

AGENDA
COMMITTEE OF THE WHOLE
July 16, 2019
2200 Harnish Drive
Village Board Room
- AGENDA -
7:45 P.M.

Trustee Sosine – Chairperson
Trustee Steigert
Trustee Jasper
Trustee Brehmer
Trustee Glogowski
Trustee Spella
President Schmitt

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation**
(Persons wishing to address the Committee must register with the Chair prior to roll call.)
3. **Community Development**
 - A. Consider a Special Event Permit for McHenry County Defender’s It’s Our River Day, on Saturday, September 21, 2019
 - B. Consider a Special Event Permit for the Algonquin Rotary’s Algonquin Harvest Days on Saturday, September 21, 2019
 - C. Consider a Special Use Permit for Illinois Bone and Joint Institute Medical Facility in Winding Creek Shopping Center, 2719 W. Algonquin Road
4. **General Administration**
 - A. Consider Participating in the Kane County Division of Transportation Bike Share Program
 - B. Consider an Agreement with Lauterbach and Amen for Payroll Services
5. **Public Works & Safety**
6. **Executive Session**
7. **Other Business**
8. **Adjournment**



VILLAGE OF ALGONQUIN
COMMUNITY DEVELOPMENT DEPARTMENT

– M E M O R A N D U M –

DATE: July 16, 2019

TO: Committee of the Whole

FROM: Benjamin A. Mason, AICP, Senior Planner

SUBJECT: **Special Event Permits** – *Algonquin Rotary Harvest Market and It's Our River Day, Saturday, September 21, 2019 in Towne Park*

Algonquin Rotary Club has submitted an application for their 3rd annual Algonquin Harvest Market on Saturday, September 21 from 9:00am to 4:00pm in Towne Park. The event will include a craft fair, farmers market, food vendors and musical entertainment. Layout of the event will be similar to that used for Art on the Fox in Towne Park last month and enclosed please find a map. Rotary has provided the village with a certificate of liability insurance and Gus Capone, President of Algonquin Rotary will be present at Tuesday's COTW meeting on behalf of the group to answer any questions.

That same day – Saturday, September 21 – the Environmental Defenders of McHenry County have also submitted an application to hold the annual It's Our River Day clean-up from 12:00 to 4:00pm. Due to construction closer to Main Street and the usual event location of Cornish Park, It's Our River Day will also be relocating to Towne Park with clean-up activities along Crystal Creek. Karen Miller from Kane County will be the featured speaker and talk about ongoing efforts to have the Fox River designated a National Water Trail. Other participating groups include the Sierra Club, Fox Valley Jeep Club, Illinois Paddling Council and Friends of the Fox River. The Defenders have indicated it will be providing the village with a certificate of liability insurance soon, and staff will ensure it is on file prior to the event.

Both of these events will cross-promote the other, to help drive greater foot traffic to each. Enclosed are copies of the event applications from each organization. Special event approval from the Village Board is required for use of public park space, as well as for the live music entertainment that will be part of the Harvest Market. Consensus to move these special event permits forward for Board approval is recommended.



Village of Algonquin
PUBLIC EVENT APPLICATION

RECEIVED

JUL 03 2019

COMMUNITY
DEVELOPMENT

A. Application Information (Groups, Organizations, etc.)

B. Sponsoring Organization: ALGONQUIN ROTARY CLUB

Address: P.O. BOX 111

City, State, Zip: ALGONQUIN, IL Phone: _____

2. Name of Contact Person: GUS CAPONE, PRESIDENT

Address: [REDACTED], ALGONQUIN, IL

City, State, Zip: ALGONQUIN, IL Daytime Ph: [REDACTED] Ph: _____

C. Application Information (Individual Applicant)

1. Full Name: VIRGINIA DONAHUE

2. Home Address: [REDACTED]

City, State, Zip: ALGONQUIN, IL 60102

3. Home Ph: [REDACTED]

D. Special Event Information:

1. Date(s) of Event: SATURDAY SEPTEMBER 21, 2019

2. Time(s) of Event: 9-4

3. Duration of Event: 1 DAY

4. Location of Event: TOWNE PARK, 100 JEFFERSON ST.

5. Name of Event: ALGONQUIN HARVEST MARKET

6. Maximum Number of Attendees/Participants at a Given Time: 400

7. Describe the Nature of the Public Event: CRAFT FAIR + FARMERS MARKET + FOOD TRUCK + LIVE MUSIC

8. Describe Provided Security, including who is providing the security, hours, and a detailed security plan: NONE ROTARIANS WILL BE SUPERVISING EVENT

9. Describe Parking or Traffic Control, including the location of extra parking and the # of spaces allocated, and how overflow parking will be handled: USE TOWNE PARK PARKING LOT + MUNICIPAL LOT

D. Affidavit of Applicant:

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Municipal Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 430 ILCS 85/2-20, no child sex offenders or persons convicted of a felony in the past five years or convicted of any offense under Article 9 (Homicide) of the Illinois Criminal Code are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

Virginia L. Donahue
Signature of Applicant

7/1/19
Date

FOR INTERNAL USE ONLY:

Copy of Application Sent to: Village Manager, Police Department, Public Works, Fire District



Algonquin Rotary Club

July 1, 2019

Rotary Club of Algonquin

P.O. Box 111

Algonquin, IL 60102

Village of Algonquin Trustees

Ganek Municipal Center

2200 Harnish Drive

Algonquin, IL 60102

Dear Village Trustees,

We are writing to request permission to use Towne Park and the bathrooms near the entrance, for our 3rd Annual Algonquin Harvest Market, to be hosted by the Rotary Club of Algonquin on Saturday September 21, 2019 from 9:00 am to 4:00 pm, rain or shine.

We are a non-profit organization and regularly participate in the community with our annual Breakfast with Santa, Founders Days events, Village Recreation Flashlight Easter Egg Hunt, the Little Libraries and many volunteer hours serving the Village of Algonquin.

The Art on the Fox has graciously shared their Towne Park Map and layout and plan to have more farmers, crafters, food vendors, entertainers and secure additional sponsorships. We are continuing the success of two years at Riverfront Park and eagerly anticipate hosting this year's community event.

We are ready to come before the Village Board and answer any questions you may have. We have completed the Public Event/Entertainment License Application and submitted to the Deputy Clerk.

Thank you for considering our club request. Ben Mason, as added us to the board agenda for July 16.

