



**Village of Algonquin  
Minutes of the Committee of the Whole Meeting  
Held On April 9, 2024  
Village Board Room  
2200 Harnish Dr. Algonquin, IL**

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

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

Present: Trustees, Maggie Auger; Jerry Glogowski, John Spella, Laura Brehmer, Brian Dianis, Bob Smith, President, Debby Sosine and Clerk, Fred Martin.

A quorum was established

Staff in Attendance: Tim Schloneger, Village Manager; Nadim Badran, Public Works Director; Dennis Walker, Police Chief; Patrick Knapp, Deputy Community Development Director; and Kelly Cahill, Village Attorney.

**AGENDA ITEM 2:** Public Comment

None

**AGENDA ITEM 3:** Community Development

Mr. Knapp:

**A. Consider a Special Event Permit for the Crystal Lake Lions Rugby Football Club Tournament at Spella Park on May 11 and May 18, 2024 and Waiver of Fees**

Mr. William Eaton is requesting permission for the Crystal Lake Lions Rugby Football Club to host 2 rugby matches at Spella Park. They are requesting that the events be held on Saturday, May 11, and Saturday, May 18. Mr. Eaton is also requesting a waiver of fees due to the Rugby Club being a not-for-profit organization.

It is the consensus of the Committee to move this on to the Village Board for approval.

**B. Consider a Special Event Permit for the Algonquin Aces Memorial Day Weekend Bash, Softball Tournament May 24-26, 2024 at the Algonquin Lakes Park and Kelliher Park Fields, and Waiver of Fees**

Toney Minasola, on behalf of Algonquin Aces, is seeking approval of a Public Event/Entertainment License for the Algonquin Aces Memorial Weekend Bash occurring May 24-26, 2024.

This is a non-profit event that will be held for the Girls Fast Pitch Softball Tournament at Algonquin Lakes Fields and Kelliher Park in Algonquin. The applicant expects up to 150 participants at different times of the day. In addition to requesting approval of a Public Event/Entertainment License, the applicant has also requested waste removal on Saturday and Sunday and mowing of the fields before the tournament.

Staff has reviewed the request and recommends approval.

It is the consensus of the Committee to move this on to the Village Board for approval.

**C. Consider Waiving the Platting Fees for the Algonquin Commons Subdivision No. 2**

Sherry De Voге, representing the Algonquin Commons, is requesting that the Platting Fees be waived so that the Village can move forward with recording the Algonquin Commons Subdivision No. 2.

The Algonquin Commons Subdivision No. 2 was approved by the Village Board on June 27, 2023, Case No. PZ-2023-10. Per Village Code 22.04 Subdivision Regulation Fees, the Platting Fees are \$1,000/acre for a Commercial Subdivision and are due prior to the Village recording the subdivision. This requires the Algonquin Commons to pay \$47,830 prior to the recording of the Plat. The Algonquin Commons wants to record the plat so that they can refinance individual restaurants and outlot commercial shops so that they can keep investing in the entire property.

Staff has reviewed the request and is supportive of the platting fee waiver. Staff believes that the platting fee intent is to mitigate the impact of new development in the village and this resubdivision was initiated for refinancing purposes and not for redevelopment. The full redevelopment of the site that was approved as Case No. PZ-2021-18 does not require this resubdivision. Note that the legal and recording fees would not be waived with this request and would be paid through the existing escrow account.

Staff recommends approval of an Ordinance waiving the 22.04(B) Platting Fees for the Algonquin Commons Subdivision No. 2, as prepared by Jacob & Hefner Associates, and last revised January 17, 2023.

It is the consensus of the Committee to move this on to the Village Board for approval.

**D. Consider a Cross Access Easement for the Algonquin Commons**

Sherry DeVoge, representing the Algonquin Commons, is requesting that a sign easement be granted on the Village-owned parcel at the northwest corner of Randall Road and Corporate Parkway. This sign was approved as part of the Algonquin Commons Redevelopment Plan, PZ-2021-21.

The Village Board approved the Algonquin Commons Redevelopment Plan, Case No. PZ-2021-18 on May 16, 2023. Part of the redevelopment plan included 3 new monument signs along Randall Road. The location of the proposed monument sign at the northwest corner of Randall Road and Corporate Parkway is on Village property and therefore needs a sign easement. At the same time, the staff would also like to add a cross-access easement for the existing rear access driveway to the Algonquin Commons.

