Village of Algonquin
Committee of the Whole
December 9, 2025
7:30 PM
Ganek Municipal Center
2200 Harnish Drive, Algonquin

Trustee Brehmer
Trustee Auger
Trustee Spella
Trustee Glogowski
Trustee Dianis
Trustee Smith - Chairperson
President Sosine

1. **Roll Call - Establish a Quorum**
2. **Public Comment - Audience Participation**
   (Persons wishing to address the Committee must register with the Chairperson prior to roll call.)
3. **Community Development**
   A. Consider a Request to Issue a Special Use Permit to Allow Major Automotive Repair and Outdoor Storage
4. **General Administration**
   A. Consider an Amendment to the Merit Compensation Plan
   B. Consider the Reimbursement of NP BGO Algonquin Corporate Center, LLC for Eligible Redevelopment Project Costs
   C. Consider Declaring Certain Funds in the Special Tax Allocation Fund for the Longmeadow and Randall Tax Increment Redevelopment Project Area as “Surplus” Funds and Directing the Payment and Distribution Thereof (2024 Tax Year)
   D. Consider Declaring Certain Funds in the Special Tax Allocation Fund for the DowntownTax Increment Redevelopment Project Area as “Surplus” Funds and Directing the Payment and Distribution Thereof (2024 Tax Year)
   E. Consider the First Amendment to a Right-of-Way Permitting Agreement Between the Village of Algonquin and i3 Broadband
   F. Consider the Second Amendment to the Ground Lease Agreement with Cingular at the Algonquin Cemetery
   G. Consider the Village of Algonquin Community Health Improvement Plan 2025 - 2030
   H. Consider an Affiliate Organization Agreement with Algonquin Area Youth Organization for 2026 through 2028
   I. Consider an Amendment to Chapter 11, Parks and Playgrounds, and Appendix B of the Algonquin Municipal Code
5. **Public Works & Safety**
   A. Consider the Closeout Documents for the Use of the Remaining Rebuild Illinois Funds Allocated to the Village.
   B. Consider an Agreement with Christopher Burke Engineering for the Design Engineering Services for Gaslight North Subdivision Section 1 Project
   C. Consider Change Order Number 1 for the Braewood Lift Station Rehabilitation Project
   D. Consider an Intergovernmental Agreement with Dundee Township for the Boyer Road

Improvement Project

E. Consider Amendments to the Snow & Ice Control Plan Policy

6. **Executive Session, if Required**
7. **Other Business**
8. **Adjournment**

AGENDA ITEM

MEETING TYPE:	Committee of the Whole
MEETING DATE:	December 9, 2025
SUBMITTED BY:	Patrick M. Knapp, AICP, Director Stephanie Barajas, Planner
DEPARTMENT:	Community Development Department
SUBJECT:	Consideration of a Request to Issue a Special Use Permit to Allow Major Automotive Repair and Outdoor Storage at 1220 Armstrong Street

ACTION REQUESTED:

Michal Fus of Chicago Legal Solutions, LLP, the "Petitioner", submitted a Development Petition requesting the issuance of a Special Use Permit to allow Major Automotive Repair and Outdoor Storage, the "Request," for Kama Trucking, an existing truck repair facility located at 1220 Armstrong Street, the "Subject Property".

PLANNING & ZONING COMMISSION REVIEW:

The Planning and Zoning Commission reviewed the Request at its meeting on November 10, 2025.

There was no public comment. After discussion, the Planning and Zoning Commission accepted (approved 6-0) staff's findings as the findings of the Planning and Zoning Commission and recommended issuance of a Special Use Permit to allow Major Automotive Repair and Outdoor Storage, as outlined in the staff report for case PZ-2025-10.

DISCUSSION:

The Petitioner is seeking issuance of a Special Use Permit to allow Major Automotive Repair and Outdoor Storage for Kama Trucking. The issuance of the Special Use Permit would bring both the Subject Property and its existing use into compliance with the Special Use requirements of the Algonquin Zoning Code.

The proposed improvements include restriping the parking lot, removing the non-compliant metal storage container, constructing a combined trash and used tire storage enclosure, and enhancing the parking lot landscaping along West Algonquin Road.

Additional details regarding this proposal are provided in the Planning & Zoning Staff Report, attached as "Exhibit A."

RECOMMENDATION:

Staff recommends that the Committee of the Whole advance this matter to the Village Board for the issuance of a Special Use Permit to allow issuance of a Special Use Permit to allow Major Automotive Repair and Outdoor Storage at 1220 Armstrong Street, as outlined in the Planning & Zoning Staff Report for Case No. PZ-2025-10, subject to the following conditions and final approval of all plans by staff:

a. The Site Plan, as prepared by Right Architecture and last revised October 1, 2025. The used tire storage shall be relocated to be compliant with the 2018 International Fire Code and the Algonquin Zoning Code;

b. The Landscape Plan, as prepared by Doering Landscape Company and last revised November 6, 2025. The trash enclosure shall be screened with landscaping in accordance with the Algonquin Landscaping Code;

c. The trash and used storage enclosure shall be constructed of masonry materials similar to the building. A building permit application, including construction plans, shall be submitted to the Community Development Department for review and approval. The enclosure shall be constructed six months after issuance of the Special Use Permit. Tires shall not be visible above the height of the enclosure. If, at any time, the Village determines that tire storage exceeds the enclosure capacity, the business shall increase the frequency of tire collection to maintain compliance;

d. The Special Use Permit for Outdoor Storage shall only allow storage of used tires within the designated enclosure and parking of fleet vehicles currently under repair. The storage of parts, fluids, or any materials, goods, or waste products of any kind shall only occur inside the building. All automobile fluids, including oil, grease, and antifreeze, must be stored and disposed of in accordance with all applicable regulations;

e. No inoperable or disassembled vehicle may be stored outside at any time and all work conducted on vehicles must occur indoors;

f. All vehicles, trailers, and equipment on-site shall be parked only in areas paved with a hard surface;

g. No vehicles, trailers, or other obstructions shall be parked or stored within the designated No Parking Fire Lane

ATTACHMENTS:

- Exhibit A. Planning & Zoning Staff Report for Case No. PZ-2025-10
- Exhibit B. Standards & Findings of Fact
- Exhibit C. DRAFT November 10, 2025, Planning & Zoning Commission Minutes
- Exhibit D. Project Narrative

- Exhibit E. Plat of Survey
- Exhibit F. Site Plan
- Exhibit G. Landscape Plan

VILLAGE OF ALGONQUIN – 2200 Harnish Drive, Algonquin, IL 60102

STAFF REPORT FROM THE DEPARTMENT OF COMMUNITY DEVELOPMENT

Patrick M. Knapp, AICP
Director of Community Development

Stephanie Barajas
Planner

CASE NUMBER:	PZ-2025-10
MEMO DATE:	November 7, 2025
PUBLIC HEARING DATE:	November 10, 2025
PROPERTY ADDRESS/LOCATION:	1220 Armstrong Street
PETITIONER/ PROPERTY OWNER:	Michal Fus, Chicago Legal Solutions, LLP/ Kabir Pramukh Realty Inc

REQUEST SUMMARY

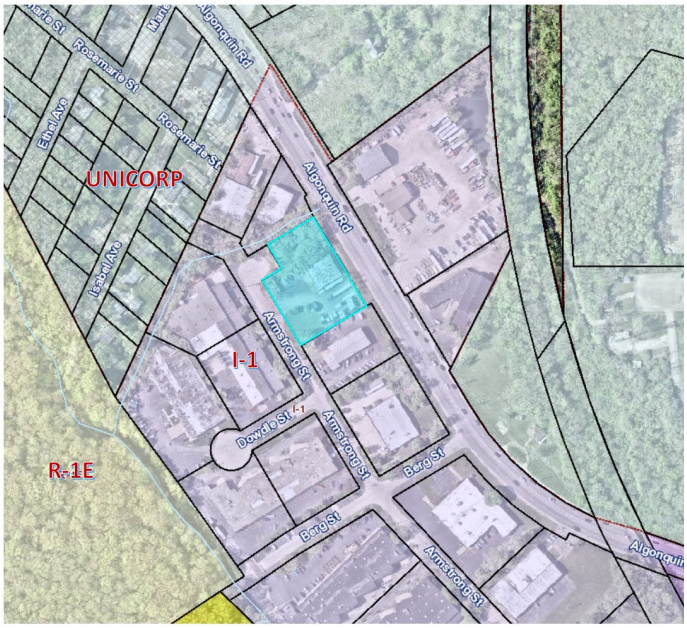
Michal Fus of Chicago Legal Solutions, LLP, the "Petitioner", applied for issuance of a Special Use Permit for a Major Automotive Repair and Outdoor Storage at 1220 Armstrong Street, referred to herein as the "Subject Property".

STAFF RECOMMENDATION

Staff recommends approval of the Petitioner's request, subject to the conditions listed in the report, as the request conforms to the Village's Comprehensive Plan and Future Land Use Map.

Location

Zoning/Future Land Use



Existing Zoning:	I-1 Industrial, Limited		**Existing Land Use:**	Industrial – Truck Repair/Storage
			Proposed Land Use:	Industrial – Truck Repair/Storage
Future Land Use Plan Designation:	Industrial			
Surrounding Zoning & Land Use	**North:**	I-1 Industrial, Limited – Equipment Sales/Rentals Unincorporated – Residential		
	East:	I-1 Industrial, Limited – Equipment Sales/Rentals		
	South:	I-1 Industrial, Limited – Vehicle Repair		
	West:	I-1 Industrial, Limited – Manufacturing		

DISCUSSION OF STAFF RECOMMENDATION

Background

The Subject Property is located within the Algonquin Industrial Park Subdivision and has frontage on both West Algonquin Road and Armstrong Street. The site measures over 50,000 square feet and contains a 4,695 square foot industrial building with three service bays and a parking lot providing eighteen parking spaces.

The property has been operating as a truck repair facility for at least three years without a Special Use Permit, as required under the Village's Zoning Code. The approval of this request will allow the business to continue its operations.

Request and Use of the Subject Property

Pursuant to Section 21.12 Special Uses of the Zoning Code, Special Use Permits are required for Major Automotive Repair and Outdoor Storage.

Zoning Code Definitions

- **Major Automotive Repair:** Engine rebuilding or major reconditioning of worn or damaged motor vehicles or trailers; collision service, including body, frame or fender straightening or repair, and overall painting of vehicles.

- **Outdoor Storage**: The keeping, in an unroofed area, of any goods, material, merchandise, or vehicles in the same place for more than 24 hours.

The business, *Kama Trucking,* operates a truck repair facility that services only its company-owned fleet on the Subject Property. Typical activities include routine maintenance, diagnostics, and mechanical repairs. The business operates Monday through Friday from 9:00 a.m. to 7:00 p.m., and Saturdays from 9:00 a.m. to 3:00 p.m., with four employees working on-site.

Most of the vehicles serviced are Class 8 semi-trucks, some of them with 53-foot trailers. According to the Petitioner, limited overnight parking occurs, with one or two active fleet trucks remaining on-site overnight a few times per week. Inactive fleet trucks remain on the property only until repairs are completed.

The proposed site plan includes eight standard parking spaces (including one ADA-compliant stall), seven 73-foot-long truck parking spaces, and a striped "No Parking Fire Lane" adjacent to the building. The designated truck parking spaces can accommodate up to seven trucks with trailers or twenty-one trucks without trailers. The proposal also includes removing the existing non-compliant metal storage container and constructing a combined trash and used tire storage enclosure. Per Village Code, this enclosure must be constructed with masonry materials similar to the building. Additionally, all repair and business operations must occur within the building. The outdoor storage request includes the used tire storage area and the trucks and trailers that are under repair.

The landscape plan proposes enhancing the buffer between the proposed truck parking area and West Algonquin Road by removing overgrown vegetation and one tree, and installing eight arborvitae evergreens to provide visual screening. Additional landscape screening will also be required around the new trash and tire enclosure.

Staff recommends a condition requiring that the trash and used tire enclosure comply with all applicable building, fire, and zoning codes. In accordance with the International Fire Code, used tire storage areas must be located at least fifty feet from property lines and any building.

Next Steps

The Special Use Permit request for this Subject Property will be discussed at the Committee of the Whole and will then go to the Village Board for consideration of issuance. If at any time the use changes or there is evidence of a clear intent on the part of the owner and/or tenant to abandon any portion of this Special Use for more than six (6) months, this Special Use Permit shall be terminated.

STANDARDS & FINDINGS

The Planning and Zoning Commission shall review the Standards & Findings of Fact outlined in Exhibit "A" and 1) accept them without changes, 2) accept them with changes, or 3) reject the findings. The Planning and Zoning Commission should use the Findings of Fact to guide its recommendation of the request to the Village Board.

STAFF RECOMMENDATION

Staff recommends approval of the issuance of a Special Use Permit authorizing Major Automotive Repair and Outdoor Storage at 1220 Armstrong Street, consistent with the findings of fact outlined in this report, and subject to the conditions listed below. Based on these findings, staff recommends that the Planning and Zoning Commission make a motion to adopt staff's findings as the findings of the Planning and Zoning Commission with the following motion:

1. "To adopt Staff's findings of fact as the findings of the Planning & Zoning Commission and to recommend the issuance of a Special Use Permit authorizing a Major Automotive Repair and Outdoor Storage at 1220 Armstrong Street, as outlined in the staff report for case PZ-2025-10 dated November 7, 2025, subject to the following conditions:

    a. The Site Plan, as prepared by Right Architecture and last revised October 1, 2025. The used tire storage shall be relocated to be compliant with the 2018 International Fire Code and the Algonquin Zoning Code;

    b. The Landscape Plan, as prepared by Doering Landscape Company and last revised November 6, 2025. The trash enclosure shall be screened with landscaping in accordance with the Algonquin Landscaping Code;

    c. The trash and used storage enclosure shall be constructed of masonry materials similar to the building. A building permit application, including construction plans, shall be submitted to the Community Development Department for review and approval. The enclosure shall be constructed six months after issuance of the Special Use Permit. Tires shall not be visible above the height of the enclosure. If, at any time, the Village determines that tire storage exceeds the enclosure capacity, the business shall increase the frequency of tire collection to maintain compliance;

    d. The Special Use Permit for Outdoor Storage shall only allow storage of used tires within the designated enclosure and parking of fleet vehicles currently under repair. The storage of parts, fluids, or any materials, goods, or waste products of any kind shall only occur inside the building. All automobile fluids, including oil, grease, and antifreeze, must be stored and disposed of in accordance with all applicable regulations;

    e. No inoperable or disassembled vehicle may be stored outside at any time and all work conducted on vehicles must occur indoors;

f. All vehicles, trailers, and equipment on-site shall be parked only in areas paved with a hard surface;

g. No vehicles, trailers, or other obstructions shall be parked or stored within the designated No Parking Fire Lane."

I concur:

Patrick M Knapp, AICP
Director of Community Development

Attachments:

- Exhibit A. Standards & Findings
- Exhibit B. Project Narrative
- Exhibit C. Plat of Survey
- Exhibit D. Site Plan
- Exhibit E. Landscape Plan

Exhibit A: Standards & Findings of Fact

Special Use Standards – Section 21.12.E.3 of the Algonquin Zoning Ordinance provides that a Special Use shall conform to the following standards:

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility that is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;
2. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity, or injurious to property values or improvements in the vicinity;
3. That the proposed use will comply with the regulations and conditions specified in this Chapter

Petitioner Response:

1. The proposed use is necessary and desirable to support our existing transportation operations by providing on-site maintenance and repair services for our company-owned trucks. This facility will reduce reliance on off-site vendors, minimize downtime, and improve logistical efficiency, which in turn supports the reliability of services we provide throughout the region. While the facility will not serve the general public, it contributes to the general welfare of the community by ensuring the safe, compliant, and efficient operation of a local fleet that supports regional commerce and logistics. The location is well-suited for this use and aligns with broader economic development goals by maintaining a clean, well-managed, and employment-generating facility.