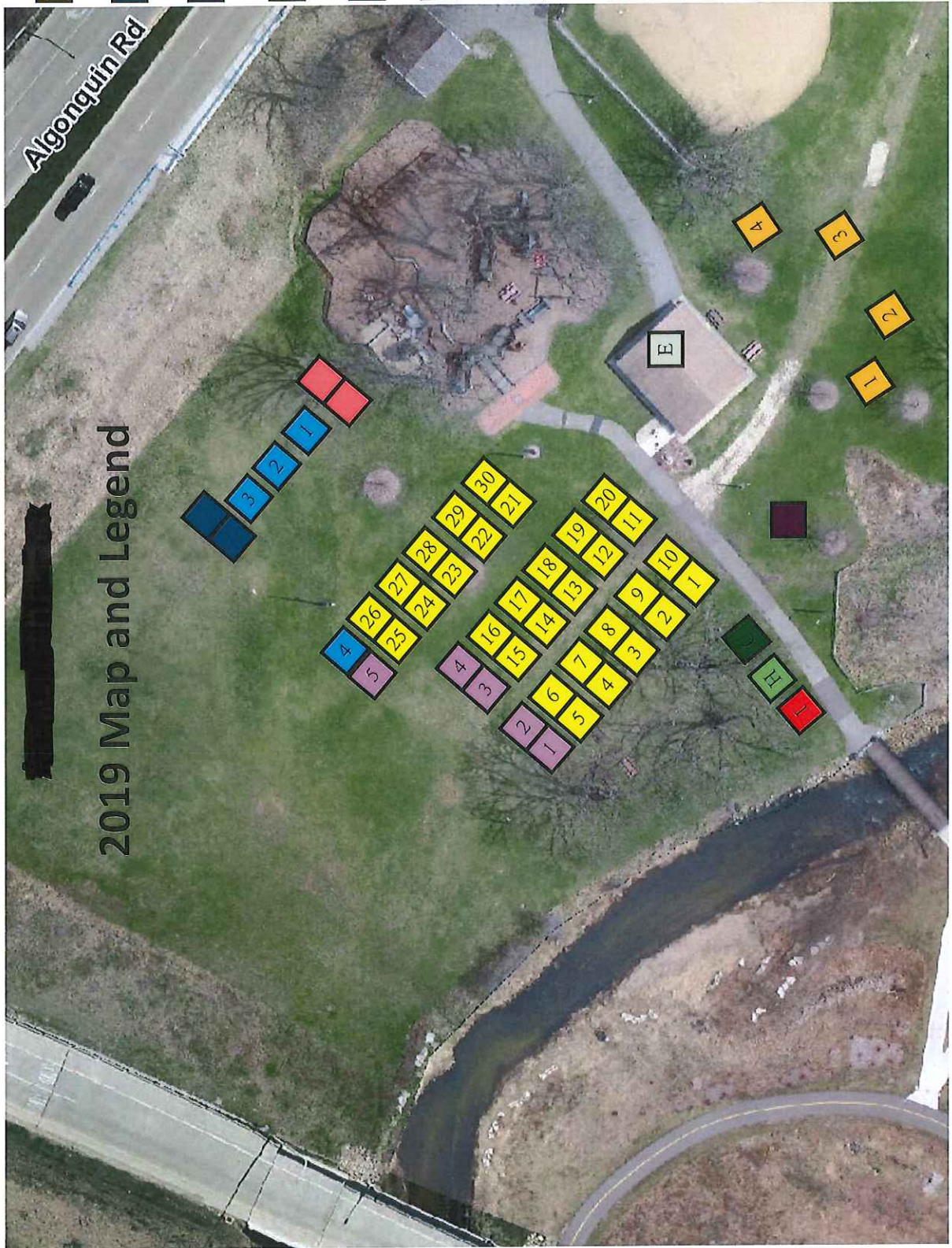
Sincerely,

A handwritten signature in cursive script that reads "Virginia Donahue".

Virginia Donahue, Club Program Coordinator

ALGONQUIN HARVEST MARKET

2019 Map and Legend





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita	
	PHONE (A/C, No, Ext): 1-833-3ROTARY	FAX (A/C, No): 630-285-4062
INSURED All Active US Rotary Clubs & Districts ROTARY CLUB OF ALGONQUIN ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	E-MAIL ADDRESS: rotary@ajg.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Lexington Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 19437		

COVERAGES

CERTIFICATE NUMBER: 899307648

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	015375594	7/1/2019	7/1/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			015375594	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

CANCELLATION

The Village of Algonquin, is and has been, endorsed as an additional insured under the above reference policy number on a primary and non-contributory basis for general liability coverage of the Algonquin Harvest Market on Saturday September 21, 2019 taking place at Towne Park.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



RECEIVED
JUL 05 2019
COMMUNITY
DEVELOPMENT

Village of Algonquin
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION

In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to Diane LaCalamita at the Ganek Municipal Center (2200 Harnish Drive or dlacalamita@algonquin.org) at least 45 days prior to the event.

Please type or print legibly.

Official Name of the Event: It's Our River Day

Sponsoring Organization:

Name: Environmental Defenders of McHenry County Contact Name: Cynthia Kanner
Address: 110 S. Johnson Street, Suite 106
City, State, ZIP: Woodstock, IL 60098
Phone: 815-338-0393 Email: [REDACTED]

Event Coordinator:

Name: Cynthia Kanner
Home Address: [REDACTED]
City, State, ZIP: Algonquin, IL 60102
Phone: [REDACTED] Email: [REDACTED]

Event Information:

Describe the Nature of the Event: watershed cleanup

New Event ☐ Repeat Event ☐ * If repeat, will anything be different this year? location

Event Address: Towne Park, Algonquin

Date(s) and Time(s) of the Event: NOON to 4PM

Rain Date(s), if applicable:

Set-Up Date/Time: 11AM

Maximum Number of Attendees/Participants Expected: 50

Admission Fee: Yes ☐ No ☐ * If Yes, list fee(s) to be charged:

How will the revenue be used (include donations to non-profit or charitable organizations):

Event Website: www.mcdef.org

Event Details:

Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: Clean-up – tables needed by organizations as usual, such as Defenders and Sierra Club. Participants will pick up garbage and recycling from the area near the Crystal Creek and will also pick up throughout neighborhood near Fox River; kayakers will be conducting in-river clean up as usual and Fox Valley Jeeps will clean up at Buffalo Park.

