



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held On August 13, 2024
Village Board Room
2200 Harnish Dr. Algonquin, IL**

Trustee Glogowski, 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, Jerry Glogowski, John Spella, Laura Brehmer, Brian Dianis, Maggie Auger, 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; Patrick Knapp, Community Development Director; Stacey VanEnkevort, Recreation Director; Jacob Uhlmann, Management Intern; Dennis Walker, Chief of Police; and Kelly Cahill, Village Attorney.

AGENDA ITEM 2: Public Comment

None

AGENDA ITEM 3: Community Development

Mr. Knapp:

A. Consider a Public Event Permit for the Algonquin-Lake in the Hills Chamber of Commerce Wine Walk at the Algonquin Commons

Greg Urban, on behalf of the Algonquin/ Lake in the Hills Chamber of Commerce, is seeking approval of a public event/entertainment license for the Algonquin Fall Wine & Dessert Walk on Saturday, September 28, 2024. The event will occur in the Algonquin Commons at 1900 South Randall Road. The setup will be from 10:00 am to 2:00 pm and the event will occur from 2:00 pm to 5:00 pm. No street closure is requested.

There will be up to 10 participating businesses with planned wine stops and planned dessert only stops. Each wine stop will be supplied with pre-measured pour spouts and sample pour amounts. There will be small 10'x10' tents on the patio of the Algonquin Commons management office used for registration.

The event fee will be \$50 per participant. Approximately 300 participants are expected with each participant given a punch card and a wristband. Each business will then mark off their stop on the punch card.

The applicant is seeking a waiver of the Public Event License Fee of \$50/day.

Staff has reviewed the request and recommends approval with the following conditions outlined below.

Approval is contingent upon the following:

- This Special Event Permit shall be visible at all times;
- Village Police officers and other officials shall have free access to the event at all times to ensure that the event is in compliance with the Municipal Code;
- Final site and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works as needed. The coordinator shall notify the Village of any changes in location or operations, which may be subject to further review and approval by the Village;
- A minimum five-foot (5') sidewalk clearance shall be kept at all times;
- All Village fees must be paid prior to the event unless they are waived by the Village Board;
- A Special Event Permit to sell alcohol must be obtained from the Village and State Liquor Commissioners;
- Prior to commencing any of the activities approved by the Public Event License, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements;
- All servers shall be Basset certified. Basset Certification training will be made available by the Algonquin Police Department;
- A pre-meeting with the Liquor Compliance Officer is required;
- The event coordinator is responsible for suspending or canceling the event in case of structural concerns, electrical malfunctions, or storms that may include wind in excess of 40 mph, lightning, tornado warnings, unruly crowds, or any other issues that may pose a risk or danger to the public.

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

B. Consider a Public Event Permit for the St. Vincent DePaul; Friends of the Poor Walk

Mark Minaglia, on behalf of the St. Vincent DePaul Society, is seeking approval of a public event/entertainment license for the Friends of the Poor Walk. The walk will take place on Saturday, September 21, 2024 from 8:00 am to 9:00 am. The walk will begin at St. Margaret Mary, head south on Hubbard St to Schuett St, and then to the McHenry County Prairie Trail. It will continue northwest on the trail, cross IL Rt 31, and then return to St. Margaret Mary on the same route. They will have crossing guards at various intersections. No street closures are requested. All the money raised will go to the St. Vincent de Paul treasury to assist families in need in Algonquin and Lake in the Hills. Mr. Minaglia is also seeking a waiver of the Public Event License Fee of \$50/day.

Staff has reviewed the request and recommends approval with the following conditions outlined below.

Approval is contingent upon the following:

- Village Police officers and other officials shall have free access to the event at all times to ensure that the event is in compliance with the Municipal Code;
- Traffic shall not be impeded in any manner due to the walk.
- Final site and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works as needed;
- Public Event License Fees must be paid prior to the event unless they are waived by the Village Board;
- The event coordinator is responsible for suspending or canceling the event in case of structural concerns, electrical malfunctions, or storms that may include wind in excess of 40 mph, lightning, tornado warnings, unruly crowds, or any other issues that may pose a risk or danger to the public;
- Prior to commencing any of the activities approved by the Public Event License, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements.