2. The proposed use is low-impact and has been designed with full attention to the health, safety, and general welfare of the surrounding area. All repair work will be conducted within an enclosed structure to minimize noise, emissions, and visual impact. The facility will not be open to the public, which reduces traffic and potential nuisances commonly associated with retail or commercial repair shops. Proper protocols for the disposal of oils, fluids, and other mechanical waste will be strictly followed in accordance with local, state, and federal guidelines. Landscaping and stormwater management measures will further ensure compatibility with neighboring uses and protect local environmental quality. No part of the operation will compromise the safety, values, or quality of life of adjacent properties or residents.

3. The proposed truck repair facility will comply with all applicable provisions of the Algonquin Zoning Ordinance, including those specific to Special Uses. We are prepared to work with Village staff and the Village Board to address any reasonable stipulations or conditions that may be included as part of the Special Use authorization. The facility has been carefully planned to meet all zoning, building, safety, and environmental standards, and we remain committed to ongoing compliance and cooperative engagement with the Village throughout the development and operation of the site.

Staff Response: The use will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity, or injurious to property values or improvements in the vicinity. The operator will be required to obtain all necessary permits and comply with the conditions listed in the Special Use Permit.

Village of Algonquin
COMMUNITY DEVELOPMENT DEPARTMENT
(847) 658-2700 | permits@algonquin.org | www.algonquin.org
2200 Harnish Drive, Algonquin, IL

PLANNING AND ZONING COMMISSION MINUTES

NOVEMBER 10, 2025

Roll Call - Establish Quorum

Chair Patrician called the meeting to order at 7:00 pm.

Director Patrick Knapp called the roll to check attendance.

Six of the seven commissioners were present and could hear and be heard:

- Chair Patrician
- Commissioner Bumbales
- Commissioner Laipert
- Commissioner Neuhalfen
- Commissioner Rasek
- Commissioner Szpekowski

Member absent: Commissioner Sturznickel

Staff Present: Director Patrick Knapp, Planner Stephanie Barajas, and Attorney Matthew Walters

Public Comment

Chair Patrician asked for public comments. There was no public comment.

Approval of Minutes

Chair Patrician asked for approval of the October 13, 2025, Planning and Zoning Commission minutes. A motion was made by Commissioner Laipert and seconded by Commissioner Bumbales to approve the minutes. The motion was approved with a 6-0 vote.

DRAFT

Case Number PZ-2025-10 – Consideration of a Request to Issue A Special Use Permit to Allow Major Automotive Repair and Outdoor Storage

Planner Barajas confirmed that the Public Notice requirements had been fulfilled.

Michal Fus, the Petitioner, gave a verbal presentation to the Planning & Zoning Commission and requested a positive recommendation. Artur Tsarov, the Owner, was also present.

Planner Barajas gave a digital presentation to the Planning & Zoning Commission, stating that Staff supports the request, subject to the conditions outlined in the Staff Report.

Commissioner Rasek asked how long the business has been operating. Mr. Fus responded that Kama Trucking has been a tenant since early 2024 and that the Subject Property was purchased in late 2024.

Commissioner Laipert inquired about the used tire storage enclosure. Mr. Fus responded that it will be constructed, but the design, location, and height have not been finalized. He stated it would be at least six feet tall. Commissioner Laipert then asked whether an enclosure currently exists on site. Mr. Fus responded that a storage container is currently used for storage, but it will be removed.

Chair Patrician asked about the building size, and Planner Barajas responded that it is 4,695 square feet. Chair Patrician then asked about screening requirements. Planner Barajas stated that the Village's Landscape Code requires 100% screening for parking lots and outdoor storage areas, and that Staff recommended Arbor Vitaes to form a tall, dense buffer along Algonquin Road. Mr. Fus added that one existing tree will be removed and that the evergreens will provide winter screening. Chair Patrician then asked whether fencing is required. Planner Barajas explained that Code prefers landscaping over fencing. Chair Patrician asked what would happen if the landscaping fails, and Planner Barajas said any deviation from the Special Use Permit or landscape plan would be addressed through property maintenance enforcement. Chair Patrician then asked about landscaping in front of the building. Planner Barajas explained that 100% front screening is not required and that foundation landscaping does not apply to the existing building; however, screening can be required for the new outdoor storage area. Chair Patrician asked if the Petitioner would consider foundation landscaping. Mr. Fus responded that the evergreens will be costly and that additional landscaping may be considered in the future.

Chair Patrician opened the Public Comment portion of the Public Hearing.

Chair Patrician closed the Public Comment portion of the Public Hearing.

Chair Patrician asked for a motion. A motion was made by Commissioner Rasek and seconded by Commissioner Bumbales to adopt Staff's findings of fact as the findings of the Planning & Zoning Commission and to adopt Staff's findings of fact as the findings of the Planning &

Zoning Commission and to recommend the issuance of a Special Use Permit authorizing Major Automotive Repair and Outdoor Storage at 1220 Armstrong Street, subject to the conditions outlined in the staff report for Case PZ-2025-10 dated November 7, 2025. The motion carried with a 6-0 vote.

Kama Truck Repair Inc.

1220 Armstrong St
Algonquin, IL 60102
PH: 224-651-1634
kamatruckrepair@gmail.com

Full Project Narrative
Re: Special Use Permit Request for Truck Repair Facility
Property Location: 1220 Armstrong St, Algonquin, Illinois

To Whom It May Concern:

We are submitting this narrative in support of our request for a Special Use Permit for the development and operation of our onsite truck repair facility for our property located in Algonquin, Illinois. This facility is intended for the maintenance and repair of our company-owned fleet vehicles and is an essential component of our transportation business operations.

The proposed repair shop will function as a centralized service hub to handle routine maintenance, diagnostic work, and mechanical repairs necessary to ensure our trucks remain compliant with all applicable safety and regulatory standards. This facility does not engage in third-party repair work.

The building will include enclosed repair bays, dedicated truck parking areas, and an office space to support administrative functions. The layout and operations have been carefully planned to comply with all relevant Village of Algonquin codes, including those governing waste disposal (such as proper handling of oil and mechanical fluids), noise control, stormwater management, and site aesthetics. Landscaping elements and sound mitigation strategies will be implemented to minimize impact on surrounding properties.

The facility will operate during the following business hours:

- **Monday through Friday:** 9:00 AM – 7:00 PM
- **Saturday:** 9:00 AM – 3:00 PM
- **Sunday:** Closed

The business will employ a total of four (4) staff members on-site: two (2) office employees and two (2) mechanics. Given the nature of the operations, we do not anticipate walk-in or public customer traffic. Peak operational activity will be limited to fleet service during regular business hours.

We believe that this facility will support our business continuity and reduce reliance on third-party vendors, while remaining a low-impact and appropriately managed addition to the community. We are committed to working with Village staff to ensure compliance and ongoing compatibility with local zoning objectives.

We respectfully request favorable consideration of this application and look forward to contributing positively to the business environment of the Village of Algonquin.

Sincerely,

Artur Tarasov, President — 7/17/2025 — Date

ALTA/NSPS LAND TITLE SURVEY

2411.1540
ALTA SURVEY
MCHENRY COUNTY, ILLINOIS

PROPERTY ADDRESS:
1220 ARMSTRONG STREET, ALGONQUIN, ILLINOIS 60102

SURVEY NUMBER: 2411.1540

CERTIFIED TO:
KAMA TRUCK REPAIR INC.; CHICAGO TITLE INSURANCE COMPANY; VELOCITYSBA, LLC; ITS SUCCESSORS AND/OR ASSIGNS; AS THEIR INTERESTS MAY APPEAR

BUYER: KAMA TRUCK REPAIR INC.

LENDER: VELOCITYSBA, LLC

TITLE COMPANY:

COMMITMENT DATE: | **CLIENT FILE NO:** 24GNW896100PK

LEGAL DESCRIPTION:

LOT 2 IN BLOCK 1 IN ALGONQUIN INDUSTRIAL PARK, (EXCEPT THAT PART CONVEYED BY TRUSTEE'S DEED RECORDED DECEMBER 28, 1999 AS DOCUMENT NO. 1999R0087226 TO THE COUNTY OF MC HENRY FOR ROAD PURPOSES) A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 28, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 4, 1966 AS DOCUMENT NO. 465704, IN MC HENRY COUNTY, ILLINOIS.

JOB SPECIFIC SURVEYOR NOTES

THE BEARING REFERENCE OF NORTH 29 DEGREES 01 MINUTES 00 SECONDS WEST IS BASED ON THE NORTHEASTERLY PROPERTY LINE OF LOT 2, BLOCK 1, LOCATED WITHIN ALGONQUIN INDUSTRIAL PARK ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT DOC. NO. 465704 OF THE PUBLIC RECORDS OF MCHENRY COUNTY, ILLINOIS.

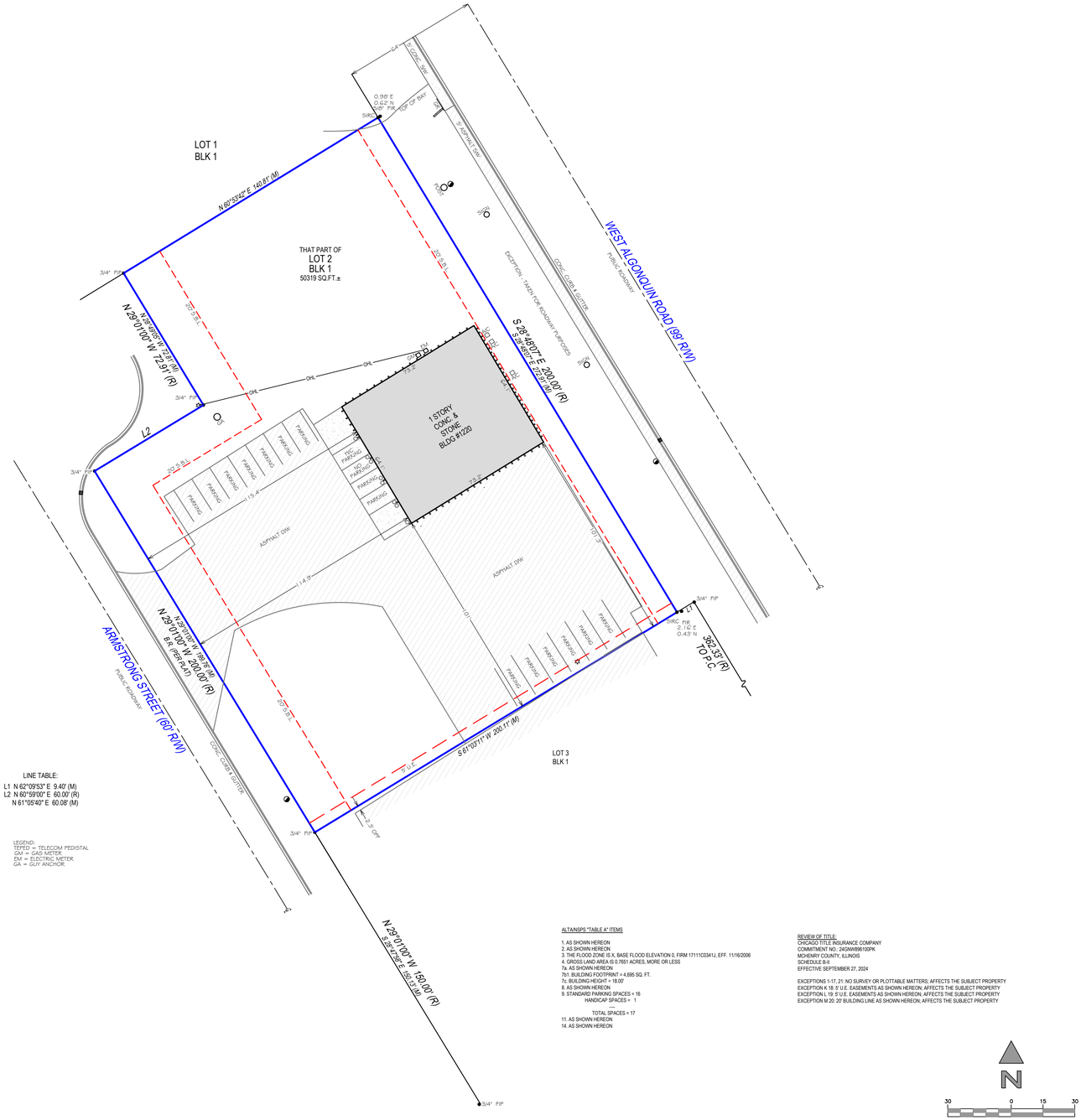
DATE SIGNED: 11/19/24 | **FIELD WORK DATE:** 11/12/2024

REVISION DATE(S):
(REV.1 11/19/2024)

POINTS OF INTEREST
NONE VISIBLE

EXACTA Land Surveyors, LLC
PLS# 184008059
o: 773.305.4011
316 East Jackson Street | Morris, IL 60450

SurveySTARS



TO: KAMA TRUCK REPAIR INC.
CHICAGO TITLE INSURANCE COMPANY
VELOCITYSBA, LLC, ITS SUCCESSORS AND/OR ASSIGNS; AS THEIR INTERESTS MAY APPEAR

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS: 1, 2, 3, 4, 7(A),7(B), 7(C), 8, 9, 11, 14 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON NOVEMBER 12, 2024. DATED THIS 19TH DAY OF NOVEMBER, 2024.

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2971

EXACTA LAND SURVEYORS
PROFESSIONAL DESIGN FIRM 184008059-0008

CHICAGO TITLE INSURANCE COMPANY COMMITMENT NO. 24GNW896100PK WITH A COMMITMENT DATE OF SEPTEMBER 27, 2024 WAS UTILIZED IN THE PREPARATION OF THIS SURVEY

ALTA/NSPS "TABLE A" ITEMS

1. AS SHOWN HEREON
2. AS SHOWN HEREON
3. THE FLOOD ZONE IS X, BASE FLOOD ELEVATION 0, FIRM 17111C0341J, EFF. 11/16/2006
4. GROSS LAND AREA IS 0.7651 ACRES, MORE OR LESS
7a. AS SHOWN HEREON
7b1. BUILDING FOOTPRINT = 4,695 SQ. FT.
7c. BUILDING HEIGHT = 18.00'
8. AS SHOWN HEREON
9. STANDARD PARKING SPACES = 16
HANDICAP SPACES = 1
TOTAL SPACES = 17
11. AS SHOWN HEREON
14. AS SHOWN HEREON

REVIEW OF TITLE:
CHICAGO TITLE INSURANCE COMPANY
COMMITMENT NO.: 24GNW896100PK
MCHENRY COUNTY, ILLINOIS
SCHEDULE B-II
EFFECTIVE SEPTEMBER 27, 2024

EXCEPTIONS 1-17, 21: NO SURVEY OR PLOTTABLE MATTERS; AFFECTS THE SUBJECT PROPERTY
EXCEPTION K 18: 5' U.E. EASEMENTS AS SHOWN HEREON; AFFECTS THE SUBJECT PROPERTY
EXCEPTION L 19: 5' U.E. EASEMENTS AS SHOWN HEREON; AFFECTS THE SUBJECT PROPERTY
EXCEPTION M 20: 20' BUILDING LINE AS SHOWN HEREON; AFFECTS THE SUBJECT PROPERTY

N

30 0 15 30
GRAPHIC SCALE (In Feet)
1 inch = 30' ft.

