



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held in Village Board Room
August 13, 2019**

AGENDA ITEM 1: Roll Call – Establish a Quorum

Trustee Debby Sosine, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m. Present: Trustees Jim Steigert, Jerry Glogowski, Debby Sosine, Laura Brehmer, John Spella, and President Schmitt. Absent: Janis Jasper. A quorum was established.
Staff Members Present: Village Manager, Tim Schloneger; Intern, Matthew Bajor; Public Works Director Robert Mitchard. Village Clerk, Jerry Kautz and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment
None

AGENDA ITEM 3: Community Development
None

AGENDA ITEM 4: General Administration

Tim Schloneger and Matt Bajor Reporting

A. Consider Certain Furniture and Vehicles as Surplus

The furniture located in the Ganek Municipal Center lobby over the years has become unsightly and discolored. In the 2019-2020 budget, it was approved to update the furniture in the lobby area. We were able to find suitable replacement furniture under budget. After conferring with the other departments, it was decided that the furniture is not needed or practical for other departments and to surplus the furniture.

The following vehicles will be turned over to Enterprise and replaced as part of the lease agreement.

Unit #: 101

Year: 2004
Make: Hyundai
Model: Sonata
ID/VIN: KMHWF25H24A985092
Description: Will be replaced with Hyundai Sonata Hybrid

Unit #: 201

Year: 2009
Make: Dodge
Model: Charger
ID/VIN: 2B3KA43D29H557806
Description: Will be replaced with Hyundai Sonata Hybrid

Unit #: 400

Year: 2008
Make: Ford
Model: Escape Hybrid
ID/VIN: 1FMCU59H68KA99717
Description: Will be replaced with Hyundai Sonata Hybrid

Unit #: 802

Year: 2006
Make: Dodge
Model: Caravan
ID/VIN: 1D4GP24E36B736510
Description: Will be replaced with Dodge Caravan

Unit #: 801 and 801spl

Year: 2015

Make: Ford
Model: F-350
ID/VIN: 1FTRF3B62FEA88487
Description: will be replaced with Ford F-250 with plow.

Unit #: 814 and 814spl

Year: 2008

Make: Ford

Model: F-350

ID/VIN: 1FTWX31R78EE57276

Description: will be replaced with Ford F-250 with plow.

Unit #: 953 and 953spl

Year: 2015

Make: Ford

Model: F-350

ID/VIN: 1FT8X3B6XFEB95697

Description: will be replaced with Ford F-250 with plow.

It is recommended that the Committee of the Whole take the necessary action to move this decision on to the full Board for approval.

Consensus of the Committee of the Whole was to move this on to the Board.

B. Consider an Amendment to the 2018-2019 Fiscal Year Annual Budget

Village department heads submitted requests to increase their budget for Fiscal Year Ending April 30, 2019, that requires approval by the Village Board. Budget Ordinance No. 2018–O–09 created spending authority for Fiscal Year Ending April 30, 2019. Illinois statutes allow the Village Board to delete, add to, or change the budget by a vote of two-thirds of the corporate authorities then holding office. The Summary follows:

General Fund: The expenditure budget for professional services for the police department vehicles & equipment increased \$27,297. A new squad purchase was required to replace one that was involved in an accident. The village received insurance proceeds of \$27,297 in FY 2018 to cover this expense. The offset for this increase was from fund balance in the general fund. Economic development increased \$10,000 for the village's portion of matching funds for the Chicago Metropolitan Agency for Planning Local Technical Assistance Grant – Algonquin- Cary Subarea Plan. The offset for this increase was from fund balance in the general fund. In General Services-Public Works, there was an increase of \$180,000 in professional services. Additional funds were required for downtown snowplowing over the budgeted amount. Materials increased \$57,000, as additional salt purchases were necessary as the allotment for MFT salt purchases was met during the year. The offset for these increases was from fund balance in the general fund.

Motor Fuel Tax Fund: The expenditure budget for maintenance-curb & sidewalk increased \$250,000 in the motor fuel tax fund as additional sidewalk repairs were made over the budgeted amount. The offset for this increase is the restricted fund balance in MFT cash reserves. **Street Improvement Fund:** The expenditure budget for land acquisition increased \$455,000 in the street improvement fund. The various land acquisitions were related to the downtown improvement projects. The offset for this increase is in cash reserves in the beginning fund balance.

Water & Sewer Improvement Fund: Engineering expenditures increased \$84,000 relating to the downtown utilities Stage 1 improvements. Stage 1 water main improvements increased \$500,000. This project was budgeted in FY 2018, but not completed. The offset for this increase is in cash reserves in the beginning fund balance. Capital Improvements expenditures relating to the downtown utilities Stage 1C improvements increased \$500,000 for wastewater collection, and \$500,000 for water main improvements. These projects were not budgeted in FY 2019, but were started early due to changes in scheduling of the downtown projects. The offset for these increases is in cash reserves in the beginning fund balance.