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 of Chapter 33 Amending Number of Liquor Licenses

In accordance with an ordinance passed in 2013 limiting the number of allowable liquor licenses in all classes to the number of licenses issued at that time, the attached proposed ordinance amending the number of available Class A-1 and Class B liquor licenses. This change is the result of requests from:

- Juan Figueroa Enterprises, Inc. (dba) Buena Vista Mar Y Tierra an established restaurant located 220 N. Harrison Street, Algonquin has applied for a class A-1 liquor license, which will patrons to consume alcoholic liquor only on premise as well as purchase packaged alcohol to go.
- Esplanade LLC (dba) Bliss Liquor proposed liquor store located 2302 Esplanade Drive, Algonquin applied for a class B liquor license. At the time of the application a request to add an additional B Class liquor license was approved. Since then, it has come to my attention, Bliss Liquor has decided not to move forward with a liquor store in Algonquin.

Staff recommends increasing the number of available Class A-1 by one to accommodate the request Buena Vista Mar Y Tierra and removing one Class B, due to Bliss Liquor not moving forward with the execution of their liquor store.

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

Ms. VanEnkevort:

B. Consider the 2024 Fall Recreation Events:

The Recreation Department is preparing for the upcoming Fall events in Algonquin. In an effort to provide the safest possible experience for the Trick or Treat Trail and the Miracle on Main, Main Street will be closed to traffic. These events encourage participants to come to Algonquin and enjoy what the Village, especially the downtown area has to offer.

Schedule of Events

1. **Are You Ready for it? "A Taylor Experience"** – Friday, September 20 located in Spella Park
Summary: This will be a live concert with several vendors and food trucks in Spella Park in cooperation with the Algonquin Area Public Library
2. **Algonquin Kite Festival** – Sunday, September 29 located at Spella Park
Summary: This is a repeat of our Annual Kite Festival in cooperation with Algonquin Area Public Library and Chicago Kite which consists of professional kite flyers, public kite flying, activities, music and food trucks.

3. **Trick or Treat Trail** – Saturday, October 19 located on Main Street (with street closure) Summary: This is a repeat event on Main St. that includes downtown businesses and local sponsors in a Trick or Treat Trail, as well as a variety of games and activities for the kids.
4. **Miracle on Main** – Saturday, December 7 located on Main Street (with street closure) Summary: This is our annual holiday event and tree lighting ceremony on Main St. This event includes the arrival of Santa, ice sculpting, reindeer, live music, trackless train and a Merry Market with a variety of vendors.

Approvals Requested

1. Pursuant to the Algonquin Municipal Code section 34.12, staff is proactively requesting a waiver to invite various craft and food vendors to sell food and drink products during these events.
2. Pursuant to the Algonquin Municipal Code section 31.04, Recreation staff, with Police recommendation is requesting approval to close South Main Street (between Algonquin Road and Madison Street) during the hours of 12:00pm until the conclusion of the event approximately 8:00pm, as needed for Trick or Treat Trail and Miracle on Main.
3. Pursuant to Section 31.04 of the Municipal Code, the Village Board must approve any public events in the Village, including concerts and musical performances.
4. Pursuant to Algonquin Municipal Code Section 43.10, regarding amplified sound systems, staff is requesting approval to have live and amplified music at all four listed events.

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

AGENDA ITEM 5: Public Works & Safety

Mr. Badran:

- A. Consider an Agreement with Sutton Ford for the Purchase of Five (5) 2024 Ford F250 trucks and;**
- B. Consider an Agreement with Knapheide Truck Equipment for the Purchase of Plows and Liftgate Equipment**

Staff recommends purchasing five (5) new 2024 Ford F-250 pickup trucks to replace the following vehicles:

- #501 - 2011 Ford F-350 (Public Works General Services)
- #502 - 2014 Ford F-350 (Public Works General Services)
- #503 - 2015 Ford F-350 (Public Works General Services)
- #518 - 2012 Ford F-350 (Public Works General Services)
- #813 - 2007 Ford F-550 (Public Works Water & Sewer)

These trucks, which range in age from 9 to 17 years, have reached the end of their serviceable life with the Village and meet the replacement standards outlined in the APWA Vehicle Replacement Guide.