GENERAL SURVEYORS NOTES:

1. The Legal Description used to perform this survey was supplied by others. This survey does not determine nor imply ownership of the lands or any fences shown hereon. Unless the Title Commitment Number and Date is referenced on this survey, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
2. The purpose of this survey is to establish the boundary of the lands described by the legal description provided and to depict the visible improvements thereon for a pending financial transaction. Underground footings, utilities, or other service lines, including roof eave overhangs were not located as part of this survey. Unless specifically stated otherwise the purpose and intent of this survey is not for any construction activities or future planning.
3. If there is a septic tank or drain field shown on this survey, the location depicted hereon was either shown to the surveyor by a third party or it was estimated by visual above ground inspection. No excavation was performed to determine its location.
4. This survey is exclusively for a pending financial transaction and only to be used by the parties to whom it is certified.
5. Alterations to this survey map and report by other than the signing surveyor are prohibited.
6. Dimensions are in feet and decimals thereof.
7. Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain said data was performed at www.fema.gov and may not reflect the most recent information.
8. Unless otherwise noted "SIR" indicates a set iron rebar, 5/8 inch in diameter and twenty-four inches long.
9. The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the approximate center of the field location and may not represent the actual shape or size of the feature.
10. Points of Interest (POI's) are select above-ground improvements, which may appear in conflict with boundary, building setback or easement lines, as defined by the parameters of this survey. These POI's may not represent all items of interest to the viewer. There may be additional POI's which are not shown or called-out as POI's, or which are otherwise unknown to the surveyor.
11. Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
12. The information contained on this survey has been performed exclusively by and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.
13. Due to varying construction standards, building dimensions are approximate and are not intended to be used for new construction or planning.
14. Surveyor bearings are used for angular reference and are used to show angular relationships of lines only and are not related or orientated to true or magnetic north. Bearings are shown as surveyor bearings, and when shown as matching those on the subdivision plats on which this survey is based, they are to be deemed no more accurate as the determination of a north orientation made on and for those original subdivision plats. North 00 degrees East is assumed and upon preparation of this plat, the resulting bearing between found points as shown on this survey is the basis of said surveyor bearings as defined and required to be noted by Illinois Administrative Code Title 68, Chapter VII, Sub-Chapter B, Part 1270, Section 1270.56, Paragraph B, Sub-Paragraph 6, Item k.
15. THIS SURVEY IS A PROFESSIONAL SERVICE IN COMPLIANCE WITH THE MINIMUM STANDARDS OF THE STATE OF ILLINOIS. NO IMPROVEMENTS SHOULD BE MADE ON THE BASIS OF THIS PLAT ALONE. PLEASE REFER ALSO TO YOUR DEED, TITLE POLICY AND LOCAL ORDINANCES. THIS DOCUMENT MAY ONLY BE USED BY THE PARTIES TO WHICH IT IS CERTIFIED.

SURVEYORS LEGEND:

LINETYPES
Boundary Line
Center Line
Chain Link or Wire Fence
Easement
Edge of Water
Iron Fence
Overhead Lines
Structure
Survey Tie Line
Vinyl Fence
Wall or Party Wall
Wood Fence

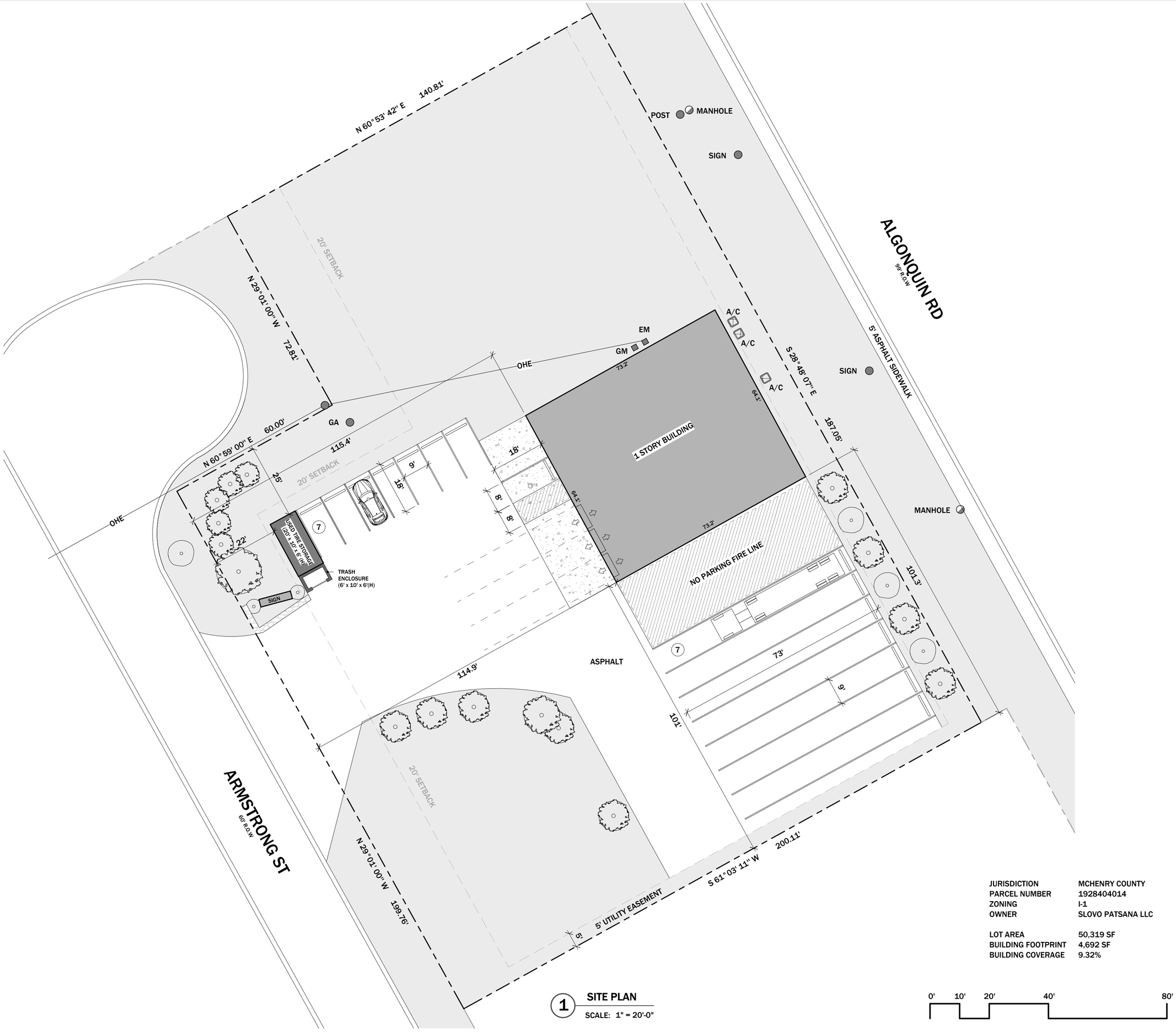
SURFACE TYPES
Asphalt
Brick or Tile
Concrete
Covered Area
Water
Wood

SYMBOLS
Benchmark
Center Line
Central Angle or Delta
Common Ownership
Control Point
Catch Basin
Elevation
Fire Hydrant
Find or Set Monument
Guywire or Anchor
Manhole
Tree
Utility or Light Pole
Well

ABBREVIATIONS

(C) - Calculated
(D) - Deed
(F) - Field
(M) - Measured
(P) - Plat
(R) - Record
(S) - Survey
A/C - Air Conditioning
AE - Access Easement
ANE - Anchor Easement
ASBL - Accessory Setback Line
B/W - Bay/Box Window
BC - Block Corner
BFP - Backflow Preventer
BLDG - Building
BLK - Block
BM - Benchmark
BR - Bearing Reference
BRL - Building Restriction Line
BSMT - Basement
C - Curve
C/L - Center Line
C/P - Covered Porch
C/S - Concrete Slab
CATV - Cable TV Riser
CB - Concrete Block
CH - Chord Bearing
CHIM - Chimney
CLF - Chain Link Fence
CME - Canal Maintenance Easement
CO - Clean Out
CONC - Concrete
COR - Corner
CS/W - Concrete Sidewalk
CUE - Control Utility Easement
CVG - Concrete Valley Gutter
D/W - Driveway
DE - Drainage Easement
DF - Drain Field
DH - Drill Hole
DUE - Drainage & Utility Easement
ELEV - Elevation
EM - Electric Meter
ENCL - Enclosure
ENT - Entrance
EOP - Edge of Pavement
EOW - Edge of Water
ESMT - Easement
EUB - Electric Utility Box
F/DH - Found Drill Hole
FCM - Found Concrete Monument
FF - Finished Floor
FIP - Found Iron Pipe
FIPC - Found Iron Pipe & Cap
FIR - Found Iron Rod
FIRC - Found Iron Rod & Cap
FN - Found Nail
FN&D - Found Nail & Disc
FRRSPK - Found Rail Road Spike
GAR - Garage
GM - Gas Meter
ID - Identification
IE/EE - Ingress/Egress Easement
ILL - Illegible
INST - Instrument
INT - Intersection
IRRE - Irrigation Easement
L - Length
LAE - Limited Access Easement
LB# - License No. (Business)
LBE - Limited Buffer Easement
LE - Landscape Easement
LME - Lake/Landscape Maintenance Easement
LS# - License No. (Surveyor)
MB - Map Book
ME - Maintenance Easement
MES - Mitered End Section
MF - Metal Fence
MH - Manhole
MHWL - Mean High Water Line
NR - Non-Radial
NTS - Not to Scale
NAVD88 - North American Vertical Datum 1988
NGVD29 - National Geodetic Vertical Datum 1929
OG - On Ground
ORB - Official Records Book
ORV - Official Record Volume
O/A - Overall
O/S - Offset
OFF - Outside Subject Property
OH - Overhang
OHL - Overhead Utility Lines
OHWL - Ordinary High Water Line
ON - Inside Subject Property
P/E - Pool Equipment
PB - Plat Book
PC - Point of Curvature
PCC - Point of Compound Curvature
PCP - Permanent Control Point
PI - Point of Intersection
PLS - Professional Land Surveyor
PLT - Planter
POB - Point of Beginning
POC - Point of Commencement
PRC - Point of Reverse Curvature
PRM - Permanent Reference Monument
PSM - Professional Surveyor & Mapper
PT - Point of Tangency
PUE - Public Utility Easement
R - Radius or Radial
R/W - Right of Way
RES - Residential
RGE - Range
ROE - Roof Overhang Easement
RP - Radius Point
S/W - Sidewalk
SBL - Setback Line
SCL - Survey Closure Line
SCR - Screen
SEC - Section
SEP - Septic Tank
SEW - Sewer
SIRC - Set Iron Rod & Cap
SMWE - Storm Water Management Easement
SN&D - Set Nail and Disc
SQFT - Square Feet
STL - Survey Tie Line
STY - Story
SV - Sewer Valve
SWE - Sidewalk Easement
TBM - Temporary Bench Mark
TEL - Telephone Facilities
TOB - Top of Bank
TUE - Technological Utility Easement
TWP - Township
TX - Transformer
TYP - Typical
UE - Utility Easement
UG - Underground
UP - Utility Pole
UR - Utility Riser
VF - Vinyl Fence
W/C - Witness Corner
W/F - Water Filter
WF - Wood Fence
WM - Water Meter/Valve Box
WV - Water valve

FLOOD ZONE INFORMATION:



1 SITE PLAN
SCALE: 1" = 20'-0"

JURISDICTION	MCHENRY COUNTY
PARCEL NUMBER	1928404014
ZONING	I-1
OWNER	SLOVO PATSANA LLC
LOT AREA	50,319 SF
BUILDING FOOTPRINT	4,692 SF
BUILDING COVERAGE	9.32%

0' 10' 20' 40' 80'

N

RIGHT ARCHITECTURE

REVISION	DATE
5	10/01/2025

SCAN CODE FOR MORE SERVICES

PROJECT:
1220 ARMSTRONG ST, ALGONQUIN, IL 60102

SITE PLAN

SCALE: 1" = 20'-0"

C-1

SHEET SIZE: 24" X 18"

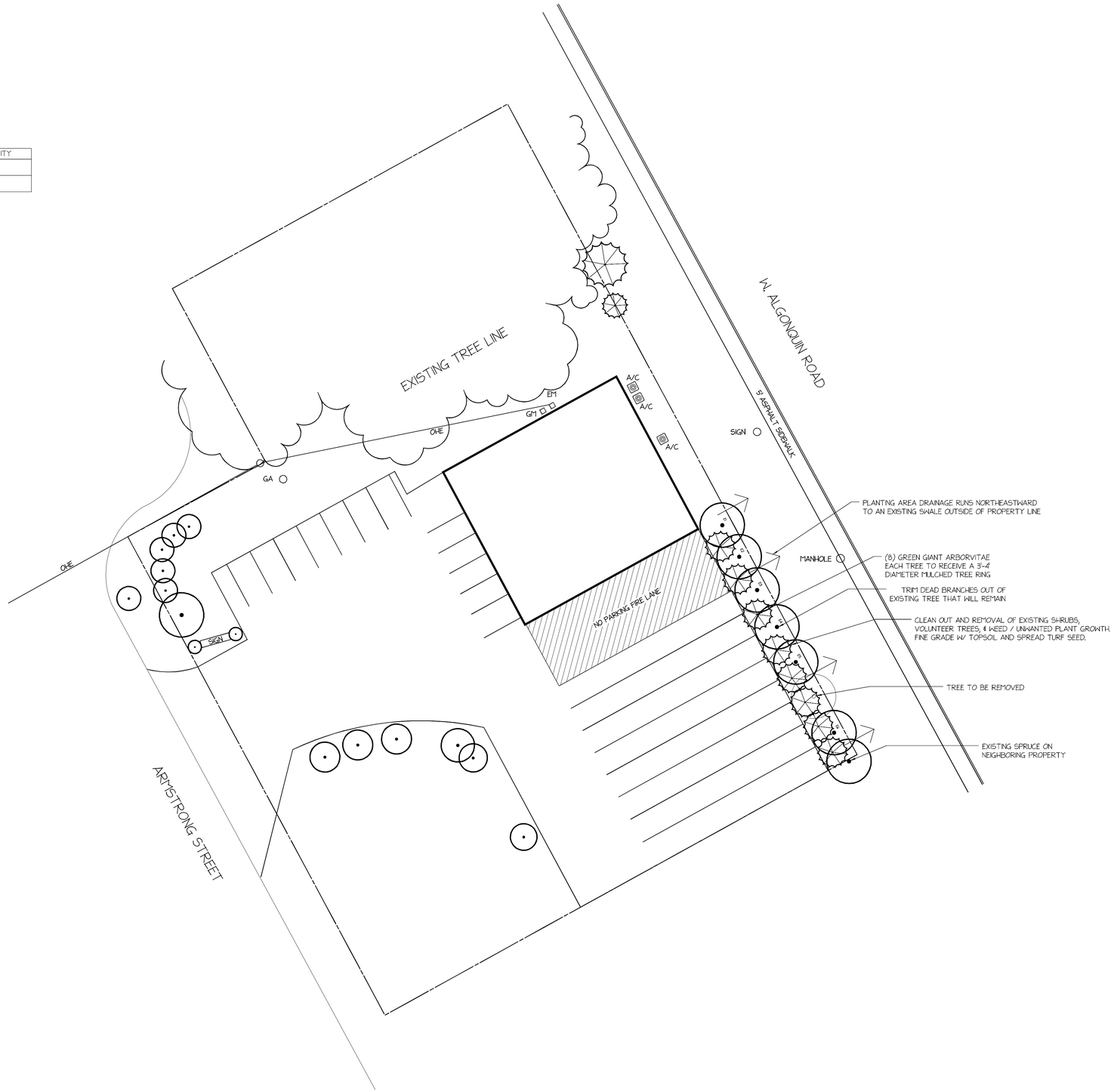
DESIGN 1

NEW TREE PLANT KEY

BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	MATURE SIZE	QUANTITY
THUJA PLICATA	GREEN GIANT ARBORVITAE	6'-7' EVERGREEN TREE	50' - 60' H X 12' - 20' W	8
ADDITIONAL INFO: DISEASE AND PEST RESISTANT, SALT TOLERANT, DEER RESISTANT				

EXISTING TREE KEY

SYMBOL	BOTANICAL NAME	COMMON NAME	EXISTING SIZE	MATURE SIZE
E1	LIRIODENDRON TULIPIFERA	TULIP TREE	11" CAL.	35' - 50' H X 70' - 90' W
E2	LIRIODENDRON TULIPIFERA	TULIP TREE	12" CAL.	35' - 50' H X 70' - 90' W
E3	LIRIODENDRON TULIPIFERA	TULIP TREE	11" CAL.	35' - 50' H X 70' - 90' W
E4	LIRIODENDRON TULIPIFERA	TULIP TREE	10" CAL.	35' - 50' H X 70' - 90' W
E5	LIRIODENDRON TULIPIFERA	TULIP TREE	9" CAL.	35' - 50' H X 70' - 90' W
E6	LIRIODENDRON TULIPIFERA	TULIP TREE	9" CAL.	35' - 50' H X 70' - 90' W



DOERING LANDSCAPE COMPANY
22345 Kelsey Road - Barrington, Illinois Ph: 847-381-5115 Email: info@doeringlandscape.com

THIS LANDSCAPE PLAN IS PROPERTY OF DOERING LANDSCAPE COMPANY. WRITTEN PERMISSION MUST BE OBTAINED PRIOR TO THE USE OF THIS PLAN OR DISCLOSURE TO A THIRD PARTY. DOERING LANDSCAPE COMPANY HEREBY RESERVES THIS LANDSCAPE PLAN, IN ACCORDANCE WITH ALL COMMON AND STATUTORY COPYRIGHT LAWS AND OTHER PROPERTY RIGHTS. DOERING LANDSCAPE COMPANY ACCEPTS NO LIABILITY SHOULD THIS PLAN BE USED BY A THIRD PARTY.