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: _____

Parking lot and neighborhood parking

Will there be a need for road closures? Yes _____ No * _____ If Yes, please explain: _____

Are you requesting Algonquin Police Officer(s) presence? Yes _____ No * _____ If Yes, to perform what function? _____

Do you want a fire truck or ambulance present? Yes _____ No* _____ If Yes, for what hours and to perform what function? _____

Are you wishing to post temporary sign(s) announcing the event? Yes * _____ No _____ If Yes, please describe desired size, location and date(s) that the signage will be displayed: signs provided by the Village of Algonquin

Do you wish to serve alcoholic beverages? Yes _____ No * _____

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes _____ No _____ *If Yes, attach a copy of the policy.*

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes _____ No * _____
If Yes, please describe type, band name(s), and hours of performance and if there will be a stage: _____

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): Microphone for introduction and speaker, Karen Miller

Do you plan on holding a raffle during this event? Yes _____ No *
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): Cynthia Kanner
 On-site contact's cell number: [REDACTED]
 On-site contact's work number: _____
 On-site contact's home number: _____

Affidavit of Applicant:

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.



 Signature of Applicant

 Date July 5, 2019

 Cynthia Kanner
 Printed Name of Applicant

Indemnification, Waiver and Release

To be signed by all: applicant, sponsor, organizer, promoter and permittee/licensee.

The Permittee/Licensee shall indemnify and hold harmless the Village, its officers, boards, commissions, agents, elected, elected officials, and employees (collectively, "the Village Indemnitees") from any and all costs, demands, expenses, fees and expenses, arising out of: (a) breach or violation by the Permittee/Licensee of any of its certifications, representations, warranties, covenants or agreements in its application and permit/license issued by the Village; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from the negligent performance by or on behalf of the Permittee/Licensee; or (c) any negligent act, activity or omission of permittee or any of its employees, representatives, subcontractors or agents.

The Permittee/Licensee agrees to indemnify, defend and hold harmless the Village Indemnitees against and from any and all losses, claims, demands, causes of action, actions, suits, proceedings, damages, costs and/or liabilities of every kind and nature, whatsoever (including, but not limited to expenses for reasonable legal fees, and disbursements and liabilities assumed by the Village in connection therewith), to persons or property, in any way arising out of or through the acts or omissions of the Permittee/Licensee, its servants, agents or employees, or to which the negligence of the Permittee/Licensee shall in any way contribute.

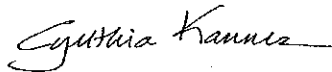
Permittee/Licensee hereby waives and releases all claims against the Village Indemnitees or arising out of the issuance of a permit to Permittee/Licensee for any and all injuries to persons or damage to property from any cause arising at any time during the event listed herein or the issuance of the Permit/License.

The term "Permittee/Licensee" refers to the applicant, as well as any sponsor, organizer, promoter of the event. Each undersigned represents and warrants that he/she has authority to execute this Indemnification, Waiver and Release Agreement on behalf of the person or entity for which he/she has signed.

Permittee/
Licensee: Environmental Defenders of McHenry County

Circle all
that apply: Applicant Sponsor Organizer Promoter

By: Cynthia Kanner
[Print]



[Signature]

Date: July 5, 2019



VILLAGE OF ALGONQUIN
COMMUNITY DEVELOPMENT DEPARTMENT

– M E M O R A N D U M –

DATE: July 16, 2019

TO: Committee of the Whole

FROM: Benjamin A. Mason, AICP, Senior Planner

SUBJECT: **Case No. 2019-11. Illinois Bone and Joint Institute – Special Use**

Background

Andre Blom, owner of Illinois Bone and Joint Institute, has submitted a petition for a Special Use Permit for an orthopedic medical office. The proposed location is within the multi-tenant Winding Creek commercial center, located west of Randall Road and the Butera grocery store. Winding Creek center is zoned B-2, Business PUD and enclosed is a map.

Staff Comments

A medical office is considered a special use and is allowed in any B-1 or B-2 business districts with a Special Use Permit. Enclosed please find an overview of the business provided by the applicant. The petitioner proposes to offer orthopedic related services for up to 40-50 patients on an average daily basis. Services will include office visit evaluations and x-ray diagnostics. Hours of operation would be typical work week hours, 7:00am to 7:00pm Monday through Thursday, 7:00am to 5:00pm Friday, and Saturday from 7:00am to 1:00pm. There would be 8 to 12 staff members employed by the office. A medical office requires 4 parking spaces per every 1,000 sq. ft, which amounts to 13 spaces for their proposed 3,250 square foot tenant space. Parking is sufficient in Winding Creek center to accommodate this business as the entire shopping center has cross parking and employees and patients can utilize any of the 146 total parking spaces.

Planning and Zoning Recommendation

On July 8, 2019 the Planning and Zoning Commission considered the petition and unanimously recommended approval (7-0) of the request for the Special Use Permit for the orthopedic office medical use at 2719 West Algonquin Road in the Winding Creek commercial center.

Recommendation

Staff concurs with the Planning and Zoning Commission and recommends approval of the Special Use Permit, subject to the following conditions:

1. All medical waste shall be disposed of properly in accordance with all State and County Health Codes.
2. The orthopedic office use shall comply with all code requirements for a medical office. A set of building plans shall be submitted for review and approved by the village's Building Department prior to a Certificate of Occupancy being issued.
3. A wall sign permit shall be reviewed and approved by Community Development staff, and follow the commercial shopping center's unified common sign plan.

Attachments

1. P&Z Minutes
2. Property Map
3. Business Plan
4. Floor Plan

**VILLAGE OF ALGONQUIN
PLANNING AND ZONING COMMISSION
Meeting Minutes
July 8, 2019**

AGENDA ITEM 1: Roll Call to Establish a Quorum

Chairperson Patrician called the meeting to order at 7:30 pm.

Mason called the roll, Commissioners present were: Patrician, Neuhalfen, Hoferle, Laipert, Sturznickel, Szpekowski, and Postelnick. Commissioners absent were none.

Staff Members present were: Ben Mason, Senior Planner and Kelly Cahill, Village Attorney.

AGENDA ITEM 2: Approval of Minutes from the May 13, 2019 Meeting.

Chairperson Patrician asked for a motion on the minutes of the May 13, 2019 meeting. Commissioner Hoferle made a motion, seconded by Postelnick, to approve the minutes. Motion passed by voice vote, with no nays.

AGENDA ITEM 3: Public Comment

Chairperson Patrician called for any public comment.