Note that there is an existing sign on this property that will be removed. This sign was constructed before the Village owned the property.

Staff recommends approval of the attached Plat of Easement, as prepared by Jacob & Hefner Associates, and last revised January 11, 2024.

It is the consensus of the Committee to move this on to the Village Board for approval.

**AGENDA ITEM 4: General Administration**

Mr. Schloneger:

**A. Consider an Amendment to Portions of Chapter 33, Liquor Control and Liquor Licensing**

Recently we were approached by Scorched Earth to allow for sales of third-party Seltzer's. Currently, under their Class A4(b) Municipal Liquor License, they are not allowed to sell any third-party beverages. Their current license issued by the Illinois Liquor Control Commission, does allow for retail sales of third-party seltzers, beer, cider, or both beer and cider to non-licensees at their licensed breweries. To be consistent with the ILCC/State Liquor License, staff recommends adding the following to Class A-4(b): Shall permit retail sale of third-party manufacture seltzer, beer and cider, for consumption on the premises.

The State amended the portion of their code regarding locations and proximity to a church and school of establishments serving alcohol. The Village's Municipal Codes currently requires 200 feet, where the State allows 100 feet. We request that the portion of the code be amended as follows: No liquor license shall be issued for the sale at retail of any alcoholic liquor within 100 feet of any church, school, hospital, day care center or other business or institution whose primary function is the custodial care of children, the aged or infirmed.

Staff recommends amending Chapter 33.7.4 (Class 4-A(b)) to allow for retail sales of third-party seltzers, cider, and beer, and Chapter 33.18 to encourage uniformity with the State's liquor code.

It is the consensus of the Committee to move both items on to the Village Board for approval.

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

Mr. Badran:

**A. Consider an Agreement with H Linden & Sons for the Braewood Lift Station Force Main Replacement**

The Braewood Lift Station is the Village's largest lift station, serving nearly 20% of the Village. As constructed, it has a design capacity of 1,500 gallons per minute (GPM) utilizing a 10-inch force main. Based on Trotter & Associates, Inc. (TAI) evaluation in 2022, the lift station and force main are at capacity due to the new developments along the Randall Road corridor. Staff has developed a two-phase construction to upgrade the lift station and force main to avoid halting development.

This memo highlights phase one, which includes upgrading the undersized force main from a 10-inch diameter to a 16-inch diameter. In doing so, enough capacity will be added to allow for the approved development, Algonquin Meadows, and the remainder of the Enclave development. Phase two will upgrade the lift station, providing capacity for future planned developments in the southwestern basin. Phase one will be completed in 2024, and phase two is expected to be completed in 2025. Additionally, this work will clear the way for the Dixie Creek Reach 5 Streambank Restoration, which is expected to occur later in the fall.

Bids were advertised for Phase One to upgrade the force main in March and were opened on March 28th, 2024. The project received three bidders, with H. Linden and Sons providing the lowest bid, in the amount of \$1,053,582.00. The bid amount is within 3% of the engineer's estimate and within the amount budgeted for the next fiscal year in the Water & Sewer fund.

H. Linden most recently completed the Highland Avenue Water Main Extension and Towne Park Water Main Improvements a few months ago. H. Linden performed very well on the Highland Ave Water Main project. The quality of work on the Towne Park Water Main project was very good; the only concern staff had with Linden about that project was related to creek diversion. This project will not require any creek diversion work. Therefore, staff is confident that Linden is equipped to complete this project to the Village's standards. Attached to this memo is a recommendation letter from TAI. The low bid amount is within the amount budgeted for FY2024/25.

To provide proper oversight of construction activities, staff has included a proposal from TAI for managing the construction of this project. TAI completed the design and has previously completed construction oversight on the Woods Creek Lift Station Upgrade, WWTP Phase 6B Improvements, and the Downtown Wet Utility Lowering Project Stage 3. TAI's proposal for construction oversight is a not to exceed amount of \$90,700 and within the budgeted amount in the Water & Sewer fund for FY2024/25.

Staff is confident in TAI's ability to manage the construction of this project and provide adequate oversight up to the Village's standards on this project.

Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to award the bid of this project to H. Linden & Sons in the amount of \$1,053,582 for construction and move forward with the proposal with Trotter & Associates, Inc. in the amount of \$90,700 to the Village Board for approval.