KAMA TRUCK REPAIR
1220 ARMSTRONG ST. - ALGONQUIN, IL

REVISIONS:

SCALE: 1"=20'-0"
DATE: 11/06/25
DRAWN BY: MJ
DESIGN BY: MJ

N

VILLAGE OF ALGONQUIN

PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: December 1, 2025

TO: Tim Schloneger, Village Manager
Committee of the Whole

FROM: Tim Schloneger, Village Manager

SUBJECT: Salary Schedule Amendment

Two long-term employees, the Assistant Village Manager/HR Director and the Assistant Public Works Director are set to retire at the end of the year. These retirements, along with existing unfilled vacancies, provide an opportunity to reorganize the organization to allow for enhanced efficiencies and savings while also creating a more capable workforce. Additionally, as the Village continues to pursue aggressive capital improvements, continuing to build the Engineering Division in Public Works will lead to greater savings in engineering oversight costs. The table below breaks down current and upcoming vacancies.

Current/Upcoming Vacancies	Current/Last Salary	Recommended Action
Assistant Village Manager/HR Director	$182,121	Reclass – distribute responsibilities
Assistant Public Works Director	$160,693	Refill at reduced salary
Parks and Forestry Supervisor	$128,681	Eliminated – Merged with Ecology
Engineer II	$104,390	Reclass
Total	**$575,885**	

The savings from these positions can be utilized to establish a new position and increase the duties and responsibilities of already established positions. Changes would include:

Existing Title	Proposed Title/Position	Grade	Change
Director of Public Works	Deputy Village Manager/PWD	17	Existing – Modified
Village Engineer	Deputy Public Works Director/Village Engineer	16	Existing – Modified
-	Engineer III/Capital Projects Manager	15	New Position

The Deputy Village Manager/PWD role will allow the incumbent Director of Public Works to play a larger role in overall Village operations due to the overlapping nature of Public Works with many departments, as well as assuming many of the responsibilities of the upcoming Assistant Village Manager/Human Resource Director vacancy.

The addition of the Capital Project Manager Position would be placed in step 15, with an anticipated hiring range of $150,000 +/-. While this is a net add to the salary schedule, it is anticipated this position will save the Village over $250,000 on average per year in engineering costs as this position would oversee many large projects currently overseen by consulting engineers. For example, a position of this caliber will be able to oversee multimillion dollar projects such as Willoughby Farms Section 3, and the High Hill Sanitary Sewer replacement project. These two projects are anticipated to cost approximately $550,000 in engineering oversight costs should they be done contractually. Additionally, during the non-construction season, this position would be tasked with design coordination for upcoming capital and private development projects. Staff has been recruiting for an Engineer II since October to fill an existing vacancy with no desirable applicants at this time, prompting the requested change to a more competitive position.

The current Village Engineer will be elevated to Deputy Public Works Director/Village Engineer to take a larger role in the overall operations of the Department and the associated duties with in-housing more engineering.

It is anticipated these changes will save approximately $200,000 in just salary costs per year. With the addition of the savings to be generated in engineering costs, the total savings per year is expected to be $450,000 - $500,000 per year.

Village of Algonquin

The Gem of the Fox River Valley

Fiscal Year 2025-2026
MERIT COMPENSATION PLAN

GRADE	JOB CLASSIFICATION	MONTHLY COMPENSATION MINIMUM	CONTROL	MAXIMUM
1	Office Clerk I - Receptionist I - Custodian	$4,148.05	$4,898.86	$5,649.67
2	Receptionist II - Account Clerk	$4,397.53	$5,186.50	$5,975.47
3	Account Clerk I - Permit Clerk	$4,678.54	$5,509.64	$6,340.75
4	Account Clerk II - Social Worker Advocate	$4,972.49	$5,847.76	$6,723.04
5	Administrative Specialist I - Account Clerk III	$5,247.06	$6,163.45	$7,079.83
6	Property Maintenance Inspector - Administrative Specialist II - Utility Billing Coordinator - Accounts Payable Specialist	$5,552.10	$6,513.52	$7,474.95
7	Administrative Assistant - Recreation Manager - Engineer Technician	$5,876.00	$6,886.30	$7,896.60
8	Planner - Management Analyst - Human Resources Generalist - Innovation Analyst - Executive Assistant/Deputy Clerk - Laboratory Technician - Engineer I	$6,308.22	$7,383.93	$8,459.63
9	Building Inspector - Accountant - Asst. Innovation Coordinator - Innovation and Technology Officer I	$6,837.07	$8,123.23	$9,409.38
10	Plumbing Inspector - Electrical Inspector - Senior Accountant Innovation Coordinator	$7,353.33	$8,586.34	$9,819.35
11	Asst. to the Village Manager - Asst. Bldg. Commissioner - PW Supervisor - Recreation Superintendent - Senior Planner - Accounting Manager - Assistant Innovation Officer - Engineer II	$8,197.41	$9,517.12	$10,836.82
12	Chief Utility Operator - Chief Ecologist/Horticulturalist	$8,756.64	$10,290.98	$11,825.31
13	PW Superintendent - Police Sergeant - Recreation Director - Community Development Deputy Director	$9,428.61	$11,189.69	$12,950.76
14	Assistant PW Director - Building Commissioner - Deputy Chief Financial Officer	$9,974.15	$11,682.62	$13,391.10
15	Human Resources Director - Deputy Police Chief - Engineer III/Capital Projects Manager	$10,693.45	$12,587.05	$14,480.65
16	Chief Innovation Officer - Assistant Village Manager - Community Development Director - Deputy Director/Village Engineer	$11,492.46	$13,405.05	$15,317.63
17	Deputy Village Manager/Chief Financial Officer - Police Chief - Deputy Village Manager/Public Works Director	$12,257.31	$14,577.12	$16,896.93

VILLAGE OF ALGONQUIN

GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: December 1, 2025

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/CFO

SUBJECT: *NorthPoint Development LLC Redevelopment Agreement Payment*

This memo outlines the Village's obligation to reimburse NP BGO Algonquin Corporate Center, LLC (the "Developer") for eligible redevelopment project costs under the terms of the Redevelopment Agreement (2021-O-42, as amended by Ordinances 2022-O-19, 2023-O-40, and 2024-O-23). The Village is required to reimburse eligible costs up to the specified reimbursement limit, as defined in the agreement.

The reimbursement will be funded through the Net TIF Increment, which equals 60% of the tax increment financing (TIF) revenue generated solely by the Subject Property during the term of the Longmeadow/Randall TIF District.

The Developer has submitted $22,293,177.93 in Eligible Redevelopment Project Costs. These costs have been reviewed and approved by the Village Engineer as compliant with the Redevelopment Agreement requirements.

For the 2024 tax year, the tax extension, plus current and prior-year interest for the Subject Property, is $1,107,148.06. **Under the agreement, 60% of this amount, or $664,288.84, is available for reimbursement to the Developer for eligible project costs.**

Item	Amount
2024 TIF Tax Distribution	1,104,224.96
2024 Interest	1,866.17
2023 Interest	1,477.27
Less Non-Subject Property Parcels	(420.34)
Amount Due (60%)	**664,288.84**

Recommendation: Staff recommends the Committee of the Whole forward the attached resolution to the Village Board for approval at their meeting on December 16.

VILLAGE OF ALGONQUIN
RESOLUTION NO. 2025 – R – XX

A RESOLUTION APPROVING THE REIMBURSEMENT OF NP BGO ALGONQUIN CORPORATE CENTER, LLC FOR ELIGIBLE REDEVELOPMENT PROJECT COSTS

WHEREAS, the Village of Algonquin (the "Village"), a home rule municipality, has entered into a Redevelopment Agreement with NP BGO Algonquin Corporate Center, LLC (the "Developer") pursuant to Ordinance No. 2021-O-42, as amended by Ordinance No. 2022-O-19, 2023-O-40, 2024-O-23; and

WHEREAS, the Redevelopment Agreement outlines that the Village will reimburse the Developer for Eligible Redevelopment Project Costs, as defined in the Agreement, up to a maximum reimbursement limit using Net TIF Increment; and

WHEREAS, the Village and the Developer have mutually agreed to the terms for reimbursement of such costs, which comply with the Tax Increment Financing Act (the "TIF Act") and the Redevelopment Agreement, and the Village has reviewed and approved the costs submitted for reimbursement; and

WHEREAS, based on the submissions from and representations by the Developer, in reliance upon same, the Village believes it is appropriate to approve the reimbursement set forth below:

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Algonquin, Kane and McHenry Counties, Illinois, as follows:

1. The Village hereby approves the reimbursement of NP BGO Algonquin Corporate Center, LLC for Eligible Redevelopment Project Costs, as outlined in the Redevelopment Agreement, from the Net TIF Increment generated by the Subject Property within the Longmeadow/Randall TIF District for Tax Year 2024 in the amount of $664,288.84.

2. All capitalized terms herein shall have the same definitions as the capitalized terms in the Redevelopment Agreement.

PASSED AND APPROVED this _____ day of December, 2025.

Voting aye:

Voting nay:

Absent:

APPROVED:

_____
Debby Sosine
Village President

(seal)

ATTEST:

_____
Fred Martin
Village Clerk

Final Settlement Sheet
Kane County
863 - ALGONQUIN TIF 4

Current Year Taxes Due

	Original Amount Due	$1,104,296.98
+	Supplements	$0.00
-	Cancellations	$72.02
-	Abatements/Refunds	$0.00
+	Mobile Home	$0.00
+/-	Road & Bridge Transfer	$0.00
+	Misc. Adjustments	$0.00
	Adjusted Amount Due	**$1,104,224.96**
+	Prior Year Real EstateTax	$0.00
+	Prior Year Mobile Home Tax	$0.00
+	Prior Year Misc. Adjustments	$0.00
	Total Amount Due	**$1,104,224.96**

Current Year Taxes Paid

+	Real Estate	$1,104,224.96
+	Railroad	$0.00
+	Mobile Home	$0.00
+	Misc. Adjustments	$0.00
+	Prior Year Real Estate	$0.00
+	Prior Year Mobile Home	$0.00
+	Prior Year Misc. Adjustments	$0.00
-	Abatements/Refunds	$0.00
	Total Collected	**$1,104,224.96**
+	Hold Back	$0.00
+	County Trustee	$0.00
+	Forfeited Tax	$0.00
	Total	**$1,104,224.96**

Interest Distribution

County Interest	$0.00
Township Interest	$0.00
Total Interest	$0.00

Distribution Summary

Tax Distribution Date	Amount
06/18/2025	$552,322.65
09/10/2025	$551,902.31
Totals: 2 Distributions	**$1,104,224.96**

Interest Distribution Date	Amount
11/12/2025	$1,866.17
Totals: 1 Distributions	**$1,866.17**
Grand Totals: 3 Distributions	**$1,106,091.13**

Fund Summary

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
001 - CORPORATE	$1,104,224.96	$1,104,224.96	$0.00	$0.00	$1,866.17	$0.00
Totals	**$1,104,224.96**	**$1,104,224.96**	**$0.00**	**$0.00**	**$1,866.17**	**$0.00**

(C)2025 DEVNET Incorporated

Final Settlement Sheet
Kane County
863 - ALGONQUIN TIF 4

Current Year Taxes Due

	Original Amount Due	$675,810.54
+	Supplements	$0.00
-	Cancellations	$0.00
-	Abatements/Refunds	$0.00
+	Mobile Home	$0.00
+/-	Road & Bridge Transfer	$0.00
+	Misc. Adjustments	$0.00
	Adjusted Amount Due	**$675,810.54**
+	Prior Year Real EstateTax	$0.00
+	Prior Year Mobile Home Tax	$0.00
+	Prior Year Misc. Adjustments	$0.00
	Total Amount Due	**$675,810.54**

Current Year Taxes Paid

+	Real Estate	$675,810.54
+	Railroad	$0.00
+	Mobile Home	$0.00
+	Misc. Adjustments	$0.00
+	Prior Year Real Estate	$0.00
+	Prior Year Mobile Home	$0.00
+	Prior Year Misc. Adjustments	$0.00
-	Abatements/Refunds	$0.00
	Total Collected	**$675,810.54**
+	Hold Back	$0.00
+	County Trustee	$0.00
+	Forfeited Tax	$0.00
	Total	**$675,810.54**

Interest Distribution

County Interest	$1,477.27
Township Interest	$0.00
Total Interest	$1,477.27

Distribution Summary

Tax Distribution Date	Amount
06/20/2024	$338,106.84
09/11/2024	$337,703.70
Totals: 2 Distributions	**$675,810.54**

Interest Distribution Date	Amount
11/13/2024	$1,477.27
Totals: 1 Distributions	**$1,477.27**
Grand Totals: 3 Distributions	**$677,287.81**

Fund Summary

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
001 - CORPORATE	$675,810.54	$675,810.54	$0.00	$0.00	$1,477.27	$0.00
Totals	**$675,810.54**	**$675,810.54**	**$0.00**	**$0.00**	**$1,477.27**	**$0.00**

(C)2024 DEVNET Incorporated

Christopher J. Lauzen CPA, MBA Kane County Treasurer
Make Checks Payable to: KANE COUNTY TREASURER
Please remit to: P.O. Box 4025, Geneva, IL 60134-4025

Parcel Number: **03-07-227-001**

1st 2024

****DUPLICATE****

L & H FARM LIMITED PARTNERSHIP
RANDALL GAITSCH
37W412 HUNTLEY RD
WEST DUNDEE IL 60118-

1ST INSTALLMENT 2024	475.93
ADJUSTMENT	
PENALTY	
INSTALLMENT AMOUNT PAID	$475.93
INSTALLMENT BALANCE DUE	**Paid on 05/27/2025 $0.00**
DUE ON OR BEFORE 06/02/25	

