

AGENDA
COMMITTEE OF THE WHOLE
May 19, 2020
- AGENDA -
7:45 P.M.

Pursuant to Governor Pritzker's Executive Order No. 2020-07 (COVID-19 Executive Order No. 5), Governor Pritzker has suspended certain rules of the Open Meetings Act – specifically the Executive Order permits remote public meetings. In light of the current COVID-19 public health emergency and the prohibition of public gathering of 10 or more, the Village Board has chosen to conduct the board meeting remotely. The following information is being made available to the public for the purpose of public participation in the spirit of transparency and an open meeting process.

The complete may be viewed online via the Village Board's link on the Village's website, www.algonquin.org. If you would like to listen to the meeting, please go to <https://algonquin.zoom.us/j/97984634029> or dial in (877)853-5257 or (888)475-4499 webinar ID979 8463 4029. If you wish to submit any public comment, please contact the Deputy Village Clerk in advance of the meeting at 847-658-5609 or meetingcomments@algonquin.org or during the to comment during the meeting public comment portion of the meeting after logging into the zoom meeting, please raise your hand and you will be called on, if you are dialing in, dial *9 to raise your hand.

The Village will attempt to read such public comments during the public commentary portion of the meeting. Any comments received during the meeting but after the public commentary portion has ended will be provided in writing to the Village Board members after the meeting.

Remote meetings will be recorded for the purpose of accurate meeting minutes

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

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation**
(Persons wishing to address the Committee see above.)
3. **Community Development**
4. **General Administration**
 - A. Consider Amending Chapter 33, Liquor Control and Liquor Licensing
5. **Public Works & Safety**
 - A. Consider an Agreement with Christopher Burke Engineering for the Rt. 62 Bridge Deck Overlay- Construction Oversight and the Sleepy Hollow Project Oversight and GASBY Entry
 - B. Consider Extending the Agreement with Christopher Burke Engineering for Engineering Consulting Services
6. **Executive Session**
7. **Other Business**
8. **Adjournment**

A Memo From...



VILLAGE OF ALGONQUIN

To: Tim Schloneger

From: Michelle Weber

Date: April 1, 2020

Re: Liquor License Renewal

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; staff recommends passing an Ordinance effective May 1, 2020 changing the number of available liquor licenses as follows:

Class A-1 license: Decrease to twenty-six (26) from twenty-eight (28) - Closure of Buddy Z's and LaPalma Mexican Cuisine

Class A-3 license: Decrease to six (6) from seven (7) - Closure of Houlihan's

Class C license: Decrease to one (1) from two (2) - Closure of Terrace Hill Golf Course



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: May 14, 2020

TO: Tim Schloneger, Village Administrator

FROM: Robert Mitchard, Public Works Director

SUBJECT: Engineering Task Order

Attached is a Task Order Amendment for Construction Inspection Services related to the following Projects:

- Route 62/Fox River Bridge Deck Overlay (IDOT Project)- \$15,000
- Sleepy Hollow Project- \$20,000

The IDOT project requires coordination between IDOT, their contractor, the Stage 3 Utility Engineer and contractor, as well as Village staff. The In-House Engineer will provide that coordination.

The Sleepy Hollow Project, while substantially complete, has numerous punch list items that need to be addressed/completed as well as the assembly of GASBY data for the new infrastructure assets the Village has constructed.

Christopher B, Burke Engineering Ltd. (CBBEL) will perform these tasks as-needed and required for the combined not to exceed amount of \$35,000. These items were included in the Fiscal Year 2020-2021 Budget for Capital Street Improvements. PW staff requests Committee of the Whole approval of this Amended Task Order.

Please advise if you have any questions.

Consulting Engineering
Master Agreement Work Order Form

I. Incorporation of Master Agreement

All terms and conditions contained within the Village Engineer Master Agreement executed between the parties shall be applicable to the work to be performed under this Work Order and shall be deemed to be fully incorporated as if fully set forth herein.

II. Project Understanding

A. General Understanding/Assumptions

CBBEL understands that the Village is looking to supplement their current in-house Public Works staff by utilizing the services of an outside consulting firm.

III. Scope of Services

A. Engineering Services

CBBEL will provide General Engineering Assistance as directed by Public Works Staff. Contract Engineering (In-house Engineering)

Rt. 62 Bridge Deck Overlay- Construction Oversight \$ 15,000

IV. Man-Hour & Fee Summary

We will bill you on a time and materials basis at the rate of \$100 per hour for a not-to-exceed fee of \$15,000.

VILLAGE OF ALGONQUIN

Accepted by: _____

Title: _____

Date: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by:  _____

Title: President _____

Date: 5/14/2020 _____

Consulting Engineering
Master Agreement Work Order Form

I. Incorporation of Master Agreement

All terms and conditions contained within the Village Engineer Master Agreement executed between the parties shall be applicable to the work to be performed under this Work Order and shall be deemed to be fully incorporated as if fully set forth herein.

II. Project Understanding

A. General Understanding/Assumptions

CBBEL understands that the Village is looking to supplement their current in-house Public Works staff by utilizing the services of an outside consulting firm.

III. Scope of Services

A. Engineering Services

CBBEL will provide General Engineering Assistance as directed by Public Works Staff.
Contract Engineering (In-house Engineering)

Sleepy Hollow Road- Construction Oversight \$ 20,000

IV. Man-Hour & Fee Summary

We will bill you on a time and materials basis at the rate of \$100 per hour for a not-to-exceed fee of \$20,000.

VILLAGE OF ALGONQUIN

Accepted by: _____

Title: _____

Date: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by:  _____

Title: President _____

Date: 5/14/2020 _____



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: May 14, 2020

TO: Tim Schloneger, Village Administrator
Committee of the Whole

FROM: Robert Mitchard, Public Works Director

SUBJECT: In-House Engineering Task Order- FY 2020-2021

As you know, Public Works has been utilizing engineering staff from Christopher B. Burke Engineering Ltd. (CBBEL) since June of 2019. When the Project Manager departed in July, the workload increased significantly.

During FY 2020-2021 budget discussions, money was budgeted in the Water and Sewer and Street Improvement Capital Improvement accounts to continue using CBBEL staff during this current fiscal year; \$100,000 in each Capital account for a total of \$200,000.

We have been very pleased with the work that has been performed by CBBEL staff and they are a great addition to our team at PW, as well as other departments in the Village.

Therefore, we recommend that the attached Task Order Amendment be approved by the Committee of the Whole for In-House Engineering Services with CBBEL in the amount of \$200,000 for FY 2020-2021.

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Please advise if you have any questions.

**Consulting Engineering
Master Agreement Work Order Form**

I. Incorporation of Master Agreement

All terms and conditions contained within the Village Engineer Master Agreement executed between the parties shall be applicable to the work to be performed under this Work Order and shall be deemed to be fully incorporated as if fully set forth herein.

II. Project Understanding

A. General Understanding/Assumptions

CBBEL understands that the Village is looking to supplement their current in-house Public Works staff by utilizing the services of an outside consulting firm. We understand that the Village wishes to extend the existing agreement until December 31, 2020.

III. Scope of Services

A. Engineering Services

CBBEL will provide General Engineering Assistance as directed by Public Works Staff.
Contract Engineering (In-house Engineering)
\$ 100,000- Water/Sewer Capital
\$ 100,000- Street Capital

IV. Man-Hour & Fee Summary

We will bill you on a time and materials basis at the rate of \$100 per hour for a not-to-exceed fee of \$200,000.

VILLAGE OF ALGONQUIN

Accepted by: _____

Title: _____

Date: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by:  _____

Title: President _____

Date: 05/14/2020 _____