It is the consensus of the Committee to move this on to the Village Board for approval.

**B. Consider an Agreement with Trotter & Associates for the Braewood Lift Station Force Main Replacement Construction Oversight Services**

To provide proper oversight of construction activities, staff has included a proposal from TAI for managing the construction of this project. TAI completed the design and has previously completed construction oversight on the Woods Creek Lift Station Upgrade, WWTP Phase 6B Improvements, and the Downtown Wet Utility Lowering Project Stage 3. TAI's proposal for construction oversight is a not to exceed amount of \$90,700 and within the budgeted amount in the Water & Sewer fund for FY2024/25.

Staff is confident in TAI's ability to manage the construction of this project and provide adequate oversight up to the Village's standards on this project.

It is the consensus of the Committee to move this on to the Village Board for approval.

**C. Consider an Agreement with Ganziano Sewer & Water, Inc. for the Algonquin Shores Lift Station Force Main Replacement**

This project will replace an 815-foot section of the Algonquin Shores Lift Station's pressurized main. Algonquin Shores Lift Station was constructed in 1980 to handle the capacity of the Riverwood Estates subdivision. It was upgraded in 2000 to accommodate the Algonquin Lakes subdivisions. In addition to the upgraded lift station, approximately 2,400 feet of new 10-inch pressurized main was installed at the intersection of Riverwood Drive and Stratford Lane.

However, the pressurized main section from the intersection of Riverwood Drive and Stratford Lane to Souwanas Trail remained in place. The remaining pressurized main is an undersized 6-inch diameter pipe showing signs of deterioration and clogging based on the connection point replaced as part of the Souwanas Trail project. Trotter & Associates, Inc. (TAI) completed the design to replace the main, and staff advertised the project for bid in March. Two bids were received, with Ganziano Sewer & Water (GSW), providing the corrected low bid of \$338,772.00. The engineer's estimate for this project was \$410,660, and the bid amount is within the budget for the Water & Sewer fund for next fiscal year. GSW, based out of Woodstock, previously worked as a subcontractor on a number of Village projects, including High Hill Subdivision, Bunker Hill Drive Rehabilitation, and Tunbridge Subdivision, but not as a general contractor. Staff has been satisfied with GSW's work on past projects. Given this project's size and scope, GSW can successfully complete this force main installation project. Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to award the bid of this project to Ganziano Sewer & Water, Inc. in the amount of \$338,772 for construction and move forward the proposal to the Village Board for approval.

It is the consensus of the Committee to move this on to the Village Board for approval.

**D. Consider an Agreement with Trotter & Associates for the Algonquin Shores Lift Station Force Main Replacement Construction Oversight Services**

In order to provide proper oversight of the construction activities, staff has included a proposal from TAI to manage the construction of this project. TAI completed the design and has previously completed construction

oversight on the Woods Creek Lift Station Upgrade, WWTP Phase 6B Improvements, and the Downtown Wet Utility Lowering Project Stage 3. TAI's proposal for construction oversight is a not to exceed amount of \$35,600 and within the budgeted amount in the Water & Sewer fund for FY2024/25.

Staff is confident in TAI's ability to manage the construction of this project and provide adequate oversight to the Village's standards on this project.

Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to award the bid of this project to Trotter & Associates, Inc. in the amount of \$35,600 to the Village Board for approval.

It is the consensus of the Committee to move this on to the Village Board for approval.

**E. Consider an Agreement with Schroeder Asphalt Services for the 2024 MFT Asphalt Program**

The Bid opening for the 2024 MFT – Asphalt Program was held on March 12, 2024, at 10:00 a.m. The program consists of pavement patching on local streets and bike path replacement as determined by field inspections performed by Public Work's staff.

This year's program will focus on locations identified on Bunker Hill Drive, Grayhawk Drive, White Deer Drive, Hanson Road, Harnish Drive (west of Randall Road), Saratoga Circle, and the path on Square Barn Road from Algonquin Road to Kelliher Park. This program does not encompass pavement patching village-wide, only the areas selected per the MFT budget. Additionally, Public Works staff will perform more localized patching regions in-house.

Village staff received four bids and recommend the low bidder, Schroeder Asphalt Services, Inc. (SAS), in the amount of \$203,311.00 for this project. The bid amount is approximately \$19,000 under the engineer's estimate and within the amount budgeted in the MFT fund for FY2024/25.