☐ **Check for mailing address change / Remove stub and remit with payment**

03072270011000000000602251

Christopher J. Lauzen CPA, MBA Kane County Treasurer
Make Checks Payable to: KANE COUNTY TREASURER
Please remit to: P.O. Box 4025, Geneva, IL 60134-4025

Parcel Number: **03-07-227-001**

2nd 2024

****DUPLICATE****

L & H FARM LIMITED PARTNERSHIP
RANDALL GAITSCH
37W412 HUNTLEY RD
WEST DUNDEE IL 60118-

2ND INSTALLMENT 2024	475.93
ADJUSTMENT	
PENALTY	
INSTALLMENT AMOUNT PAID	$475.93
INSTALLMENT BALANCE DUE	**Paid on 05/27/2025 $0.00**
DUE ON OR BEFORE 09/02/25	

☐ **Check for mailing address change / Remove stub and remit with payment**

03072270012000000000902258

Rate 2023	Tax 2023	Taxing District		Rate 2024	Tax 2024
0.256450	$18.00	KANE COUNTY		0.237823	$16.70
0.052912	$3.71	KANE COUNTY	PENSION	0.050019	$3.52
0.128782	$9.05	KANE FOREST PRESERVE		0.146712	$10.30
0.000108	$0.00	KANE FOREST PRESERVE	PENSION	0.000096	$0.00
0.088332	$6.20	DUNDEE TOWNSHIP		0.082697	$5.80
0.081235	$5.70	DUNDEE TWP ROAD DIST		0.074890	$5.25
0.002603	$0.18	DUNDEE TWP ROAD DIST	PENSION	0.002400	$0.17
0.339636	$23.84	ALGONQUIN VILLAGE		0.321206	$22.54
0.186595	$13.09	ALGONQUIN VILLAGE	PENSION	0.164573	$11.55
4.935590	$346.37	DUNDEE SCHOOL DISTRICT 300		4.575807	$321.12
0.099500	$6.99	DUNDEE SCHOOL DISTRICT 300	PENSION	0.117026	$8.22
0.420660	$29.52	ELGIN COLLEGE 509		0.386789	$27.15
0.000030	$0.00	ELGIN COLLEGE 509	PENSION	0.000027	$0.00
0.440248	$30.90	DUNDEE TWP PARK DISTRICT		0.415862	$29.19
0.046610	$3.27	DUNDEE TWP PARK DISTRICT	PENSION	0.040636	$2.85
0.162072	$11.37	FOX RIVER VALLEY PUBLIC LIBRARY		0.152005	$10.67
0.000000	$0.00	FOX RIVER VALLEY PUBLIC LIBRARY	PENSION	0.000000	$0.00
0.805000	$56.49	CARPENTERSVILLE & COUNTRYSIDE FIRE		0.805000	$56.49
0.000000	$345.20	ALGONQUIN TIF 4		0.000000	$420.34
0.000000	$0.00	ALGONQUIN SSA 5		0.000000	$0.00
8.046363	**$909.88**	**TOTAL**		**7.573568**	**$951.86**

2024 Kane County Real Estate Tax Bill
Christopher J. Lauzen CPA, MBA
719 S. Batavia Avenue, Bldg. A
Geneva, IL 60134

Parcel Number
03-07-227-001

Late Payment Schedule

	1st	2nd
Jun 3 Thru Jul 2		
Jul 3 Thru Aug 2		
Aug 3 Thru Sept 2		
Sept 3 Thru Oct 2		
Oct 3 Thru Oct 24		

Payment on or after Sept 15, 2025: Please see Instructions on reverse side for LATE PAYMENTS.

Mail To: 23516
L & H FARM LIMITED PARTNERSHIP
RANDALL GAITSCH
37W412 HUNTLEY RD
WEST DUNDEE IL 60118-

Property Location:

Township	Tax Code	Acres
DU	DU932	

Tax Rate	Sold at Tax Sale	Forfeited Tax
7.573568		

First Installment Tax	Second Installment Tax
475.93	475.93
Adjustment	Adjustment
Penalty	Penalty
Other Fees	Other Fees
Paid on 05/27/2025	Paid on 05/27/2025

TIF BASE	7,018.00
FAIR CASH VALUE	37,708.00
LAND VALUE	12,568.00
+ BUILDING VALUE	0.00
- HOME IMPROVEMENT / VET	0.00
= ASSESSED VALUE	12,568.00
x STATE MULTIPLIER	1.0000
= EQUALIZED VALUE	12,568.00
- HOMESTEAD EXEMPTION	0.00
- SENIOR EXEMPTION	0.00
- OTHER EXEMPTIONS	0.00
+ FARM LAND	0.00
+ FARM BUILDING	0.00
= NET TAXABLE VAL.	12,568.00
x TAX RATE	7.573568
= CURRENT TAX	$951.86
+ NON AD VALOREM TAX	$0.00
+ BACK TAX / FORF AMOUNT	**$0.00**
- ENTERPRISE ZONE	$0.00
= TOTAL TAX DUE	**$951.86**

Christopher J. Lauzen CPA, MBA Kane County Treasurer
Make Checks Payable to: KANE COUNTY TREASURER
Please remit to: P.O. Box 4025, Geneva, IL 60134-4025

Parcel Number: **03-07-277-001**

1st 2024

****DUPLICATE****

L & H FARM LIMITED PARTNERSHIP
RANDALL GAITSCH
37W412 HUNTLEY RD
WEST DUNDEE IL 60118-

1ST INSTALLMENT 2024	0.00
ADJUSTMENT	
PENALTY	
INSTALLMENT AMOUNT PAID	$0.00
INSTALLMENT BALANCE DUE NO TAX	**$0.00**
DUE ON OR BEFORE 06/02/25	

☐ **Check for mailing address change / Remove stub and remit with payment**

03072770011000000000602254

Christopher J. Lauzen CPA, MBA Kane County Treasurer
Make Checks Payable to: KANE COUNTY TREASURER
Please remit to: P.O. Box 4025, Geneva, IL 60134-4025

Parcel Number: **03-07-277-001**

2nd 2024

****DUPLICATE****

L & H FARM LIMITED PARTNERSHIP
RANDALL GAITSCH
37W412 HUNTLEY RD
WEST DUNDEE IL 60118-

2ND INSTALLMENT 2024	0.00
ADJUSTMENT	
PENALTY	
INSTALLMENT AMOUNT PAID	$0.00
INSTALLMENT BALANCE DUE NO TAX	**$0.00**
DUE ON OR BEFORE 09/02/25	

☐ **Check for mailing address change / Remove stub and remit with payment**

03072770012000000000902251

Rate 2023	Tax 2023	Taxing District		Rate 2024	Tax 2024
0.256450	$0.00	KANE COUNTY		0.237823	$0.00
0.052912	$0.00	KANE COUNTY	PENSION	0.050019	$0.00
0.128782	$0.00	KANE FOREST PRESERVE		0.146712	$0.00
0.000108	$0.00	KANE FOREST PRESERVE	PENSION	0.000096	$0.00
0.088332	$0.00	DUNDEE TOWNSHIP		0.082697	$0.00
0.081235	$0.00	DUNDEE TWP ROAD DIST		0.074890	$0.00
0.002603	$0.00	DUNDEE TWP ROAD DIST	PENSION	0.002400	$0.00
0.339636	$0.00	ALGONQUIN VILLAGE		0.321206	$0.00
0.186595	$0.00	ALGONQUIN VILLAGE	PENSION	0.164573	$0.00
4.935590	$0.00	DUNDEE SCHOOL DISTRICT 300		4.575807	$0.00
0.099500	$0.00	DUNDEE SCHOOL DISTRICT 300	PENSION	0.117026	$0.00
0.420660	$0.00	ELGIN COLLEGE 509		0.386789	$0.00
0.000030	$0.00	ELGIN COLLEGE 509	PENSION	0.000027	$0.00
0.440248	$0.00	DUNDEE TWP PARK DISTRICT		0.415862	$0.00
0.046610	$0.00	DUNDEE TWP PARK DISTRICT	PENSION	0.040636	$0.00
0.162072	$0.00	FOX RIVER VALLEY PUBLIC LIBRARY		0.152005	$0.00
0.000000	$0.00	FOX RIVER VALLEY PUBLIC LIBRARY	PENSION	0.000000	$0.00
0.805000	$0.00	CARPENTERSVILLE & COUNTRYSIDE FIRE		0.805000	$0.00
0.000000	$0.00	ALGONQUIN TIF 4		0.000000	$0.00
0.000000	$0.00	ALGONQUIN SSA 5		0.000000	$0.00
8.046363	**$0.00**	**TOTAL**		**7.573568**	**$0.00**

2024 Kane County Real Estate Tax Bill
Christopher J. Lauzen CPA, MBA
719 S. Batavia Avenue, Bldg. A
Geneva, IL 60134

Parcel Number
03-07-277-001

Late Payment Schedule

	1st	2nd
Jun 3 Thru Jul 2		
Jul 3 Thru Aug 2		
Aug 3 Thru Sept 2		
Sept 3 Thru Oct 2		
Oct 3 Thru Oct 24		

Payment on or after Sept 15, 2025: Please see Instructions on reverse side for LATE PAYMENTS.

Mail To: 23517
L & H FARM LIMITED PARTNERSHIP
RANDALL GAITSCH
37W412 HUNTLEY RD
WEST DUNDEE IL 60118-

Property Location:

Township	Tax Code	Acres
DU	DU932	

Tax Rate	Sold at Tax Sale	Forfeited Tax
7.573568		

First Installment Tax	Second Installment Tax
0.00	0.00
Adjustment	Adjustment
Penalty	Penalty
Other Fees	Other Fees
NO TAX 6/2/2025	NO TAX 9/2/2025

TIF BASE	676.00
FAIR CASH VALUE	180.00
LAND VALUE	60.00
+ BUILDING VALUE	0.00
- HOME IMPROVEMENT / VET	0.00
= ASSESSED VALUE	60.00
x STATE MULTIPLIER	1.0000
= EQUALIZED VALUE	60.00
- HOMESTEAD EXEMPTION	0.00
- SENIOR EXEMPTION	0.00
- OTHER EXEMPTIONS	0.00
+ FARM LAND	0.00
+ FARM BUILDING	0.00
= NET TAXABLE VAL.	0.00
x TAX RATE	7.573568
= CURRENT TAX	$0.00
+ NON AD VALOREM TAX	$0.00
+ BACK TAX / FORF AMOUNT	**$0.00**
- ENTERPRISE ZONE	$0.00
= TOTAL TAX DUE	**$0.00**

VILLAGE OF ALGONQUIN

GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: December 1, 2025

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/CFO

SUBJECT: *Longmeadow and Randall TIF Surplus Payment*

This memo summarizes the Village's obligation to declare and distribute a surplus of incremental taxes for the Longmeadow and Randall Tax Increment Financing (TIF) District, in accordance with the intergovernmental agreement with Community Unit School District 300, approved in December 2021 (Resolution 2021-R-87).

Under the terms of the agreement, once the Village implements the TIF Plan for the Project Area, and if the School District elects not to receive the Student Payment in any given year, the Village is required to declare a surplus of incremental taxes, referred to as the "Annual Surplus Payment." This surplus is calculated at 40% of the total Incremental Taxes for that year.

For the 2024 tax year, the projected Annual Surplus Payment is $443,027.36, based on the current tax extension and interest earnings from 2023. In accordance with Section 11-74.4-7 of the TIF Act, this payment will be remitted to the Kane County Collector, who will manage the distribution of the surplus to the appropriate entities.

Below is a table projecting the distribution of the surplus payment based on the 2024 tax distribution, payable in 2025. Please note that the Kane County Collector will complete the final calculation and handle the distribution, which may vary slightly from the estimate below.

Taxing District	Percentage	Estimated Surplus Payment
DUNDEE SCHOOL DISTRICT 300	58.32%	$258,384.24
CARPENTERSVILLE & COUNTRYSIDE FIRE	10.00%	$44,322.76
ALGONQUIN VILLAGE	6.04%	$26,746.67
DUNDEE TWP PARK DISTRICT	5.67%	$25,134.47
ELGIN COLLEGE 509	4.81%	$21,297.83
KANE COUNTY	3.58%	$15,848.39
FOX RIVER VALLEY PUBLIC LIBRARY	1.89%	$8,369.29
KANE FOREST PRESERVE	1.82%	$8,083.15
DUNDEE TOWNSHIP	1.03%	$4,553.24
DUNDEE TWP ROAD DIST	0.96%	$4,255.54
TOTAL:		**$443,027.36**

Recommendation: Staff recommends that the Committee of the Whole forward the attached resolution to the Village Board for approval at their meeting on December 16.

VILLAGE OF ALGONQUIN
RESOLUTION NO. 2025 – R – XX

A Resolution Declaring Certain Funds in the Special Tax Allocation Fund for the Longmeadow and Randall Tax Increment Redevelopment Project Area as "Surplus" Funds and Directing the Payment and Distribution Thereof (2024 Tax Year)

WHEREAS, pursuant to a series of ordinances (Ordinance Nos. 2021-O-39, 2021-O-40 and 2021-O-41), adopted December 7, 2021 (collectively, the **"TIF Ordinances"**) in connection with the Longmeadow and Randall Tax Increment Redevelopment Project Area (the **"Redevelopment Project Area"**), the Village Board (the **"Corporate Authorities"**) of the Village of Algonquin, Kane and McHenry Counties, Illinois (the **"Village"**) adopted the Longmeadow and Randall Tax Increment Area Redevelopment Plan and related Redevelopment Project, designated the Redevelopment Project Area, and authorized tax increment finance under the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 et seq.), as supplemented and amended (including the predecessor Act thereof, the **"TIF Act"**); and

WHEREAS, the Intergovernmental Agreement between the Village and Community Unit School District 300 (the **"School District"**) Relating to the Longmeadow and Randall TIF District dated December 7, 2021 (the **"Intergovernmental Agreement"**) obligates the Village to declare a surplus of incremental taxes pursuant to Section 11-74.4-8 of the Act equal to 40% multiplied by the total Incremental Taxes attributable to that year, provided that the School District elects not to receive the "Student Payout", as "surplus" funds and to cause the distribution thereof by paying the same to the County Collector, to cause same to be paid the taxing districts encompassing the Redevelopment Project Area, the Illinois Department of Revenue and the Village, in direct proportion to the amount of funds received from the collection of real estate taxes.

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Algonquin, Kane and McHenry Counties, Illinois, as follows:

Section 1. Findings. Provided and contingent upon the School District electing not to receive the "Student Payment" as set forth in Paragraph 2 of the Intergovernmental Agreement, the Corporate Authorities find, determine and declare that the amount of funds deposited in the special tax allocation fund for the Redevelopment Project Area that is not required, pledged, earmarked or otherwise designated for payment of or securing of obligations or anticipated redevelopment project costs is $443,027.36, such amount having been calculated and now deemed to be "surplus" funds for the tax year 2024 under and pursuant to Sections 11-74.4-5(d) and 11-74.4-8 of the TIF Act and pursuant to Paragraph 2 of the Intergovernmental Agreement.

Section 2. Direction. The Village Treasurer of the Village be and the same is hereby authorized and directed to cause the payment and distribution of all such "surplus" funds in the manner and proportion as that specified in Sections 11-74.4-5(d) and 11-74.4-8 of the TIF Act and the Intergovernmental Agreement to the Department of Revenue, the Village and the Kane County Collector who shall immediately thereafter pay such funds to the taxing districts in the Redevelopment Project Area in the same manner and proportion as the most recent distribution by

the Kane County Collector to the affected taxing districts of real property taxes from real property in the Redevelopment Project Area.

Section 3. Effective Date. This Resolution shall become effective upon its passage and approval as required by law.