Kathie DeLude, 1521 Cumberland Parkway stated concern about the LED lighting on top of the Algonquin Town Center commercial building. She stated that the lights illuminate her yard and neighboring homes and the glow of the blue lights is obnoxious. Mason stated that the developer has been notified of the violation and has ordered shielding to put on the top of the building. The Commission suggested requiring the owner turn off the lights until the shielding has been installed.

Chairperson Patrician then closed public comment.

AGENDA ITEM 4: Request for Special Use Permit

Case No. 2019-07 Illinois Bone and Joint Institute, 2719 West Algonquin Road

Petitioner: Andre Blom

OPEN PUBLIC HEARING AND ESTABLISH QUORUM

Chairperson Patrician opened the public hearing and asked to establish quorum. Commissioners present: Patrician, Hoferle, Laipert, Sturznickel, Szpekowski, Neuhalfen and Postelnick. Commissioners absent: none. A quorum was declared.

PETITIONER COMMENTS

Chairperson Patrician asked the petitioners to step up and be sworn in. Village Attorney Cahill swore in the petitioners and verified proper legal notice. Petitioner Michelle Flaherty from Illinois Bone and Joint Institute and Mimi Troy from Troy Architects presented their request. Illinois Bone and Joint Institute has been in business for 25 years and is expanding throughout the Chicago suburbs. Their proposed orthopedic location in Algonquin would be a satellite facility, with basic office consultation and x-ray services on an appointment basis.

STAFF COMMENTS

Mason gave an overview of the request and noted medical uses require a Special Use Permit. The proposed orthopedic office would be located in Winding Creek shopping center on West Algonquin Road. There is ample parking in the commercial center to accommodate the business and it would likely provide Winding Creek with a long-term business tenant.

COMMISSION QUESTIONS/COMMENTS

Chairperson Patrician asked for any Commission questions or comments.

Neuhalfen asked if the office would offer immediate care services, to which Ms. Flaherty stated no, patients are seen on an appointment basis only.

Hoferle asked if proximity to the new OrthoIllinois business was a concern, to which Ms. Flaherty stated not particularly as Illinois Bone and Joint is simply expanding their own practice to serve more of the Chicago area.

Patrician asked if their office accepts PPO insurance, to which Ms. Flaherty stated yes they participate in a range of insurance networks. Patrician asked if x-ray services require building modifications, to which Mason stated yes the petitioner will be required to provide a set of permit drawings that meet all state and county health code requirements for a medical office which offers x-ray services.

PUBLIC COMMENT

Chairperson Patrician opened the public hearing and asked for any public comments. There being none, Patrician closed the public hearing and asked for a motion.

COMMISSION MOTION ON PETITION

Commissioner Postelnick made a motion to approve the request by Illinois Bone and Joint Institute at 2719 West Algonquin Road, for a Special Use Permit for the proposed orthopedic medical office use, consistent with the plans submitted by the petitioner, the findings of fact listed in the July 8, 2019 Community Development memorandum, and with the conditions recommended by Staff. Seconded by Commissioner Sturznickel. Chairperson Patrician called for a voice vote on the Motion: AYE: Hoferle, Laipert, Sturznickel, Szpekowski, Postelnick, Patrician, and Neuhalfen. NAY: None. Absent: None. Motion passed, 7-0.

AGENDA ITEM 5: New/Old Business

Mason stated that a date is still pending for review of the Algonquin Colosseum project by the Committee of the Whole.

AGENDA ITEM 6: Adjournment

A motion to adjourn the meeting was seconded and a voice vote noted all ayes. The motion carried and the meeting was adjourned at 7:55 pm.

Respectfully Submitted,

Ben Mason, AICP
Senior Planner

Property in Question Map





Business Plan associated with 2719 West Algonquin Rd, Algonquin, IL, 60102

To Whom It May Concern:

The Illinois Bone and Joint Institute LLC (IBJI) is a private medical practice group, specializing mainly in Orthopedic related services. IBJI has identified the space above as an ideal location for adding a freestanding facility to its existing profile of approximate 35 freestanding medical practice locations.

1. Hours of Operation

Monday – Thursday 7 am to 7 pm

Friday 7 am to 5 pm

Saturday 7 am to 1 pm

2. Number of Employees

Anticipated at 8 to 12

3. Average Number of Patients seen per day

Anticipated at 40-50 Patients per day

4. List of Procedure/Services Offered

IBJI plans to provide Medical Evaluation and Treatment services related primarily to Sports and General Orthopedic related conditions at this facility.

- Evaluation of Primary medical complaints
- X-Ray Diagnostic Services
- Bracing or Supplies for stabilization as indicated
- Injections as indicated
- Referral to related healthcare services as indicated

Please contact our office directly should you require any additional information. A sketch of the anticipated floorplan is attached to this business plan.

Sincerely

Andre Blom, CEO – IBJI

ablom@ibji.com



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: July 9, 2019

TO: President Schmitt and Village Board of Trustees

FROM: Tim Schloneger

SUBJECT: Kane County Bike Share MOU Request

The Kane County Division of Transportation (KDOT) is working with municipalities, non-profits, park districts, forest preserves, and private companies to develop a countywide bike sharing system. KDOT has made substantial progress so far and anticipates a launch of the system in August 2020.

As part of the process KDOT is collecting signed MOU's from interested parties that wish to participate in the program. These MOU's are not legally or financially binding whatsoever, but simply state that the Village of Algonquin is potentially interested in participating.

The main purpose in signing the MOU's is that it allows the Village to view and provide comments on the Request for Proposal (RFP) for a bike sharing company that KDOT will be releasing in September 2019. However, those entities who do not sign the MOU are still encouraged to take part in the program. Conversely, signing of the MOU does not require the Village to take part in the program.

The Kane County Bike Share Webinar #2 may be viewed at:
<https://www.youtube.com/watch?v=VatPjSMtDwM>

Memorandum of Understanding Regarding Bike Sharing Services

This Memorandum of Understanding (“MOU”) is made by and between the Kane County Division of Transportation (the “County”) and the Village of Algonquin (the “Local Public Agency”).

TERMS OF UNDERSTANDING

1. Definitions.
 - a. “Bicycles” means all standard pedal bicycles and/or other mobility vehicles that might be included within the program.
 - b. “Kane County Bike Share Program” means the future bike share program being organized by the Kane County Division of Transportation.

PROGRAM OUTLINE

The Local Public Agency has expressed interest in participating in the Kane County Bike Share Program. This memorandum of understanding is meant to serve as an outline of key elements and dates of the Kane County Bike Share Program as it would relate to the Local Public Agency’s participation therein.