The five (5) trucks are proposed to be purchased through the Suburban Purchasing Cooperative, a joint purchasing program that provides competitively bid pricing for municipal vehicles, with Sutton Ford as the low bidder. Snowplows and liftgates for the five (5) trucks are being purchased from and installed by Knapheide Truck Equipment.

Staff recommends approval of two resolutions related to this purchase:

1. A Resolution authorizing the purchase of five 2024 Ford F-250 trucks from Sutton Ford in the amount of \$256,723; and
2. A Resolution authorizing the purchase of plows and liftgate equipment from Knapheide Truck Equipment in the amount of \$56,665.

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

- C. Consider an Agreement with Standard Industrial & Automotive Equipment for the Inground Lift Repairs**

The 72,000lb in ground lift in the fleet shop is inoperable. This lift has the ability to lift large trucks for service safely. The lift was installed in 2005 when the building was newly built. Over the past 19 years the frame for the front of the lift has shifted and caused the it to become inoperable.

Staff recommends replacing the front frame of the lift to return the unit to operation. Staff is recommending Standard Industrial and Automotive Equipment out of Hanover Park, Illinois to make the necessary repairs, for the not to exceed amount of \$63,000. This amount includes the quoted sum of \$58,780 and an additional \$4,220 to cover any out of scope expenses that may arise during the ground lift repairs. This work is under the budgeted amount of \$67,000 that was included in the FY 24-25 budget.

Summary

1. The lift was installed nineteen years ago when the building was newly built.
2. Standard Industrial and Automotive Equipment is a reputable company that has been maintaining and inspecting all of the lifting equipment in the fleet garage for many years.

3. The \$63,000 is \$4,000 below the budgeted in the FY 24-25 budget

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

D. Consider an Agreement with Burke, LLC. for the Design-Build Contract for the Downtown Streetscape - Harrison and Washington Parking Lots Project

Presented is the design-build contract proposal with Burke, LLC, to reconstruct the parking lots at the northwest corner of S. Harrison Street and Washington Street. The work includes pavement removal, regrading, drainage improvements, new asphalt pavement, planter islands, three large brick trash enclosures, decorative lighting, and pavement markings. The redesign of the two parking lot locations will provide 76 parking spaces (5 ADA spaces), a net increase of 23 total spaces in the heart of downtown. Design elements in the parking lot will match the current and prior year's streetscape projects.

The design-build approach, proven successful in the Main Street projects and N. Harrison Street, will ensure competitive pricing from reputable contractors. This method, which combines design, construction, and engineering management, offers an efficient and cost effective solution for the Village. Burke, LLC, proposes to utilize construction services with Martam Construction in this contract, given their exceptional past work in the Village's downtown, competitive pricing, and overall knowledge of the Village's expectations for quality and customer service. Martam, under the Burke, LLC contract, is currently constructing S. Harrison St and Washington Street and will complete the parking lot work following completion of the streetscape. The proposal is in the amount of \$1,440,743, over the amount budgeted (\$1,050,000) in the Street Improvement Funds for this project this fiscal year. A large portion of the overage can be attributed to the contaminated soils found within the existing parking lot. Disposal efforts for the contaminated material are estimated to be nearly \$200,000. Additionally, \$35,000 has been added to install a new 6-inch water service and fire suppression line to the 221 N. Main St property as part of this project. Available funds can be found between the Dry Utility Relocation Project, which is estimated to be approximately \$200,000 under the approved contract amount, and the Souwanas Trail Reconstruction project to cover the overage.

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
None

AGENDA ITEM 8: Adjournment
There being no further business, Chairperson Glogowski adjourned the meeting at 8:08 p.m.

Submitted: _____
Fred Martin, Village Clerk