Section 4. Capitalized Terms. All capitalized terms herein shall have the same meaning as the capitalized terms in the Intergovernmental Agreement.

PASSED AND APPROVED this 16th day of December, 2025.

Voting aye:

Voting nay:

Absent:

APPROVED:

_____
Debby Sosine
Village President

(seal)

ATTEST:

_____
Fred Martin
Village Clerk

Final Settlement Sheet
Kane County
863 - ALGONQUIN TIF 4

Current Year Taxes Due

	Original Amount Due	$1,104,296.98
+	Supplements	$0.00
-	Cancellations	$72.02
-	Abatements/Refunds	$0.00
+	Mobile Home	$0.00
+/-	Road & Bridge Transfer	$0.00
+	Misc. Adjustments	$0.00
	Adjusted Amount Due	**$1,104,224.96**
+	Prior Year Real EstateTax	$0.00
+	Prior Year Mobile Home Tax	$0.00
+	Prior Year Misc. Adjustments	$0.00
	Total Amount Due	**$1,104,224.96**

Current Year Taxes Paid

+	Real Estate	$1,104,224.96
+	Railroad	$0.00
+	Mobile Home	$0.00
+	Misc. Adjustments	$0.00
+	Prior Year Real Estate	$0.00
+	Prior Year Mobile Home	$0.00
+	Prior Year Misc. Adjustments	$0.00
-	Abatements/Refunds	$0.00
	Total Collected	**$1,104,224.96**
+	Hold Back	$0.00
+	County Trustee	$0.00
+	Forfeited Tax	$0.00
	Total	**$1,104,224.96**

Interest Distribution

County Interest	$0.00
Township Interest	$0.00
Total Interest	$0.00

Distribution Summary

Tax Distribution Date	Amount
06/18/2025	$552,322.65
09/10/2025	$551,902.31
Totals: 2 Distributions	**$1,104,224.96**
Interest Distribution Date	**Amount**
11/12/2025	$1,866.17
Totals: 1 Distributions	**$1,866.17**
Grand Totals: 3 Distributions	**$1,106,091.13**

Fund Summary

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
001 - CORPORATE	$1,104,224.96	$1,104,224.96	$0.00	$0.00	$1,866.17	$0.00
Totals	**$1,104,224.96**	**$1,104,224.96**	**$0.00**	**$0.00**	**$1,866.17**	**$0.00**

Taxes Paid:	$1,104,224.96
Interest:	$1,866.17
2023 Interest:	$1,477.27
TOTAL:	$1,107,568.40
40%:	$443,027.36

(C)2025 DEVNET Incorporated

Final Settlement Sheet
Kane County
863 - ALGONQUIN TIF 4

Current Year Taxes Due

	Original Amount Due	$675,810.54
+	Supplements	$0.00
-	Cancellations	$0.00
-	Abatements/Refunds	$0.00
+	Mobile Home	$0.00
+/-	Road & Bridge Transfer	$0.00
+	Misc. Adjustments	$0.00
	Adjusted Amount Due	**$675,810.54**
+	Prior Year Real EstateTax	$0.00
+	Prior Year Mobile Home Tax	$0.00
+	Prior Year Misc. Adjustments	$0.00
	Total Amount Due	**$675,810.54**

Current Year Taxes Paid

+	Real Estate	$675,810.54
+	Railroad	$0.00
+	Mobile Home	$0.00
+	Misc. Adjustments	$0.00
+	Prior Year Real Estate	$0.00
+	Prior Year Mobile Home	$0.00
+	Prior Year Misc. Adjustments	$0.00
-	Abatements/Refunds	$0.00
	Total Collected	**$675,810.54**
+	Hold Back	$0.00
+	County Trustee	$0.00
+	Forfeited Tax	$0.00
	Total	**$675,810.54**

Interest Distribution

County Interest	$1,477.27
Township Interest	$0.00
Total Interest	$1,477.27

Distribution Summary

Tax Distribution Date	Amount
06/20/2024	$338,106.84
09/11/2024	$337,703.70
Totals: 2 Distributions	**$675,810.54**

Interest Distribution Date	Amount
11/13/2024	$1,477.27
Totals: 1 Distributions	**$1,477.27**
Grand Totals: 3 Distributions	**$677,287.81**

Fund Summary

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
001 - CORPORATE	$675,810.54	$675,810.54	$0.00	$0.00	$1,477.27	$0.00
Totals	**$675,810.54**	**$675,810.54**	**$0.00**	**$0.00**	**$1,477.27**	**$0.00**

(C)2024 DEVNET Incorporated

VILLAGE OF ALGONQUIN

GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: December 1, 2025

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/CFO

SUBJECT: *Downtown TIF Surplus Payment*

This memo outlines the Village's obligation to declare and distribute surplus incremental tax revenues within the Downtown Tax Increment Financing (TIF) District under the intergovernmental agreement with Community Unit School District 300, approved by Resolution 2014-R-33 in October 2014. Surplus payments are made annually, if declared, and the percentage distributed to the School District is based on the year of the TIF: 0% in Years 1–10, 8% in Years 11–15, 16% in Years 16–20, and 24% in Years 21–23. If the School District elects to receive student cost payments instead of surplus, it must notify the Village by September 30 of each year.

For the 2024 tax year, the projected Annual Surplus Payment is $120,114.42, based on the current tax extension and interest. In accordance with Section 11-74.4-7 of the TIF Act, this payment will be remitted to the McHenry County Collector, who will manage the distribution of the surplus to the appropriate entities.

Below is a table projecting the distribution of the surplus payment based on the 2024 tax distribution, payable in 2025. Please note that the McHenry County Collector will complete the final calculation and handle the distribution, which may vary slightly from the estimate below.

Taxing District	Percentage	Estimated Surplus Payment
SCHOOL DIST 300	61.92%	74,373.76
ALG LITH FIRE DIST	10.68%	12,824.66
MCHENRY COUNTY	6.69%	8,031.82
ALGONQUIN VILLAGE	6.21%	7,458.67
ALGONQUIN LIBRARY	5.24%	6,291.62
COLLEGE DISTRICT 509 ELGIN	4.96%	5,954.06
MCHENRY CO CONSV	2.40%	2,880.70
ALGONQUIN TWP RD & BR	1.35%	1,625.63
ALGONQUIN TOWNSHIP	0.56%	673.50
TOTAL:		**$120,114.42**

Recommendation: Staff recommends that the Committee of the Whole forward the attached resolution to the Village Board for approval at their meeting on December 16.

VILLAGE OF ALGONQUIN
RESOLUTION NO. 2025 – R – XX

A Resolution Declaring Certain Funds in the Special Tax Allocation Fund for the Downtown Tax Increment Redevelopment Project Area as "Surplus" Funds and Directing the Payment and Distribution Thereof (2024 Tax Year)

WHEREAS, pursuant to a series of ordinances (Ordinance Nos. 2014-O-41, 2014-O-42 and 2014-O-43), adopted October 7, 2014 (collectively, the **"TIF Ordinances"**) in connection with the Downtown Tax Increment Redevelopment Project Area (the **"Redevelopment Project Area"**), the Village Board (the **"Corporate Authorities"**) of the Village of Algonquin, Kane and McHenry Counties, Illinois (the **"Village"**) adopted the Downtown Tax Increment Area Redevelopment Plan and related Redevelopment Project, designated the Redevelopment Project Area, and authorized tax increment finance under the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 et seq.), as supplemented and amended (including the predecessor Act thereof, the **"TIF Act"**); and

WHEREAS, the Intergovernmental Agreement between the Village and Community Unit School District 300 (the **"School District"**) Relating to the Downtown TIF District dated October 7, 2014 (the **"Intergovernmental Agreement"**) obligates the Village to declare a surplus of incremental taxes pursuant to Section 11-74.4-8 of the Act equal to 8% multiplied by the total Incremental Taxes attributable to that year, provided that the School District elects not to receive the "Student Payout", as "surplus" funds and to cause the distribution thereof by paying the same to the County Collector, to cause same to be paid the taxing districts encompassing the Redevelopment Project Area, the Illinois Department of Revenue and the Village, in direct proportion to the amount of funds received from the collection of real estate taxes.

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Algonquin, Kane and McHenry Counties, Illinois, as follows:

Section 1. Findings. Provided and contingent upon the School District electing not to receive the "Student Payment" as set forth in Paragraph 2 of the Intergovernmental Agreement, the Corporate Authorities find, determine and declare that the amount of funds deposited in the special tax allocation fund for the Redevelopment Project Area that is not required, pledged, earmarked or otherwise designated for payment of or securing of obligations or anticipated redevelopment project costs is $120,114.42, such amount having been calculated and now deemed to be "surplus" funds for the tax year 2024 under and pursuant to Sections 11-74.4-5(d) and 11-74.4-8 of the TIF Act and pursuant to Paragraph 2 of the Intergovernmental Agreement.

Section 2. Direction. The Village Treasurer of the Village be and the same is hereby authorized and directed to cause the payment and distribution of all such "surplus" funds in the manner and proportion as that specified in Sections 11-74.4-5(d) and 11-74.4-8 of the TIF Act and the Intergovernmental Agreement to the Department of Revenue, the Village and the McHenry County Collector who shall immediately thereafter pay such funds to the taxing districts in the Redevelopment Project Area in the same manner and proportion as the most recent distribution by

the McHenry County Collector to the affected taxing districts of real property taxes from real property in the Redevelopment Project Area.

Section 3. Effective Date. This Resolution shall become effective upon its passage and approval as required by law.

Section 4. Capitalized Terms. All capitalized terms herein shall have the same meaning as the capitalized terms in the Intergovernmental Agreement.

PASSED AND APPROVED this _____ day of December, 2025.

Voting aye:

Voting nay:

Absent:

APPROVED:

_____
Debby Sosine
Village President

(seal)

ATTEST:

_____
Fred Martin
Village Clerk

Final Settlement Sheet
McHenry County
TFAQ - ALGONQUIN TIF

11/24/2025 15:07

Current Year Taxes Due

	Original Amount Due	$1,509,108.12
+	Supplements	$625.82
-	Cancellations	$12,011.54
-	Abatements/Refunds	$0.00
+	Mobile Home	$0.00
+/-	Road & Bridge Transfer	$0.00
+	Misc. Adjustments	$0.00
	Adjusted Amount Due	**$1,497,722.40**
+	Prior Year Real EstateTax	$10,152.44
+	Prior Year Mobile Home Tax	$0.00
+	Prior Year Misc. Adjustments	$644.50
	Total Amount Due	**$1,508,519.34**

Current Year Taxes Paid

+	Real Estate	$1,490,398.49
+	Railroad	$0.00
+	Mobile Home	$0.00
+	Misc. Adjustments	$0.00
+	Prior Year Real Estate	$10,152.44
+	Prior Year Mobile Home	$0.00
+	Prior Year Misc. Adjustments	$644.50
-	Abatements/Refunds	$0.00
	Total Collected	**$1,501,195.43**
+	Hold Back	$0.00
+	County Trustee	$7,323.91
+	Forfeited Tax	$0.00
	Total	**$1,508,519.34**

Interest Distribution

County Interest	$234.84
Township Interest	$0.00
Total Interest	$234.84

Amount Collected	$ 1,501,195.43
Interest	$ 234.84
Total	$ 1,501,430.27
Surplus (8%)	$ 120,114.42

Distribution Summary

Tax Distribution Date	Amount
05/27/2025	$151,615.18
06/09/2025	$282,212.58
06/23/2025	$346,755.70
07/07/2025	$38,588.63
07/21/2025	$10,251.93
08/04/2025	$25,374.71
08/18/2025	$41,443.75
09/02/2025	$23,338.33
09/15/2025	$289,062.05
09/29/2025	$231,642.20
10/14/2025	$24,652.79
10/27/2025	$16,551.68
11/10/2025	$2,330.10
11/30/2025	$17,375.80
Totals: 14 Distributions	**$1,501,195.43**

Interest Distribution Date	Amount
11/30/2025	$234.84
Totals: 1 Distributions	**$234.84**
Grand Totals: 15 Distributions	**$1,501,430.27**

Fund Summary

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
001 - CORPORATE	$1,501,195.43	$1,483,819.63	$17,375.80	$0.00	$234.84	$0.00
Totals	**$1,501,195.43**	**$1,483,819.63**	**$17,375.80**	**$0.00**	**$234.84**	**$0.00**

Miscellaneous Adjustment Detail

Year	Source	Account Type	Amount	Adjustment Description
2023	RE - Real Estate	Back Tax Collected	$0.00	19-27-329-006 trustee redemption by TBA
2023	RE - Real Estate	Back Tax Collected	$644.50	19-27-329-006 trustee redemption by TBA
Totals	**2 entries**		**$644.50**	

(C)2025 DEVNET Incorporated

VILLAGE OF ALGONQUIN

GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: December 2, 2025

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/Chief Financial Officer

SUBJECT: i3 Broadband Right-of-Way Permitting Agreement Amendment

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The proposed First Amendment to the Village's Right-of-Way Permitting Agreement with i3 Broadband includes two limited changes. First, the term of the agreement is extended from its current expiration of December 31, 2025, through December 31, 2028, allowing continued operation under the same terms for an additional three years.

Second, the amendment revises the Village's response time for individual installation permit applications from seven (7) days to ten (10) days. This change provides additional administrative flexibility while maintaining timely service to the provider. All other provisions of the original agreement remain unchanged.

Recommendation:
Staff recommends that the Committee of the Whole forward this item to the Village Board for acceptance by ordinance at the December 16 meeting.

C: Cliff Ganek, Village Engineer
Brooke Snow, Engineer II

ORDINANCE NO. 2025 - O - ____

An Ordinance Authorizing the Execution of the First Amendment to a Right-of-Way Permitting Agreement Between the Village of Algonquin and i3 Broadband

WHEREAS, the Village of Algonquin, McHenry and Kane counties, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois; and

WHEREAS, the Village owns or controls various public ways within the corporate limits of the Village, including but not limited to highways, roads, streets, lanes, alleys, paths, curbs, sidewalks, underground water and sewer, or other public ways, public easements, and public rights-of-way (hereinafter "Public Ways"); and

WHEREAS, pursuant to Ordinance 2023-O-10 dated March 21, 2023, the Village and i3 Broadband, a fiber optic provider, entered into a Right-of-Way Permitting Agreement regarding i3 Broadband's use of the Village's Public Ways (the "Agreement"); and

WHEREAS, both parties to that Agreement have been satisfied with the way that Agreement has facilitated the operations of the CLEC within the Village while improving efficiencies and communications for both the CLEC and the Municipality; and

WHEREAS, the Agreement is set to expire on December 31, 2025, and both parties wish to renew that Agreement with only limited amendments to its terms as outlined in a First Amendment; and

WHEREAS, the President and Board of Trustees have concluded that the execution of a First Amendment to the Agreement is in the interests of the health, safety and welfare of the Village and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ALGONQUIN, McHenry and Kane Counties, Illinois, as follows:

SECTION 1: The First Amendment to the Right-of-Way Permitting Agreement between the Village of Algonquin and i3 Broadband, which First Amendment is attached hereto as Exhibit A, is hereby approved, and the President and Clerk of the Village are hereby authorized to affix their signatures thereto in their respective official capacities as the President and Clerk of the Village.