1. *Purpose of the Program.* Bike sharing will be an affordable, healthy, safe, environmentally sustainable, and popular addition to Kane County’s transportation options. Implementing a top-quality system will boost the County’s transportation network and further advance Kane County’s position as a high quality destination and place to live. Bike share will help connect residents, commuters and visitors to more of Kane County’s businesses, institutions and attractions. Requests from neighboring counties and municipalities therein for participation in the Kane County System offer the possibility for expansion beyond the initial service area.
2. *Goals and Objectives.* The following goals and objectives have been identified for the initial launch of the system:
 - Create a quality user experience with a convenient and easy-to-use system,
 - Enhance connections to the public transit network and park-and-ride lots,
 - Increase physical activity to benefit public health,
 - Promote travel to landmarks, parks, trails and shopping districts (among residents and visitors),
 - Increase access to job opportunities and education,
 - Expand mobility options for low-income residents,
 - Improve connectivity between existing hubs of activity, and
 - Leverage bike share to help shift local culture towards multi-modal transportation
3. *The Local Public Agency’s Responsibilities.* Following the Request for Proposal process, the Local Public Agency will be responsible for all financial obligations for the stations that they purchase from the chosen contractor. The County will not own or operate any

stations. The Local Public Agency will be responsible for negotiating the revenue sharing breakdown, station location placement, and other financial matters with the chosen contractor.

OBLIGATIONS

This MOU does not create any financial or legal obligations, nor does it signal any commitment of funds from either Party.

In order to move forward, The Parties will sign this Memorandum of Understanding that will be executed no later than Friday, August 23, 2019.

This MOU shall automatically terminate if the Memorandum of Understanding is not entered into, for any reason, on or before August 23, 2019.

In order to be eligible to offer comments on the forthcoming Request for Proposals that will be used to procure a bike sharing contractor, this MOU must be signed before August 23, 2019. Those who do not wish to sign the MOU before the aforementioned deadline will not be eligible to offer comments to the RFP.

We look forward to working with the municipalities, agencies, and organizations of Kane County to improve mobility for its residents and visitors. It is the hope of Kane County Division of Transportation that this program will help create more liveable cities, enhanced recreational offerings, additional transportation options and a reduced carbon footprint.

[Remainder of page intentionally blank. Signatures follow on subsequent page.]

The Local Public Agency

Kane County

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____
Attest: _____
Clerk of the Board

Approved as to form
and legal sufficiency

Assistant County Attorney

Kane County Bike Share System Development

Program Overview

The Kane County Division of Transportation (KDOT) is very excited to announce its intention to work with its municipalities, park districts, forest preserve(s), non-profits, and private institutions to create a countywide bike sharing system!

A bicycle-sharing system, public bicycle system, or bike-share scheme, is a service in which bicycles are made available for shared use to individuals on a short term basis for a price or free. Many bike share systems allow people to borrow a bike from a "dock" and return it at another dock belonging to the same system. Docks are special bike racks that lock the bike, and only release it by computer control. The user enters payment information, and the computer unlocks a bike. The user returns the bike by placing it in the dock, which locks it in place. Other systems are dockless. For many systems, smartphone mapping apps show nearby available bikes and open docks.

The benefits of bike sharing schemes include transport flexibility, reductions to vehicle emissions, health benefits, reduced congestion and fuel consumption, and financial savings for individuals. Research has shown that bike sharing has a positive impact on commercial activity, as well. Users reported that they engaged in new spending at these neighborhood businesses because of the access provided by bike sharing. In short, for both businesses and consumers, bike share systems have a positive effect on business activity due to increased accessibility within local neighborhoods.

Bike sharing will be an affordable, healthy, safe, environmentally sustainable, and popular addition to Kane County's transportation options. Implementing a top-quality system will boost the County's transportation network and further advance Kane County's position as a high quality destination and place to live. Bike share will help connect residents, commuters and visitors to more of Kane County's businesses, institutions and attractions. Future requests from neighboring counties or municipalities for participation in the Kane County System offer the possibility for expansion beyond the initial service area.

If you have any questions regarding the program please contact Ryan Peterson at 630-444-3143 or peterersonryan@co.kane.il.us.

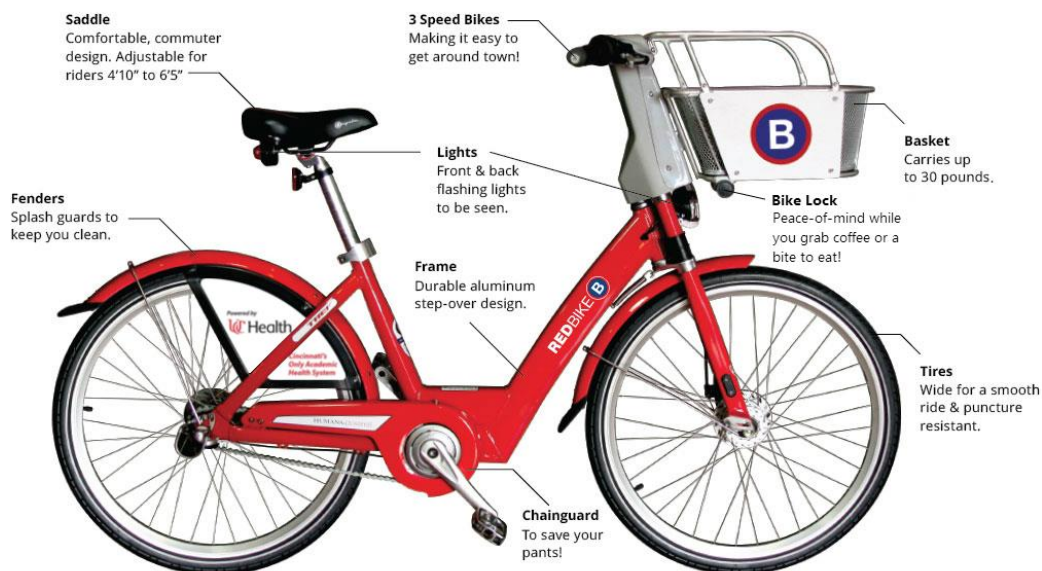
System Implementation

With help and investment from local municipalities, non-profits, organizations, and recreational districts, Kane County is hoping to create a system with at least 12 stations for the initial planned launch in August 2020. We hope that these stations will be placed at recreational, residential, commercial destinations, as well as strategic public transportation stops throughout the County. However, each participant has the flexibility to place the station wherever they see fit within their community and/or property. The County will provide support to all participants to ensure that stations are not being placed in close proximity to another station, which would decrease ridership for both stations.

