommodate ComEd, AT&T, Comcast, and future Village fiber. Again, this is how Main Street was accomplished.

In order to initiate the ComEd work, an agreement (attached) has been signed and requires a partial payment of about 50%, which equals \$649,022. The total estimated cost is \$1,442,660. The Village has sufficient funds to initiate this work and execute the agreement.

It is staff's recommendation that the Committee of the Whole recommend to the Village Board authorization of the payment of \$649,022 to ComEd for the first partial payment for the Relocation of Overhead Electrical Facilities on S. Harrison Street, Washington Street, and Jefferson Street.

Trustee Smith had concerns as to the construction schedule, and a contractor's incentive to complete on time. Trustee Glogowski had concerns about downtown construction and resident complaints.

Trustee Brehmer wanted confirmation that Comcast and AT&T was also on board with ComEd, project completion scheduled for Summer 2022.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

B. Consider an Agreement with COMCAST to Relocate Overhead Electrical Facilities Along Harrison Street, Washington Avenue, and Jefferson Underground

The Village has phased the Downtown Improvements over a number of years. We are now at the Stage to work on the completion of the design and relocation of all of the "Dry Utilities" which are currently overhead, to underground on South Harrison Street, and portions of Washington Street, and Jefferson Street. adjacent to South Harrison Street. This work is similar to the work done on South Main Street to allow for the Streetscape work done there.

The relocation work will involve the installation of a number of conduits underground by Utility Dynamics to accommodate ComEd, AT&T, Comcast, and future Village fiber.

In order to initiate the COMCAST work, an agreement needs to be approved and requires the total payment to be made to them up front. That payment amount is \$77,277.23. The COMCAST work involves the relocation of a significant Fiber Optic cable that serves over 100,000 customers, that is one of the reasons for this cost. You may recall the Village Board approved a similar agreement with ComEd in November and one from AT&T will follow shortly. The Village has sufficient funds to initiate this work and execute the agreement.

Staff's recommends that the Committee of the Whole recommend to the Village Board authorization of the execution of the attached Agreement and payment of \$77,277.23 to COMCAST for the Relocation of Overhead Electrical Facilities on South Harrison Street, Washington Street, and Jefferson Street.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

C. Consider an Agreement with Compass Mineral America Inc. for the Purchase of Rock Salt

The road rock salt bids for this season has been awarded through Illinois Department of Transportation / Central Management Services. The IDOT/CMS bid was awarded to Compass Minerals America Incorporated out of Overland Park, Kansas.

The Village of Algonquin has reserved 3000 tons of rock salt at \$53.79 per ton. With this contract the Village has two options we must take a minimum of 80% or 2,400 tons of our 3000 tons, we can also go up to 120% or 3,600 tons.

Therefore, it is recommended that the Committee of the Whole take action to move this matter forward to the Village Board for approval of rock salt purchase in the not to exceed amount of \$193,644.00 which would be our maximum of 120% or 3,600 tons of rock salt.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

D. Consider an Agreement with Landscape Concept Management for the Annual Tree Pruning Project

The proposal for the annual tree trimming program for the 2021 – 2022 season is an extension of the contract that was approved by the Board last year which had a clause to renew for an additional 2 years.

The Village started contracting tree pruning last season, due to time and intensity involved in this process. We are grateful for support in contracting this work. Performing this work keeps our 5-year pruning schedule on track, which keeps our liabilities and reactive work at bay.

The pruning schedule for this year includes zones 4A, 4B, 4C, and 5C includes the following subdivisions: Highlands of Algonquin, Tunbridge, Dawson Mill, High Hill Farms, Willoughby Farms, Stone Ridge, Creeks Crossing, Brittany Hills, Gaslight, and Fox River View.

Based on this experience, the Village would like to renew our contract with Landscape Concepts. We believe we will get the best service from this contractor as they are already familiar with our requirements, and their proposal from last year included the option to renew for additional years.

Money for this service is budgeted in the General Services budget in the amount of \$150,000.00.

Therefore, we recommend the Committee of The Whole take action to move this matter forward to the Village Board to award this work not to exceed \$150,000.00 to Landscape Concepts Management of Grayslake, IL. and further authorize the Village Manager or his designee to sign an extension to said contract for fiscal year 2022 – 2023.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

E. Consider an Amendment to the Agreement with Strand Associate's Inc. Adding Certain Items to the High Hills Subdivision Scope of Work

Recently, Public works staff had the kick off meeting with Strand & Associates regarding the engineering design for the High Hill subdivision street improvement project scheduled for construction in summer of 2022. During this review several important items came up from staff that warrant some additions to the plan set. The majority of these involve much needed repairs and upgrades to High Hill park. These were identified in the Park Master Plan. In an effort to catch up on the disrepair of our existing park amenities, we would like to add them to this project since they involve the same type of construction that is will be part of the street improvement. These items are listed below:

1. High Hill Park north multi-use asphalt path removal and replacement;
2. High Hill Park basketball court removal and replacement. Replace failed asphalt court with a new concrete court;
3. High Hill Park south drinking fountain replacement and drainage corrections, playground flooding and parking lot drainage improvements;
4. Relocation of High Hill Park sledding hill pipe culvert under the multi-use path improvements to alleviate safety hazard;
5. Addition of sidewalk curb ramps at all the intersections as part of the street improvements;
6. Addition of retaining wall at the end of Sussex lane (if needed/authorized).

Summary fees:

1. Strand - \$47,802
2. CWA (topographical surveying) - \$19,511
3. Rubino (Geotech for retaining wall at the end of Sussex Lane) - \$4,950

It is recommended that the Committee of the Whole take action to move this matter forward to the Village Board for approval of an amendment to design services for High Hill Street Improvements to Strand & Associates for \$72,263.00.

Following discussion, it was the consensus of the Committee to move this forward to the Village Board for approval.

AGENDA ITEM 6: Executive Session

Motion by Trustee Dianis, seconded by Glogowski to move into executive session to discuss collective bargaining, at 8:34pm

Voice vote, ayes carried

Motion by Trustee Auger, seconded by Dianis to reconvene the Committee of The Whole Meeting at 8:55p.m.

Voice vote, ayes carried

Roll Call: Trustees Laura Brehmer, Brian Dianis, Jerry Glogowski, Robert Smith, Maggie Auger, and President Debby Sosine.

Absent: Trustee John Spella

AGENDA ITEM 7: Other Business

None

AGENDA ITEM 8: Adjournment

There being no further business, Chairperson Smith adjourned the meeting at 8:57 p.m.

Submitted: _____
Fred Martin, Village Clerk