SECTION 2: If any section, paragraph, subdivision, clause, sentence, or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment

shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Aye:

Nay:

Absent:

Abstain:

APPROVED:

_____
Village President Debby Sosine

(SEAL)

ATTEST: _____
Village Clerk Fred Martin

Passed: _____
Approved: _____
Published: _____

Prepared by:
Ruth Schlossberg
Zukowski, Rogers, Flood & McArdle
50 Virginia Street
Crystal Lake, Illinois 60014

Z:\A\AlgonquinVillageof\Ordinances\ROW Agreement.i3Broadband.First Amendment.doc

EXHIBIT A

FIRST AMENDMENT TO RIGHT-OF-WAY PERMITTING AGREEMENT

FIRST AMENDMENT TO RIGHT-OF-WAY PERMITTING AGREEMENT

This ***First Amendment to the Right-Of-Way Permitting Agreement*** ("First Amendment") by and between the **VILLAGE OF ALGONQUIN**, an Illinois municipal corporation (the "Municipality") and **i3 BROADBAND** ("CLEC") is made and entered into this ____ day of _____, 2025.

Recitals

WHEREAS, pursuant to Ordinance 2023-O-10 dated March 21, 2023, Municipality and CLEC entered into an agreement governing the terms under which CLEC would operate within the Village's rights of way to install certain communications equipment (the "Agreement"), which Agreement is attached hereto as Exhibit A; and

WHEREAS, both parties to that Agreement have been satisfied with the way that Agreement has facilitated the operations of the CLEC while improving efficiencies and communications for both the CLEC and the Municipality; and

WHEREAS, the Agreement is set to expire on December 31, 2025, and both parties wish to renew that Agreement with only limited amendments to its terms as outlined in this First Amendment.

NOW, THEREFORE, for and in consideration of the mutual covenants, and obligations contained herein, and other good and valuable consideration received by each party, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Incorporation of Recitals**. The foregoing recitals are hereby incorporated into this First Amendment in their entirety.

2. **Term**. The term of the Agreement shall be extended to December 31, 2028.

3. **Extended Time for Response:** Section 5.e of the Agreement shall be amended to extend the time given to the Municipality to respond to Individual Installation applications from seven (7) to ten (10) days as follows, with the new text shown as underlined and deleted text shown as struck out:

> *5e. Unless the Parties mutually agree otherwise, in writing, the application for any Individual Installation project, must be submitted at least 10 days before the CLEC intends to begin work in the Municipality's rights of way for that Individual Installation, and the Municipality shall have ~~seven (7)~~ ten (10) days to respond to any such Individual Installation application.*

4. **All Other Terms Remain Unchanged.** Except as specifically modified by this First Amendment, all other terms set forth in the Agreement shall remain unchanged, and this First Amendment and the Agreement shall be deemed a single integrated agreement for all purposes.

IN WITNESS WHEREOF, each of the parties hereto has caused this First Amendment to be executed by its duly authorized representatives as of the day and year first above written.

Village of Algonquin, Illinois

By: _____
Debby Sosine, Village President

ATTEST:

_____
Fred Martin, Village Clerk

i3 Broadband

By: _____
Brandon Henricks, Director

Attachment: Exhibit A, Ordinance No. 2023-O-10, Right-of-Way Permitting Agreement Between the Village of Algonquin and i3 Broadband

Exhibit A
Ordinance No. 2023-O-10, Right-of-Way Permitting Agreement Between the Village of Algonquin and i3 Broadband

ORDINANCE NO. 2023 - O - 10

An Ordinance Authorizing the Execution of a Right-of-Way Permitting Agreement Between the Village of Algonquin and i3 Broadband

WHEREAS, the Village of Algonquin, McHenry and Kane counties, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois; and

WHEREAS, the Village owns or controls various public ways within the corporate limits of the Village, including but not limited to highways, roads, streets, lanes, alleys, paths, curbs, sidewalks, underground water and sewer, or other public ways, public easements, and public rights-of-way (hereinafter "Public Ways"); and

WHEREAS, i3 Broadband, through its affiliate, iTV-3, LLC, is a holder of a certificate to provide competitive local exchange carrier service and is thus entitled to access to the Village's Public Ways and desires to utilize the Village's Public Ways for the installation of a fiber optic cable and appurtenances; and

WHEREAS, the Village intends to exercise its authority to manage i3 Broadband's use of the Village's Public Ways, all in accordance with and subject to the terms, conditions and limitations of the Village's Chapter 39, Construction of Utility Facilities in the Rights-of-Way, except to the extent specifically modified by a Right-of-Way Permitting Agreement, attached hereto as Exhibit A, for the mutual convenience of and efficient operations of i3 Broadband and the Village; and

WHEREAS, the President and Board of Trustees have concluded that the execution of the Right-of-Way Agreement is in the interests of the health, safety and welfare of the Village and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ALGONQUIN, McHenry and Kane Counties, Illinois, as follows:

SECTION 1: The Right-of-Way Permitting Agreement between the Village of Algonquin and i3 Broadband attached hereto as Exhibit A, is hereby approved, and the President and Clerk of the Village are hereby authorized to affix their signatures thereto in their respective official capacities as the President and Clerk of the Village.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed

to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Aye: Auger, Brehmer, Dianis, Glogowski, Smith, Spella
Nay: None
Absent: None
Abstain: None

APPROVED:

Village President Debby Sosine

(SEAL)

ATTEST: _____
Village Clerk Fred Martin

Passed: March 21, 2023
Approved: March 21, 2023
Published: March 21, 2023

Prepared by:
Ruth Schlossberg, Village Attorney
Zukowski, Rogers, Flood & McArdle
50 Virginia Street
Crystal Lake, Illinois 60014
Z:\A\AlgonquinVillageof\Ordinances\ROWAgreement.i3Broadband.doc

EXHIBIT A

RIGHT-OF-WAY PERMITTING AGREEMENT

Exhibit A
2023-O-10

RIGHT-OF-WAY PERMITTING AGREEMENT

This ***Right-Of-Way Permitting Agreement*** ("Agreement") is made and entered into this 21st day of March, 2023, by and between the **VILLAGE OF ALGONQUIN**, an Illinois municipal corporation (the "Municipality") and **i3 BROADBAND** ("CLEC").

Recitals

WHEREAS, Municipality owns or controls various public ways within the corporate limits of the Municipality, including but not limited to highways, roads, streets, lanes, alleys, paths, curbs, sidewalks, underground water and sewer, or other public ways, public easements, and public rights-of-way (hereinafter "Public Ways"); and

WHEREAS, CLEC, through its affiliate, iTV-3, LLC, is a holder of a certificate to provide competitive local exchange carrier service and is thus entitled to access to the Municipality's Public Ways and desires to utilize the Municipality's Public Ways for the installation of a fiber optic cable and appurtenances; and

WHEREAS, the Municipality intends to exercise its authority to manage CLEC's use of Municipality's Public Ways, all in accordance with and subject to the terms, conditions and limitations of the Municipality's Chapter 39, Construction of Utility Facilities in the Rights-of-Way (the "Right of Way Ordinance"), except to the extent specifically modified by this Agreement, for the mutual convenience of and efficient operations of CLEC and the Municipality.

NOW, THEREFORE, for and in consideration of the mutual covenants, and obligations contained herein, and other good and valuable consideration received by each party, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Incorporation of Recitals**. The foregoing recitals are hereby incorporated into this Agreement in their entirety.

2. **Conditions of Use**. CLEC hereby agrees to follow and be bound by the Municipality's Right of Way ordinance, except as otherwise specifically modified by this Agreement, in order to construct, install, operate, inspect, maintain, repair, upgrade, replace and remove a fiber optic cable and any and all lines, conduits, access manholes, pull vaults, and other similar equipment and devices owned or used by CLEC in the Municipality's Public Ways for the purpose of providing telecommunication services (the "Installation Project"). CLEC anticipates that the Installation Project will take place over a multi-year period in separate phases over that time ("Individual Installation(s)").

3. **Term**. This Agreement and the conditions of use granted to CLEC hereunder shall commence as of the date of this Agreement and shall continue through December 31, 2025.

4. **Installation Project Subject to this Agreement**. CLEC agrees and warrants that the Installation Project will be done and completed in a good and workmanlike manner, and at no expense to Municipality. The Installation Project will be undertaken in the name of, or pursuant

to contracts or agreements with CLEC, and CLEC agrees that all parties contracting with CLEC for any part of the Installation Project shall be bound by the terms and conditions of this Agreement and by the Municipality's Right of Way Ordinance, other than as modified by this Agreement.

5. **Two Stage Permitting Procedure.**

a. The Parties agree that the permitting process for the Installation Project may take place in two stages. The intent of this two-stage process is to streamline the process for both parties, and to ensure that the Parties' resources can be expended in the most efficient manner possible.

b. First, the CLEC must annually apply for and obtain a "Master Permit" pursuant to this Agreement. The Master Permit is intended to provide the Municipality with generally applicable information about the CLEC Installation Project proposed to be undertaken within the Municipality.

c. Thereafter, for each Individual Installation, the CLEC may provide only such additional information as is described in this Agreement related to each Individual Installation.

d. Unless the Parties mutually agree otherwise, in writing, the application for a Master Permit must be submitted at least thirty (30) days before the CLEC intends to begin work in the Municipality's rights of way, and the Municipality shall have twenty-five (25) days to respond to any such Master Permit application.

e. Unless the Parties mutually agree otherwise, in writing, the application for any Individual Installation project, must be submitted at least 10 days before the CLEC intends to begin work in the Municipality's rights of way for that Individual Installation, and the Municipality shall have seven (7) days to respond to any such Individual Installation application.

6. **Master Permit Application for Installation Project**. CLEC may satisfy certain permit requirements annually rather than for each Individual Installation by completing a master permit application (the "Master Application") for the Installation Project. Once the requirements of the Master Application have been met, the Municipality shall issue a permit (the "Master Permit") which authorizes the CLEC to proceed to the Stage Two permit process for each Individual Installation. The following items must be submitted annually (and updated if information changes) to be eligible for a twelve-month long Master Permit:

a. The CLEC's corporate name and address, telephone and fax numbers, and an e-mail address and cell phone number for a contact person, as well as such information for a local contact, if different.
b. The CLEC's subcontractor's name and address, if different than the CLEC, its telephone and fax numbers, and an e-mail address and cell phone number for a contact person, as

well as such information for a local contact, if different, and a description of its interest in the work.

c. The names, addresses and telephone and fax numbers, and e-mail addresses of all professional consultants, if any, advising the CLEC with respect to the application.

d. A detailed description of the proposed work and the purposes and intent of the facilities to be installed and the uses to which the facilities will be put. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed.

e. A written traffic control plan demonstrating the protective measures and devices that will be employed consistent with the Illinois Manual on Uniform Traffic Control Devices, to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic.

f. An emergency contingency plan which shall specify the nature of potential emergencies, including, without limitation, construction and hazardous materials emergencies, and the intended response by the CLEC. The intended response shall include notification to the Municipality and shall promote protection of the safety and convenience of the public. Compliance with ICC regulations for emergency contingency plans constitutes compliance with this section unless the Municipality finds that additional information or assurances are needed.

g. Evidence of insurance as required by the Right of Way Ordinance that will cover all Installation Project work of CLEC in the Municipality plus evidence of professional liability insurance of one million dollars ($1,000,000.00).

h. Submission to the Municipality of a Performance Bond:

   i. The Performance Bond shall be in a form acceptable to the Municipality.

   ii. The Performance Bond shall be for $50,000, unless the CLEC is working on greater than two Individual Installations at the same time, in which case the Municipality may require a bond in a dollar amount sufficient to provide for one hundred twenty five percent (125%) of the reasonably estimated cost to restore the right-of-way for all such Individual Installations to at least as good a condition as that existing prior to the construction project proposed under the Master Permit, as determined by the Director of Public Works. Notwithstanding the requirement to post a greater bond amount in the event that more than two Individual Installations are underway at the same time, the CLEC shall not be required to post a total Performance Bond in an amount greater than $100,000.

   iii. The Performance Bond may be called upon to address any and all liens and all damages, claims, costs or expenses that the Municipality may pay or incur by reason of any action or nonperformance by CLEC in violation of this Agreement and the applicable provisions of the Municipality's Right of Way Ordinance for the Installation Project, including, without limitation, any damage to public property or restoration work the CLEC was required to perform, but that the Municipality must perform itself or have completed as a consequence solely of the CLEC's failure to perform or complete, and all other payments due the Municipality from the CLEC pursuant to this Agreement and to the applicable provisions of the Municipality's Right of Way Ordinance.

iv. Only where the construction of facilities proposed under the Master Permit will be performed in phases in multiple locations in the Village, with each phase consisting of construction in multiple locations, but where construction in one location will not be undertaken prior to substantial completion of restoration in the previous location, then the Public Works Director may, in the exercise of sound discretion, allow the CLEC to post a single amount of security which shall be applicable to each phase or location of the construction under the Master Permit. The amount of the Bond for such phased construction shall be equal to the greatest amount that would have been required under the provisions of this section for any single phase or location (or equal to the amount for multiple locations if construction will be occurring in more than one place at a time).

v. This Performance Bond shall be continuously maintained at the CLEC's sole cost and expense until the completion of the Installation Project.

i. All licenses and regulatory authorizations issued by any agency authorizing the provision of the services to be provided.

j. A master landscape plan, if, in the opinion of the Director of Public Works, any is appropriate for the Installation Project.

k. At least one customer service contact name, number and e-mail address that the Municipality may provide to members of the public with any complaints or comments about CLEC service or work in the public ways.

7. **Permit Requirements for Individual Installations.** Once a Master Permit has been issued by the Municipality, CLEC shall only be required to submit such additional information as may be required by this section for each Individual Installation location within the Municipality. These shall include, but not necessarily be limited to, the following:

a. Updates to any written traffic control and emergency contingency plan already on file with the Master Permit application, only if either will change for the Individual Installation. If any traffic interference or lane closures will be necessitated by an Individual Installation, CLEC must give municipality at least three business days' notice.

b. For the Individual Installation, drawings, plans and specifications showing the work proposed, including engineering plans depicting the Individual Installation in detail, and the certification of an engineer that such drawings, plans and specifications comply with applicable codes, rules and regulations. Drawings shall include a location map, dimensions of the right-of-way line and a legend of all symbols.

c. Any request for a variance from one or more provisions of the Right of Way Ordinance pursuant to the variance provisions of that Ordinance.

d. A detailed site plan showing the preferred location of the proposed facilities (subject to One-Call marks) including any existing apparent structure and any apparent adjacent improvements.

e. A specific landscape plan or update, if, in the opinion of the Director of Public Works, any is appropriate for the Individual Installation.

f. Such additional information as may be reasonably required by the Municipal permitting authority to protect the public's health, safety, and welfare.

8. **Variations.** The Parties agree that the Municipality's Public Works Director may exercise discretion in determining whether an item identified in this Agreement applies to the particular

circumstances of a Master Application Permit or an individual Installation permits and may waive a requirement or modify it to better fit the circumstances of the specific application pursuant to the Variation Procedure of the Municipality's Right of Way Ordinance.

9. **Fees and Costs.** Municipality shall not impose any permit fees inconsistent with the requirements of 35 ILCS 635/30, but all Parties agree that the Municipality may recover third-party engineering and other third-party costs incurred in the review of any installations or permit requests. By executing this Agreement, the CLEC agrees to reimburse the Municipality for all reasonably incurred third-party engineering and other third-party costs within 30 days of receipt from the municipality of an invoice or other documentation of such costs. The Municipality shall endeavor to keep the CLEC informed of the need for any third-party review associated with any installations or permit requests.