Schroeder Asphalt, located in Huntley, successfully completed last year's Asphalt Program and performed up to the Village's standards. SAS also previously completed the High Hill Subdivision project in 2021 and 2022 and provided quality workmanship on that project.

Therefore, staff recommends that the Committee of the Whole take the necessary action to move this contract with Schroeder Asphalt Services, Inc. on to the full Board of Trustees for approval in the amount of \$203,311.00.

It is the consensus of the Committee to move this on to the Village Board for approval.

**F. Consider an Agreement with Christopher Burke Engineering for the 2024-2025 FY In-House Engineering Services**

The Public Works Department has been utilizing engineering staff from Christopher B. Burke Engineering Ltd. (CBBEL) since June of 2019 upon the departure of the Project Manager. Since then, the Capital Budget and the number of projects has increased significantly. Specifically, in 2024/25, the Engineering staff is tasked with over 56 Capital projects, which is an increase of over 20% from last fiscal year.

During FY 2024/25 budget discussions, money was budgeted in the Water and Sewer Improvement and Street Improvement funds to continue using CBBEL staff during this fiscal year; \$50,000 in each Capital account for a total of \$100,000. This represents a reduction of \$100,000 from the previous year and a total reduction of 140% since FY 2022/23 due to the additions of the Village Engineer and Engineer II.

Despite inflation, CBBEL has once again offered to keep the current rate of \$120/hour for in-house engineering services. This rate is extremely favorable when compared to outside consultant engineering services. We have been pleased with the work that has been performed by CBBEL staff, and they are a great addition to our team at Public Works, as well as other departments in the Village.

Therefore, we recommend that the Task Order Amendment be moved forward by the Committee of the Whole to Village Board for In-House Engineering Services with CBBEL in the amount of \$100,000 for FY 2024-2025, beginning May 1, 2024.

It is the consensus of the Committee to move this on to the Village Board for approval.

**G. Consider an Agreement with Baxter & Woodman Natural Resources for the Woods Creek Watershed Based Plan Update**

Baxter & Woodman Natural Resources submitted a proposal for updating the Woods Creek Watershed Based Plan.

Woods Creek and its numerous tributaries amount for approximately 9.5 miles of streams and nearly 8.6 square miles of land surface. The watershed drains to Woods Creek Lake in Lake in the Hills before re-entering the Village of Algonquin and joining with the Crystal Creek watershed.

This watershed plan was first completed in January 2013. In the ten years since that plan was completed, many of the projects listed in the original plan have been constructed. Land use, development, zoning changes and

comprehensive plan changes have also come together to alter some of the conditions that were part of the original plan, thus rendering many parts of it out of date.

The Illinois Environmental Protection Agency suggests that a watershed plan be updated every ten years to accommodate for these circumstances. This is important because the plans details out current conditions and projects, calling out priorities and critical areas. This list is what we use to apply for IEPA Section 319 Water Quality Grants. A project must be called out in an IEP A approved watershed plan in order to be eligible for this funding. Money for this is being proposed as part of the fiscal year 24/25 budget in the Natural Area & Drainage Fund in the amount of \$50,000.00

Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of the Woods Creek Watershed Based Plan Update to Baxter and Woodman Natural Resources in the amount of \$45,000.00

It is the consensus of the Committee to move this on to the Village Board for approval.

#### **H. Consider an Agreement with Martam Construction for the Granite Boulder Installation at Souwanas Creek**

As part of the IDOT-let Souwanas Trail and Schuett Street project, the failed corrugated metal culvert at Souwanas Creek was replaced with an environmentally friendly three-sided box culvert. Proving a natural bottom culvert helped the Village avoid additional permitting costs and review timelines. The creek runs through residential properties within an existing drainage easement. To provide proper coverage over the culvert and replace the existing roadway structure, the creek elevation was lowered by about two feet.

Per plan, large granite boulders are to be placed around the channel's perimeter and within drop pools to avoid future erosion. These large boulders serve multiple purposes.

1. The large stones help stabilize the top of the bank during high-volume storm events.
2. Minimize grading impacts on the resident's property by making up a two-foot grade drop between the creek and the existing property.
3. Match aesthetics for previous improvements to the creek upstream.

Staff has chosen to perform the work outside of the IDOT contract to reduce the cost. In this regard, Martam Construction has been approached for a quote. Their quote is for \$27,750, which is roughly half the cost of performing the work within the existing contract.

Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to move this item forward in the amount of \$27,750 and submit it to the Village Board for approval.

It is the consensus of the Committee to move this on to the Village Board for approval.

#### **I. Consider an Agreement with Christopher Burke Engineering for the Amended Broadsmore Drive and Stonegate Road Improvements**

In an effort to apply for federal grant funds, staff began design on Broadsmore Drive and Stonegate Road in 2020. Through the McHenry County Council of Mayors (MCCOM), a reclassification application was submitted for Stonegate Road in 2022. The application was denied due to the lack of continuous roadway connection between Longmeadow and the south limits of the Willoughby Farms subdivision. The design funds were 90% expended at the time of the application. The remaining funds were used to investigate the feasibility of a bike path on Stonegate Road and Broadsmore Drive.

Without grant funding, the project has stalled. Recent developments require additional engineering design, survey, and environmental permitting work to construct the project to the Village standards.

Phase 1 (RBI section) – all work north of Broadsmore Drive

Estimated construction schedule: August 2024 – November 2024

Estimated construction cost: \$900,000

Phase 2 (Local funding section) – Broadsmore Dr. and Stonegate south of Broadsmore

Estimated construction schedule: April 2025 – August 2025

Estimated construction cost: \$1.6 million

This approach allows the RBI section (Phase 1) to be constructed and completed before the remaining RBI funds expire. It also allows Phase 2 to be designed without IDOT requirements, which adds time and cost.

The amended proposal from CBBEL is a not to exceed amount of \$72,265. In total the Phase 1 and 2 engineering design costs for this project are \$200,240. There is \$10,000 in the Street fund for this project that will be used this fiscal year. The remainder will be taken from available funds in the construction budget for this project in the Street fund in FY2024/25 now that RBI funds will be utilized.

Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to move forward with the engineering design amendment with Christopher B. Burke Engineering, Inc. in the amount of \$72,265 and submit it to the Village Board for approval.

It is the consensus of the Committee to move this on to the Village Board for approval.

**J. Consider an Agreement with Clarke Environmental Mosquito Management, Inc for the 2024 Mosquito Abatement Program**

Staff would like approval for contracted and budgeted expenses for mosquito control, Village-wide, provided by Clarke Environmental Mosquito Management, Inc. of St. Charles, IL. This annual program, which has run for many years now, has had a wonderful impact upon minimizing the potential health risks that sometimes can be associated with mosquitos. The program limits their populations through a variety of efforts, and provides the added benefit of fewer populations for the improved comfo1t of the community. The budget was based upon the proposal amount, which is \$43,080.

The General Services budgeted \$43,080.00 for this work. The proposal is for \$43,080.00 which is what is budgeted for this program this season.

Staff recommends the Committee of the Whole approve this, and pass it along to the Village Board, to award this work for \$43,080.00 to Clarke Environmental Mosquito Management, Inc. St. Charles, IL.

It is the consensus of the Committee to move this on to the Village Board for approval.

**K. Consider an Intergovernmental Agreement with the McHenry County Sherriff's Department for the Police Social Worker Program**

Chief Walker:

In May of 2022, the Village of Algonquin and it's Police Department entered into an intergovernmental agreement (IGA) for a McHenry County Police Social Worker (PSW) Program. The term of this agreement expires on April 30, 2024.

Staff requests the IGA for the PSW program be renewed for the next term beginning on May 1, 2024 and ending on April 30, 2028. The cost of the first year of service will be \$38,625.

For the 2023 calendar year, officers referred 142 cases to the program including calls for mental health, domestic conflicts, support for senior citizens, and assistance to homeless individuals. The collaboration between Algonquin Police Officers initiating the referral and the Social Workers efforts on the back-end is invaluable and offers timely and effective assistance to those in need. Staff requests approval to continue with this program.

It is the consensus of the Committee to move this on to the Village Board for approval.

**AGENDA ITEM 6:** Executive Session  
None

**AGENDA ITEM 7:** Other Business  
Trustee Smith asked for the Board to consider renaming potential open natural areas in the name of former Village President Schmidt.

**AGENDA ITEM 8:** Adjournment  
There being no further business, Chairperson Auger adjourned the meeting at 8:05 p.m.

Submitted: \_\_\_\_\_  
Fred Martin, Village Clerk