



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held in Village Board Room
July 16, 2019**

AGENDA ITEM 1: Roll Call – Establish a Quorum

Trustee Debby Sosine, Chairperson, called the Committee of the Whole meeting to order at 8:06 p.m. Present: Trustees Jim Steigert, Janis Jasper, Jerry Glogowski, Debby Sosine, Laura Brehmer, John Spella, and President Schmitt. A quorum was established.

Staff Present: Village Manager, Tim Schloneger; Assistant Village Manager, Mike Kumbera; Senior Planner, Ben Mason; Public Works Director, Bob Mitchard; Police Chief, John Bucci; Village Clerk, Jerry Kautz; and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment
None

AGENDA ITEM 3: Community Development

Reporting Ben Mason

A. Consider a Special Event Permit for McHenry County Defender's It's Our River Day, on Saturday, September 21, 2019

Algonquin Rotary Club has submitted an application for their third 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. Rotary has provided the village with a certificate of liability insurance.

The Committee of the Whole consensus was to move on to the Board for approval.

B. Consider a Special Event Permit for the Algonquin Rotary's Algonquin Harvest Days on Saturday, September 21, 2019

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.

(Note: Both events are scheduled for the same day but are coordinated between the two organizations)

The Committee of the Whole consensus for this event was to move on to the Board for approval.

C. Consider a Special Use Permit for Illinois Bone and Joint Institute Medical Facility in Winding Creek Shopping Center, 2719 W. Algonquin Road

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. 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.

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 workweek 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 in addition, patients can utilize any of the 146 total parking spaces.

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. Staff recommends approval.

Following discussion, it was consensus to forward this on to the Board for approval.

AGENDA ITEM 4: General Administration
Reporting Tim Schloneger and Mike Kumbera

A. Consider Participating in the Kane County Division of Transportation Bike Share Program

The Kane County Division of Transportation (KDOT) is working with municipalities, nonprofits, 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 Committee of the Whole consensus for this event was to move on to the Board for approval.

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

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 fulltime 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.

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.

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.
Staff recommends that the Committee of the Whole forward this item to the Village Board for approval.

Following discussion, it was consensus to forward this on to the Board for approval.

AGENDA ITEM 5: Public Works & Safety
None

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7: Other Business

(1) Trustee Brehmer requested Staff look into the possibly of reducing the speed limit on County Line Road from 40 MPH. She is concerned about students from Westfield School that live south of County Line and travel along the bike/walk path especially now that Sleep Hollow Road is being upgraded.

AGENDA ITEM 8: Adjournment
Being no further business, the meeting was adjourned at 8:20 pm.

Submitted by: Jerry Kautz, Village Clerk