Each station owner is responsible for the capital and annual financial obligations of owning and operating a bike share station. Each station will cost an *estimated* \$10,000 per year to own and operate, with an estimated \$3,000 installation fee. However, these costs will fluctuate depending on the number

of stations included within the system. A higher number of stations will decrease the price for all participants. The County will also help to subsidize the cost of these stations.

There are three main types of bike share systems: docked, dockless, and hybrid. Each system type has their own benefits and drawbacks, making them ideal for different settings and locales. The Kane County system will focus on only docked stations at the initial launch in 2020. This type was chosen because docked systems have the least administrative strain; lowest potential for vandalism and theft; highest potential for advertising; and are easily implemented into suburban locations. Other systems can be incorporated into the County system at a later date, however. Pictured below is a typical configuration of a docked bike share station and the features that come standard on most bike share bicycles.



Timeline

In order to create the system by August 2020, there needs to be lots of coordination and communication between the participating station owners, sponsors, and the bike share organizers. The draft timeline listed below outlines the dates for a successful, timely launch. *These dates are subject to change.*

2019	
May	KKCOM Bike & Pedestrian Committee meeting; presentations by bike sharing companies
May 31 & June 6	Conference call(s) involving interested stakeholders (municipalities, forest preserves, park districts, etc.)
August 23	Deadline to sign non-binding MOU to participate in opening round of funding
September	Release RFP to select bike share provider
October	Select preferred provider; start drafting network design
November	Start holding public input meetings to educate public on bike sharing and determine ideal station locations
2020	
January	Finalize financial obligations for participants
February	Finalize network locations
March	Secure advertising, sponsors for system
June	Start marketing and outreach efforts
July	Financial obligations due to bike share provider
August	Construction and implementation of stations

Sponsorship Opportunities

One of the main sources of revenue for a bike share station owner is selling advertising/sponsorship space on the bikes and station. Station owners have full autonomy on the sponsors that they procure for their stations. Owners also have the right to set sponsorship prices independent of other stations. Pictured below are diagrams that display some of the space available to station owners for sponsorships.



Throughout the county, there have been a variety of different sponsorship formats that bike share systems and the station owners have created in order to generate revenue. The five main types of sponsorship opportunities that are recommended are listed below:

1. Title Sponsor
 - System naming rights
 - Brand inclusion on bikes/stations
 - Brand inclusion on system website, social media, and location-based promotions
 - In-app advertising
2. Presenting Sponsor
 - If no title sponsor is found, 3-4 presenting sponsors will take place
 - Many of the same advertising components but without system naming rights
3. Station Sponsor
 - Brand inclusion on station kiosk
4. Station Host
 - Donate property to host station at residential, recreational or commercial location
5. Digital Advertising
 - In-app advertising
 - Social media

Applicable Case Studies

- St. Lucie County, Florida
 - Population: 313,506
 - Density: 486 residents per sq. mile
 - Created a nine station, 50 bike system aimed at increasing connectivity throughout the county
 - Spaced stations one to four miles apart to cover a larger area but not restrict connectivity and access between stations
 - Used Zagster as their bike share provider
 - County retains 93% of the operation's bike share rental fees
- Howard County, Maryland
 - Population: 287,085
 - Density: 1,279 residents per sq. mile
 - Nine stations and 78 bike system throughout two of its largest cities
 - Had over 4,800 rides in its first year of operation
 - Used Bewegen Technologies as their contractor
- Anne Arundel County, Maryland
 - Population: 573,235
 - Density: 1,381 residents per sq. mile
 - Dockless bike share program focusing primarily around attractions and locations in Annapolis
 - Attracted 700+ members in the first three months
 - Used Pace as their bike share provider

Kane County Bike Share Webinar #1

Overview

- Introduction to Bike Share
- Benefits of Bike Share
- Creating a Bike Sharing System
- Bike Share Myths & Facts
- Creating a Kane County Bike Share System

Introduction to Bike Sharing

What is Bike Sharing?

- Public or private bike rental service
- Users rent bicycles for designated periods of time
- Various membership options (daily, yearly, etc.)
- Operates as on-demand public transportation
- Ideal for....
 - Tourism
 - Predictable, consistent commuting trips
 - Recreational riding
 - To/from transit stations

What is Bike Sharing?



A promotional graphic for Zagster bike sharing. The top section has a blue background with the Zagster logo (two slanted parallel bars) and the text "Zagster bike sharing" in white. Below this, on an orange background, is the "BIKEShare" logo (a stylized bicycle icon) and the text "By RIDE Solutions". To the right of this text is a photograph of a woman and a man riding bicycles on a path. The bottom section is a solid orange band with the text "LEARN MORE AT: ZAGSTER.COM/RIDESOLUTIONS" in white.