Development Fund: The expenditure budget for snow removal increased \$40,000 due to additional funds needed for cul de sac snowplowing. The offset for this increase was from fund balance in the development fund.

Village Construction Fund: The expenditure budget for maintenance – outsourced building increased \$7,575, as funds were needed for foam installation in the ceiling at Ganek Municipal Center for temperature control. The offset for this increase was from fund balance in the development fund.

Consensus was to forward this item to the Board for approval.

C. Consider a Resolution Supporting the Open Source and Land Development Grant (Stoney Brook Park)

The Village is currently working with Christopher Burke Engineering and Metro Strategies, Inc. to submit an application for project funding through the Open Space and Land Development (OSLAD) Program, which is offered by the Illinois Department of Natural Resources (IDNR) to local agencies for development of acquired open space and recreation areas. The funds sought from the grant program will be used for the development of Stoneybrook Park.

At this time, the total cost for the Stoneybrook Park Development Project has been evaluated at \$936,230.00. The OSLAD grant will provide funding of up to \$400,000.00, which would cover approximately 42.7% of the total project costs.

The remainder of the costs would be covered by matching funds from the Village in the amount of \$536,230.00. It is recommended that the resolution for the grant application be approved, as the grant provides an excellent opportunity to secure additional funding for the Stoneybrook Park Development Project and increase the organization's capacity to provide quality services to residents and visitors.

Consensus was to forward this item to the Board for approval.

AGENDA ITEM 5: Pubic Works & Safety

Bob Mitchard Reporting

A. Consider an Agreement with Christopher Burke Engineering for a Survey Analysis to Define the Work Necessary for the Establishment of the Proper Right of Way on N. River Road

This agreement is to define the work necessary for the eventual establishment of a proper ROW on N. River Road, from Algonquin Road (Route 62) to the Village limit to the northeast. The road will be under design soon to correct failures to the driving surface and underground utilities that currently exist. Much of the road exists in prescriptive easement due to being grandfathered in as an existing travelled way across private properties. The Village is not the owner of the entire roadway, and much of it is believed to be under private ownership, so this makes any improvements to the road or any associated infrastructure extremely difficult, and often contentious.

In order to find a plausible solution and prepare for any future road improvements, we are proposing to do a full land and property survey of the area, and produce an exhibit that shows centerline of the road and all adjacent properties. This will provide a course of action forward to acquire all necessary and proper ROW to maintain N. River Road into the future.

This was an unbudgeted item, but when we contracted to do emergency repairs this spring, it became blatantly obvious that this work would be absolutely necessary moving forward in order to build a proper and safe road way and accommodate any sundry infrastructure needed to drain the road and better serve the residents residing along the roadway. We intend to pay for this engineering and survey work through the emergency monies budgeted for patching N. River Road. The patching came in at \$60,000.00 under the budget of \$300,000.00. It was noted in discussion that doing just a survey of the land does not require public notification.

Consensus was to forward this item to the Board for approval.

B. Consider an Agreement with Christopher Burke Engineering for a Drainage Study to Determine Corrective Action for Area Near Terrace Hill Golf Course

This item is for a drainage study to determine corrective action for the ongoing flooding issues in the rear and side yards of homes close to the intersection of Bunker Hill Drive and Clover Drive. During heavy rains the rear yard of 5 to 6 homes are inundated with floodwaters that remain for extended periods after the storm.

The area was part of a Letter of Map Revision in the early 1990s that allowed construction of single-family homes in a FEMA floodway through various engineering methods. The drainage system in the Terrace Hill Golf Course is very odd and defies logic and current design standards by combining increasing and decreasing pipe sizes, and pipes that enter and leave a series of ponds through the golf course at various elevations that seem to exacerbate the problems of flooding upstream.

In order to find a plausible solution and prepare for any future development of the golf course as an alternate use, we are proposing to do a full topographic survey of the area, a complete hydrologic and hydraulic analysis of the system, and create a technical memorandum of solutions to be constructed in the next fiscal cycle.

We had budgeted \$15,000.00 for this study, but we expanded the scope of the project both upstream and downstream of the study area in order to make certain that no issues are missed with the future project and the cost rose for the study to \$23,298.00. We should have sufficient funds in the Terrace Hill Rehab project to cover the overage, as the Terrace Hill project will only be addressing the box culvert bridge construction and minor storm sewer work this fiscal year.

During discussion, Mr. Schmitt asked why the village should be responsible for repair to private property. Mr. Mitchard replied the problem causing the flooding is actually a village sewer line through Terrace Hill not functioning properly so therefore it is up to the village to repair.

Consensus was to forward this item to the Board for approval.