Zagster bike sharing

BIKEShare
By RIDE Solutions

LEARN MORE AT:
ZAGSTER.COM/RIDESOLUTIONS

System Planning



Docked Bike Share



Hybrid Bike Share



Dockless Bike Share

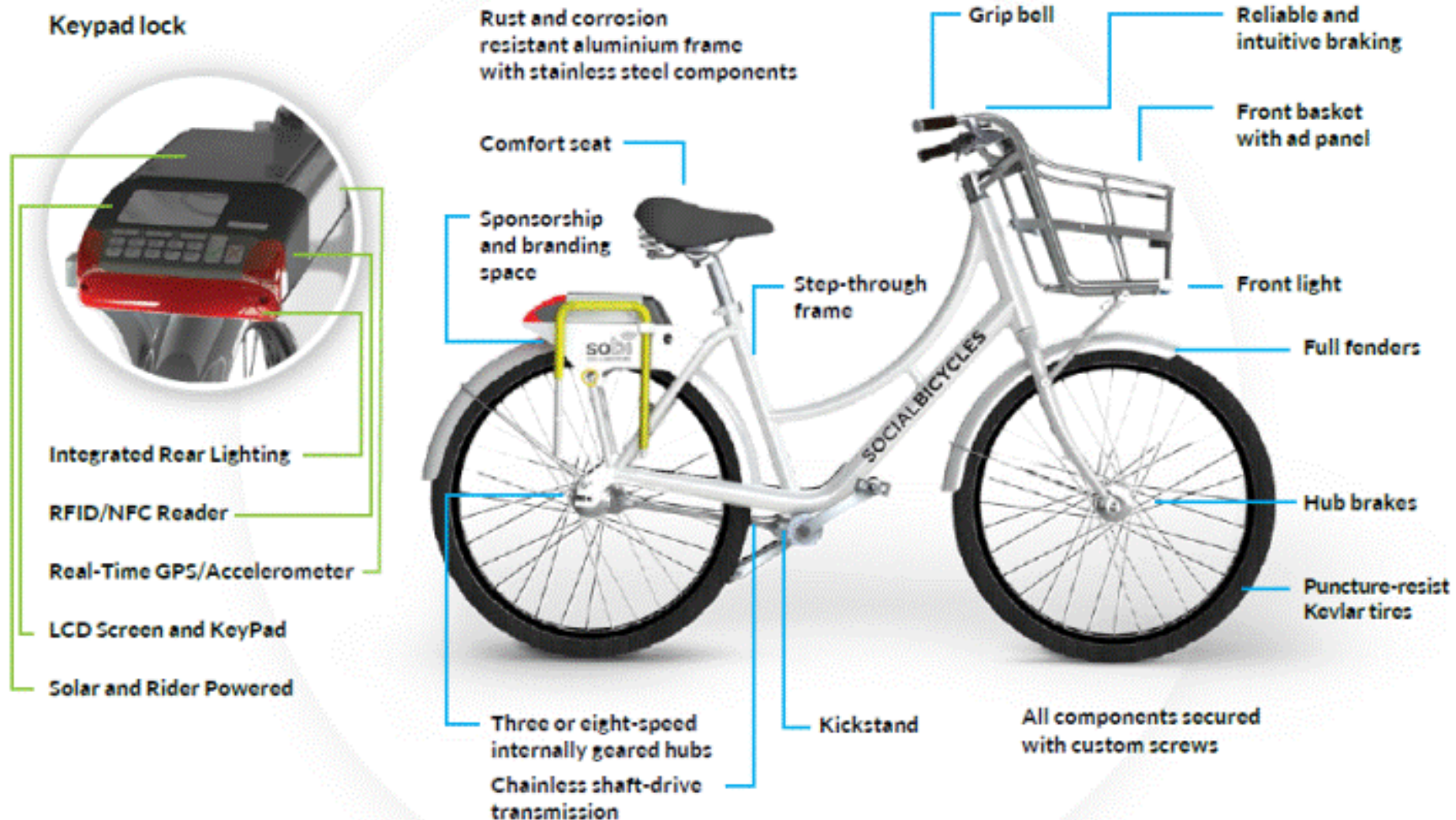
Docked Bike Share

- Users check out bikes from automated station
- Must return bikes to another fixed station.
- Ideal for economic development



Metro BikeShare (Los Angeles, California)

Docked Bike Share Equipment



Benefits of Bike Sharing

- Economic
 - High farebox return rates.
 - Helps to generate more revenue in downtown districts.
- Transportation
 - Bicyclists put far less strain on roads.
 - Can help to greatly decrease congestion.
 - Helps to create a safer, more inviting biking experience.

Benefits of Bike Sharing

- Health/Environmental
 - Decreases the amount of emissions produced by automobile travel
 - Healthy, inexpensive form of recreation.
- Social
 - Helps create equity within communities.
 - Strengthens sense of community.

Creating a Bike Sharing System

Building Political Will

- Educating political officials/organizational administration
 - Linking goals for bike share to city's transportation/sustainability efforts
 - Case studies of similar systems (Bike Chattanooga; St. Lucie County (FL); Arlington, VA)
- Conduct research on the social costs and benefits of bike share
 - Improvements in physical activity
 - Reductions in greenhouse gas emissions
 - Increased access to public transportation
- Find and use community advocates to help create support
 - Elected officials
 - Health organizations
 - Cycling organizations

Ideal Locations

- Bike sharing stations should....
 1. Connect to transit.
 2. Connect to regional trails.
 3. Avoid physical barriers or unsafe riding areas.
 4. Be located between uses that generate activity at different times of the day.
 5. Be within riding distance of another station in the network.

Ideal Locations

- Sunny, minimal tree cover
- At least five feet of clear walking space
- Close to intersections
- High-visibility area and street lighting
- Easy access for users
- Close to bicycle infrastructure
- Can also be placed on street



Charlotte B-Cycle (Charlotte, North Carolina)

Startup Costs

1. Stations
2. Bicycles
3. Software development and maintenance
4. Control center, depot, and bike maintenance
5. Staffing
6. Insurance



BayArea BikeShare (San Francisco, California)

Bike Sharing Finances

- Revenue Streams
 - Local/governmental funding
 - Sponsorship
 - Private investment
 - User fees
 - Advertising revenue



Citi Bike (New York City, New York)

Sponsorship Opportunities

- **Title Sponsor**
 - System naming rights
 - Brand inclusion on bikes/stations
 - Brand inclusion on system website, social media, and location-based promotions
 - In-app advertising
- **Presenting Sponsor**
 - If no title sponsor is found, 3-4 presenting sponsors will take place
 - Many of the same advertising components but without system naming rights
- **Station Sponsor**
 - Brand inclusion on station kiosk
- **Station Host**
 - Donate property to host station at residential, recreational or commercial location
- **Digital Advertising**
 - In-app advertising
 - Social media

Sponsorship Opportunities

System Assets

1. Outer basket
2. Inner basket
3. Lockplate
4. Splashguard
5. Downtube
6. Dock

Signage Assets

1. Front top
2. Front bottom
3. Back ad frame
4. Backlist ad panels
5. Dock



Policy Creation

- Helmet requirements
- Rental curfews
- Equity initiatives
 - Provide residents with free rides
 - Partner with non-profits, housing authorities, or community centers
- Implementing bicycle infrastructure
 - Bicycle parking
 - Bicycle lanes
 - Wayfinding
- Enforcement strategies
- Accessibility

Potential Issues

- Durability during winter months
- Equity
- Theft, vandalism, and abandoned bikes
- Low ridership numbers



Bike Share Toronto (Toronto, Canada)

Goal Setting

- **Performance Metrics**
 - Mode share
 - Average daily trips per bike
 - Trips by customer type
 - Trips by user type
- **Equity**
 - Demographics of bicycle users
- **Revenue**
 - Farebox return rates
 - Sponsorship revenue
 - Memberships

Bike Sharing Myths

Bike Share Myths

1. *Bike share is just for tourists.*
2. *Bike sharing hurts businesses because it will decrease automobile traffic.*
3. *“My city is too small for bikeshare.”*
4. *“No one rides their bike in my community anyways.”*

Creating a Kane County Bike Share System

Existing Infrastructure

- 410 miles of bike trails and lanes in Kane County
 - Approx. 30% of the total number of trails/lanes in Chicagoland region
- Several local biking advocacy and riding clubs
- Three bicycle/pedestrian committees
 - Elgin Active Transportation Working Group
 - Aurora Bicycle, Pedestrian, Transit Advisory Board
 - Batavia Bicycle Commission
- Aurora invested in bike sharing in 2016
 - Three stations throughout municipality
 - Approximately 450 rides per year

Proposed System Objectives

- Launch 12+ new stations by August 2020
- Safety initiatives
 - Helmet renting
 - Bicycle safety classes
 - Bicycle safety curriculum (driver's ed. classes, physical education classes)
- Create low-income membership options
 - Cash options
 - Low-cost memberships
 - Offline renting options
- Creating at least one adaptive station

Bike Share Committee

- Committee to plan and coordinate bike share system
- Each station owner will asked to join committee
- Help to organize initial launch and operations
- Bi-annual meetings after launch to coordinate events, expand the network, share best practices, etc.

Proposed Timeline

2019

- May 31 & June 6: Conference call(s) involving interested stakeholders (municipalities, forest preserves, park districts, etc.)
- August 23: Deadline to sign non-binding MOU to participate in opening round of funding
- September: Release RFP to select bike share provider
- October: Select preferred provider; start drafting network design
- December: Start holding public input meetings to educate public on bike sharing and determine ideal station locations

Proposed Timeline

2020

- January: Finalize financial obligations for participants; contracts are signed by communities/organizations
- February: Finalize network locations
- March: Secure advertising, sponsors for system
- June: Start marketing and outreach efforts
- August: Construction and implementation of stations

Request for Proposal Process

- August 23: Non-binding MOU's Due
- August 30: Comments on Draft RFP Due to KDOT
- September 9: Release RFP
- September 23: Deadline for Written Questions
- September 30: KDOT to Post Responses to Written Questions
- October 7: Proposals Due
- October 14: Announcement of Top Three Firms
- October 21-25: Interviews/Testing with Top Three Firms
- October 29: Announcement of Selected Firm

Request for Proposal Process

Category	Explanation	Percentage
Vendor Experience	Vendors must display that they are experienced in all phases of developing and operating similar bike share systems, including launch, marketing, and public outreach.	20%
Operations	Vendors must provide ground operations to ensure the safety, accessibility and responsible placement of bicycles	10%
Equity and Accessibility	Vendors must ensure that their system equitably services all residents, which may include ensuring accessibility of bicycles in low-income neighborhoods and by riders of all ability levels.	15%
Connectivity	Vendors must ensure that the bike share system allows for connectivity between existing and emerging multi-modal transportation systems.	30%
Multi-Modal Interoperability	KDOT prefers a bike share system that increases the accessibility of other modes of transportation and builds upon a cohesive regional transportation network.	5%
Data Access & Reporting	The vendor must provide detailed bike location data; system reports; and maintenance and customer service reports in a timely and accurate manner.	10%
Customer Service, Marketing, and Contingency	Vendors must be able to provide customer service via multiple mechanisms (e.g.: mobile applications, website, phone number), enabling members of the public to ask questions, report bikes that are damaged or improperly parked, request refunds, or otherwise receive support.	10%

Resources

- [The Bike Share Planning Guide](#)
- [ITDP Bike Share Planning Guide](#)
- [Micromobility Policy Survey](#)
- [Economic Benefits of Bike Sharing](#)
- [Bike Share Station Siting Guide](#)
- [Better Bike Share Partnership](#)
- [How to Build a Thriving, Equitable Bike Share System - Video](#)
- [Bike Share Webinars and Resources](#)

Questions?



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: July 10, 2019

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Assistant Village Manager

SUBJECT: *Payroll Processing Services Agreement*

With a pending staff retirement on the Finance team, we have evaluated the finance and accounting operation to determine workload allocation in response to this transition opportunity. Over the past five (5) years, the work group has experienced a reduction in full-time equivalent employees (FTEs) and a transition to part-time/seasonal staff and contracted services as part of the Village's overall operating plan. Additionally, the growth in regulatory/policy compliance during this same period has created additional demands.

Staff analysis of current operations identified additional need in operational redundancy, incompatible work tasks, and segregation of duties. Accordingly, we are recommending expanding our relationship with Lauterbach and Amen to include regular payroll processing services, which includes personnel expenses in excess of \$18,000,000 annually.

Service Overview

Lauterbach and Amen will perform semi-monthly payroll processing for a flat fee of \$4,795 per month. The scope includes, but is not limited to, data import/review, payment processing, remittance of deductions and taxes, and quarterly/annual reporting.

The agreement will be for twelve (12) months with a 60-day termination clause. This term will provide the opportunity to re-evaluate operations under normal operating conditions and determine whether outsourcing or insourcing is more advantageous for the Village.

Budgetary Impact

The total budgeted expense in FY 19/20 is \$43,155 which will be partially split between the General Fund and Water and Sewer Operating Fund. Existing budgeted expenses in these funds will be evaluated and deferred where appropriate to balance this unplanned expense in the current fiscal year. The remainder of the term will be appropriately budgeted in FY 20/21.

Recommendation

Staff recommends that the Committee of the Whole forward this item to the Village Board for approval by Resolution at their meeting on August 6, 2019.

C: Susan Skillman, Comptroller



Village of Algonquin – Payroll Processing Services

Lauterbach & Amen, LLP is pleased to provide the Village of Algonquin with a fee quote for payroll processing services. The services include, but are not limited to:

- Semi-Monthly Payroll Processing
 - Import and enter all employee hours semi- monthly
 - Review of all data each payroll
 - Processing of all direct deposits and physical checks
 - Remittance of all necessary payroll deductions and required reporting
 - Remittance of all state and federal taxes
 - Prepare and file all quarterly payroll tax returns
 - Process all annual payroll tax forms (W2)
 - Troubleshooting and problem resolution as needed
 - New hire reporting
- It is estimated that the above work will require 6 days a month onsite with quarterly return months requiring additional time of 1-2 days per quarter.
- L&A will complete all work necessary to ensure accurate and timely payroll and quarterly returns regardless of time required. If a given payroll requires more than the estimated 3 days to complete L&A will complete the necessary work without any additional billing.

The fee estimate for the above services is proposed as a fixed monthly fee.

Services	Fee
Payroll Processing - Monthly	\$4,795
Total Annual Fees	\$57,540