C. Consider an Agreement with Abbey Paving for the Construction of Kelliher Park Parking Lot

This item finds HR Green regarding their analysis of the bids received for the above project. Being the design engineer on the project, they were able to confirm pricing with the contractor and that all aspects of the construction can be performed adequately. The engineer's estimate of probable cost, compiled by HR Green on 3/21/2019, was \$463,498.70. The low bidder price came in at \$465,232.59. Therefore, the low bid pricing is commensurate with the design intent. Money for this project was passed as part of the 2019–2020 FY budget in account 06900300-45593, Park Improvement Fund, in the amount of \$500,000.00. It is Staff's recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of a construction contract with Abbey Paving Co. Inc for Kelliher Park Parking Lot to in the amount of \$465,232.59. It was noted that the residents are aware of the improvement that should be completed in three months.

Consensus was to forward this item to the Board for approval.

D. Consider an Agreement with HR Green for Construction Oversight Services for the Kelliher Park Parking Lot

Staff received a proposal from HR Green Engineering for construction management services in the amount of \$31,995.39 for the Kelliher Park Parking Lot project. Construction management services for this project were passed as part of the 2019–2020 FY budget in account 06900300-42232, Park Improvement Fund, in the amount of \$35,000.00. Construction for this project involves the hot mix asphalt pavement lot expansion, existing parking lot resurfacing, sidewalk and bike path replacement, storm sewer installation, lighting and landscaping. 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 5 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 Kelliher Park Parking Lot to HR Green, Inc. for \$31,995.39.

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

E. Consider an Agreement with Christopher Burke Engineering for Spectrum Development Construction Oversight Services

On July 8, 2019 The Village issued a Request for Proposals (RFP) to five (5) Engineering firms for the Inspection Services of Off-site improvements for the Spectrum Development. Two of the five firms indicated they did not have sufficient resources/staff to perform these tasks and declined to submit.

The remaining three firms provided the following cost proposal:

V3 Companies, Ltd. - \$152,743.00

Christopher B. Burke Engineering Ltd. (CBBEL) - \$180,603.00

Chastain & Associates LLC - \$215,513.00

We were required to request assistance from our Village Engineer (CBBEL) to help address workload related to this project. The individual being proposed for this task is the same person that was named in CBBEL's proposal for the Spectrum Inspection Services RFP.

We recommend acceptance of the Proposal for the Spectrum Services with CBBEL for the following reasons:

A. The estimated number of hours (estimated by Village staff) is 1,200 hours.

- B. The 1,200 hours was anticipated to be “part-time” inspection, with additional services provided upon request of the developer and their contractors. The Developer pays these fees.
- C. PW staff estimated 20-30 hours per week of work required to address workload due to available resources.
- D. We believe that the Village and the Developer can realize significant savings due to the efficiency of having this individual in Algonquin essentially “full time” but not having to travel to and from the Spectrum site for inspections.
- E. This would allow 10-20 hours per week of Inspection time as needed or requested. The flexibility for the workload and inspection and the savings that would be realized by this arrangement are a benefit to the Village and the Developer.

Staff requests that the Committee of the Whole provide the necessary action to move this recommendation to the full Board of Trustees for approval of the CBBEL Proposal for these services in an amount not to exceed \$180,603.00.

It was noted that Spectrum Development project is currently having a grading issue so there is a slight delay. School District 300 is aware of what is going on with the project.

Consensus was to forward this item to the Board for approval.

F. Consider an Agreement with Trotter Associates Inc. for the Downtown Streetscape Stage 2 Wet Utilities Construction Oversight Services

Stage 2 of the Downtown Streetscape (wet utilities) is ready to commence. The design has been completed by Trotter Associates, Inc. (TAI) and the contractor has been selected to perform the work.

The project consists of the installation of various sections of water main, water services and water appurtenances (hydrants and valves), storm sewer, a new large diameter (30 inch) sanitary sewer and the removal and modification of two sanitary sewer lift stations as well as the appropriate level of restoration required following these underground utility installations.

(TAI) has provided us with a proposal to provide full time Construction Inspection Services to observe the installation of all the improvements. TAI has a positive history with the Village and we have received the attached proposal from them for the required services. We reviewed their proposal and feel that it is appropriate to seek approval for this work.

Village staff recommends the approval of the Downtown Streetscape Stage 2 Wet Utilities- Construction Services Engineering Agreement the amount of \$197,110.00 with Trotter Associates, Inc.

Consensus was to forward this item to the Board for approval.

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7: Other Business

(1) Mr. Schloneger brought up a letter from a resident requesting that the Village become a member of the Northern Illinois Special Recreation Association (NISRA), enriching the lives of people with disabilities through meaningful recreation experiences.

(2) Mr. Mitchard stated the Main Street Bridge completion has been set back shortly but should be completed by Fall, late September.

AGENDA ITEM 8: Adjournment
Being no further business, the meeting was adjourned at 8:04 pm.

Submitted by: Jerry Kautz, Village Clerk