10. **Miscellaneous Provisions.**

a. **Transferability of Agreement**. The CLEC's right, title, or interest in this Agreement shall not be sold, transferred, assigned, or otherwise encumbered, other than to an entity controlling, controlled by, or under common control with the CLEC, without prior written notice to Municipality. No such notice shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, or by assignment of any rights, title, or interest of the CLEC in its fiber optic network in order to secure indebtedness.
b. **Specific Performance**. This Municipality may seek specific performance of the CLEC's specific performance of this Agreement if after written notice by Municipality to CLEC of the occurrence or existence of a default or material breach, CLEC, fails to cure, or commence good faith efforts to cure, such default or material breach within 45 days after delivery of such notice. The Municipality may also seek monetary damages for its provable damages from any such breach.
c. **Indemnification.** The indemnification provisions of the Right of Way Ordinance shall extend to and include any matters associated with or arising out of this Agreement.
d. **No Joint Venture or Partnership**. This Agreement shall not be construed so as to create a joint venture, partnership, employment, or other agency relationship between the parties hereto.
e. **Joint and Collective Work Product**. This Agreement is and shall be deemed and construed to be a joint and collective work product of Municipality and CLEC, and as such, this Agreement shall not be construed against one party as the otherwise purported drafter of the same by any court of competent jurisdiction in order to resolve any inconsistency, ambiguity, vagueness or conflict, if any, in the terms or provisions contained herein.
f. **Severability**. If any provision of this Agreement is held unenforceable by any court having jurisdiction, no other provisions will be affected, and the court will modify the unenforceable provision (consistent with the intent of the parties as evidenced in this Agreement) to the minimum extent necessary so as to render it enforceable.
g. **Governing Law**. This Agreement shall be subject to and governed by the laws of the State of Illinois. Venue for the resolution of any disputes or the enforcement of any rights arising out of or in connection with this Agreement shall be in the Circuit Court for McHenry County, Illinois.

h. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

i. **Paragraph Headings**. Paragraph headings are inserted for convenience only and in no way limit or define the interpretation to be placed upon this Agreement.

j. **Entire Agreement**. This Agreement constitutes the entire agreement and understanding between the parties and supersedes any prior agreement or understanding relating to the subject matter of the Agreement. This Agreement may be changed, modified or amended only by a duly authorized written instrument executed by the parties hereto.

k. **Notices**. Any notice required or permitted under this Agreement shall be in writing and shall be sufficient if personally delivered or mailed by certified mail, return receipt requested, addressed as follows:

To Municipality:

Village Manager Tim Schloneger
Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102

To the CLEC:

Client Streit, General Manager, Northern Illinois
i3 Broadband
602 High Point Lane
East Peoria, IL 61611

Notices mailed in accordance with the provisions of this paragraph shall be deemed to have been given on the third business day following mailing. Notices personally delivered shall be deemed to have been given upon delivery.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its duly authorized representatives as of the day and year first above written.

Village of Algonquin, Illinois

By: _____
Debby Sosine, Village President

i3 Broadband

By: _____
Clint Streit, General Manager
Northern Illinois

ATTEST:

_____
Fred Martin, Village Clerk

VILLAGE OF ALGONQUIN

GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: December 1, 2025

TO: Tim Scholoneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/Chief Financial Officer

SUBJECT: *Cingular Site Lease Agreement Second Amendment | Algonquin Cemetery*

This amendment extends the Village's lease with Cingular for the communications facility at 1091 Cary-Algonquin Road by adding three automatic five-year renewal terms, unless Cingular provides 60 days' notice to terminate. Rent will continue on the current schedule with the existing 3% annual increase, and all other lease terms remain unchanged.

The original agreement was approved in 2005 (Ordinance 2005-O-41), with the first amendment approved in 2011.

Recommendation

Staff recommends approval of the Second Amendment to the Ground Lease Agreement with Cingular as presented.

Market: IL / WI
Cell Site Number: ILL00528
Cell Site Name: Dundee
Fixed Asset Number: 10061809

SECOND AMENDMENT TO GROUND LEASE AGREEMENT

THIS SECOND AMENDMENT TO GROUND LEASE AGREEMENT ("**Second Amendment**") dated as of the later date below is by and between Village of Algonquin, an Illinois municipal corporation, having a mailing address at 2200 Harnish Drive, Algonquin, IL 60102 ("**Owner**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address at 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, GA 30319 ("**Cingular**").

WHEREAS, Owner and Cingular entered into a Ground Lease Agreement dated August 29, 2005 (the "**Lease**"), as amended by First Amendment to Ground Lease Agreement dated December 20, 2011 (the "**First Amendment**"), whereby Owner leased to Cingular certain Premises therein described, that are a portion of the property ("**Property**") located at 1091 Cary-Algonquin Road, Algonquin, IL 60102 (collectively, the "**Agreement**"); and

WHEREAS, the term of the Agreement will expire on August 28, 2027, and the parties mutually desire to renew the Agreement, memorialize such renewal period and modify the Agreement in certain other respects, all on the terms and conditions contained herein; and

WHEREAS, Owner and Cingular desire to adjust the rent in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, Owner and Cingular desire to amend the Agreement to modify the notice section thereof; and

WHEREAS, Owner and Cingular, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and Cingular agree as follows:

1. **Extension of Term**. In addition to the Extension Terms presently set forth in the Agreement, the parties hereby agree to add three (3) additional Extension Terms of five (5) years each. Accordingly, at the end of the Final Extension Term presently set forth in the Agreement, the Term will automatically renew for three (3) separate consecutive additional periods of five (5) years each (each being defined as an "Extension Term") upon the same terms and conditions of the Agreement, unless Tenant notifies Landlord in writing of Tenant's intention not to renew the Agreement at least sixty (60) days prior to the expiration of the existing Term.

2. **Modification of Rent**. Commencing on August 29, 2027, the current rent payable under the Agreement shall be Fifty-Two Thousand One Hundred Eleven and 7/100 Dollars ($52,111.07) per year (the "**Rent**"), and shall continue during the Term, subject to adjustment, if any, as provided below. In the event of any overpayment of Rent prior to or after the Effective Date, Cingular shall have the right to deduct from any future Rent payments an amount equal to the overpayment amount.

3. **Future Rent Increase / Annual Payments**. The Agreement is amended to provide that commencing on August 29, 2028 and continuing each August 29th thereafter during the Term, Rent shall increase by three percent (3%) over the Rent paid during the previous year.

4. **Acknowledgement**. Owner acknowledges that: 1) this Second Amendment is entered into of the Owner's free will and volition; 2) Owner has read and understands this Second Amendment and the underlying Agreement and, prior to execution of this Second Amendment, was free to consult with counsel of its choosing regarding Owner's decision to enter into this Second Amendment and to have counsel review the terms and conditions of this Second Amendment; 3) Owner has been advised and is informed that should Owner not enter into this Second Amendment, the underlying Agreement between Owner and Cingular, including any termination or non-renewal provision therein, would remain in full force and effect.

5. **Notices**. Section 3 of the First Amendment is hereby deleted in its entirety and replaced with the following:

NOTICES. All notices, requests, payments of rent, demands, and other communications required or permitted hereunder shall be given as follows:

For Notices of Default to Cingular:

a) To Cingular's Lease Administration Department at NoticeIntake@att.com; and

b) To Cingular's Law Department via First Class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid:

New Cingular Wireless PCS, LLC
Attn.: Legal Dept – Network Operations
Re: Cell Site #: ILL00528; Cell Site Name: Dundee (**IL**)
Fixed Asset #: 10061809
208 Akard Street
Dallas, TX 75202-4206

For Notices of Default to Owner:

a) To Owner via First Class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid:

Village of Algonquin
2200 Harnish Drive

Algonquin, IL 60102
Attn: Village Manager

All other Notices will be sent:

a) To Cingular's Lease Administration Department at NoticeIntake@att.com; and

b) To Owner at

Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102
Attn: Village Manager

Notices by email will be effective on the first calendar day after it was sent unless the sender receives an automated message that the email has not been delivered. Electronic mail shall be sent with a read receipt, but a read receipt shall not be required to establish that notice was given and received. All other Notices shall be effective when received unless returned undelivered. Either party hereto may change the place for the giving of notice to it by thirty (30) days' prior written notice to the other party hereto as provided herein.

6. **Memorandum of Agreement**. Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum of Agreement substantially in the form of Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.

7. **Other Terms and Conditions Remain**. In the event of any inconsistencies between the Agreement and this Second Amendment, the terms of this Second Amendment shall control. Except as expressly set forth in this Second Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Second Amendment.

8. **Capitalized Terms**. All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

DRAFT

IN WITNESS WHEREOF, the parties have caused this Second Amendment to be effective as of the last date written below.

OWNER:
Village of Algonquin,
an Illinois municipal corporation

By: [NOT FOR EXECUTION]_____

Print Name: _____

Its: _____

Date: _____

CINGULAR:
New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: [NOT FOR EXECUTION]_____

Print Name: _____

Its: _____

Date: _____

[ACKNOWLEDGEMENTS APPEAR ON THE NEXT PAGE]

DRAFT

OWNER ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that said person signed this instrument, on oath stated that said person was authorized to execute the instrument and acknowledged it as the _____ of **Village of Algonquin, an Illinois municipal corporation**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Notary Seal

_____
(Signature of Notary)

_____
(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of
_____
My appointment expires: _____

DRAFT

CINGULAR ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ of **AT&T Mobility Corporation, the Manager of New Cingular Wireless PCS, LLC, a Delaware limited liability company**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Notary Seal

_____
(Signature of Notary)

_____
(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of
_____
My appointment expires: _____

DRAFT

Attachment 1

Memorandum of Agreement

DRAFT

THIS DOCUMENT PREPARED BY,
and
WHEN RECORDED RETURN TO:

Catherine Abejar, Lease Processing
(469) 965-9850
MD7, LLC
950 W. Bethany Drive, Suite 700
Allen, TX 75013

Parcel #: 19-27-255-017

SPACE ABOVE FOR RECORDER'S USE

Re: Cell Site #: ILL00528
Cell Site Name: Dundee (IL)
Fixed Asset Number: 10061809
State: IL
County: Mchenry

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into on this ___ day of _____, 202___, by and between Village of Algonquin, an Illinois municipal corporation, having a mailing address at 2200 Harnish Dr, Algonquin, IL 60102 (hereinafter referred to as "**Owner**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company having a mailing address of 1025 Lenox Park Blvd. NE, 3rd Floor, Atlanta, GA 30319 (hereinafter referred to as "**Cingular**").

1. Owner and Cingular entered into a certain Ground Lease Agreement dated August 29, 2005, as amended by that certain First Amendment to Ground Lease Agreement dated December 20, 2011, and as further amended by that certain Second Amendment to Ground Lease Agreement dated _____ ____, 202___ (hereinafter, collectively, the "**Agreement**") for the purpose of installing, operating and maintaining a communications facility and other improvements at Owner's real property located in the City of Algonquin, County of Mchenry, commonly known as 1091 Cary-Algonquin Road, Algonquin, IL 60102. All of the foregoing are set forth in the Agreement.

2. Commencing on August 29, 2027, the Agreement shall extend for three (3) successive five (5) year options to renew.

3. The portion of the land being leased to Cingular (the "**Premises**") is described in **Exhibit 1** annexed hereto.

4. This Memorandum of Agreement is not intended to amend or modify and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Agreement, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum of Agreement and the provisions of the Agreement, the provisions of the Agreement shall control. The Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject to the provisions of the Agreement.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

DRAFT

IN WITNESS WHEREOF, the parties have executed this Memorandum of _____ as of the day and year first above written.

OWNER:
Village of Algonquin,
an Illinois municipal corporation

By: [NOT FOR EXECUTION]

Print Name: _____

Its: _____

Date: _____

CINGULAR:
New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: [NOT FOR EXECUTION]

Print Name: _____

Its: _____

Date: _____

[ACKNOWLEDGEMENTS APPEAR ON NEXT PAGE]

DRAFT

OWNER ACKNOWLEDGEMENT

STATE OF _____)
)
COUNTY OF _____)

I CERTIFY that on _____ _____, 202__, _____ [name of representative] personally came before me and acknowledged under oath that he or she:

(a) is the _____ [title] of **Village of Algonquin, an Illinois municipal corporation**, the corporation named in the attached instrument;

(b) was authorized to execute this instrument on behalf of the corporation; and

(c) executed the instrument as the act of the corporation.

_____
Notary Public: _____
My Commission Expires:_____

DRAFT

CINGULAR ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ of **AT&T Mobility Corporation, the Manager of New Cingular Wireless PCS, LLC, a Delaware limited liability company** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____.

Notary Seal

_____
(Signature of Notary)

_____
(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of
_____
My appointment expires: _____

DRAFT

Exhibit 1 to Memorandum of Agreement

Legal Description

Street Address: 1091 Cary-Algonquin Road, Algonquin, IL 60102

APN: 19-27-255-017

That certain Premises (and access and utility easements) on a portion of the real property described as follows:

A PIECE OF LAND IN THE NORTH EAST QUARTER (1/4) OF SECTION NUMBER TWENTY-SEVEN (27), TOWNSHIP NUMBER FORTY-THREE (43), RANGE NUMBER EIGHT (8), EAST OF THE THIRD PRINCIPAL MERIDIAN, BEGINNING AT A POST ON THE QUARTER LINE EIGHT (8) CHAINS AND TWENTY-NINE (29) LINKS EAST OF THE POST IN THE CENTER OF SAID SECTION NUMBER TWENTY-SEVEN (27); THENCE NORTH FIFTY (50) DEGREES, EAST FOUR (4) CHAINS AND TWENTY-FIVE (25) LINKS TO A POST; THENCE SOUTH THIRTY-EIGHT (38) DEGREES, EAST THREE (3) CHAINS AND EIGHTY (80) LINKS TO A POST AT THE NORTH EAST CORNER OF ALGONQUIN CEMETERY; THENCE WEST ON THE QUARTER LINE FIVE (5) CHAINS, FIFTY-SIX AND ONE-HALF (56 ½) LINKS TO THE PLACE OF BEGINNING, CONTAINING 80/100 OF AN ACRE, BE THE SAME MORE OR LESS.

ALSO THE ALGONQUIN BURYING GROUND LOCATED IN THE SOUTH EAST QUARTER (1/4) OF SECTION NUMBER TWENTY-SEVEN (27), IN TOWNSHIP NUMBER FORTY-THREE (43) NORTH, RANGE NUMBER EIGHT (8), EAST OF THE THIRD PRINCIPAL MERIDIAN, IN MCHENRY COUNTY, AND STATE OF ILLINOIS, AND BOUNDED AS FOLLOWS, TO-WIT: BEGINNING AT A POST THAT STANDS EIGHT (8) CHAINS AND TWENTY-NINE (29) LINKS EAST OF A POST IN THE CENTER OF SAID SECTION NUMBER TWENTY-SEVEN (27); THENCE SOUTH FOUR (4) CHAINS AND FIFTY (50) LINKS TO A POST; THENCE EAST FIVE (5) CHAINS AND FIFTY-SIX AND ONE-HALF (56 ½) LINKS TO A POST; THENCE NORTH FOUR (4) CHAINS AND FIFTY (50) LINKS TO A POST; THENCE WEST FIVE (5) CHAINS AND FIFTY-SIX AND ONE-HALF (56 ½) LINKS TO THE PLACE OF BEGINNING.

ALSO A PIECE OF LAND BEGINNING IN THE CENTER OF THE HIGHWAY THAT LEADS FROM ALGONQUIN TO CARY NEAR THE NORTH EAST CORNER OF ALGONQUIN CEMETERY IN A SOUTH COURSE ALONG THE LINE OF SAID CEMETERY FOUR (4) CHAINS AND THIRTY-FIVE (35) LINKS TO THE SOUTH EAST CORNER OF SAID CEMETERY LOT; THENCE WEST AT RIGHT ANGLES TO SAID FIRST LINE ONE (1) CHAIN AND FIFTY (50) LINKS TO A STAKE; THENCE IN A NORTHWESTERLY COURSE TWO (2) CHAINS AND THIRTY (30) LINKS TO THE CENTER OF THE HIGHWAY ABOVE NAMED; THENCE ALONG THE CENTER OF THE HIGHWAY NORTH FIFTY (50) DEGREES, EAST THREE (3) CHAINS AND SEVENTY (70) LINKS TO THE PLACE OF BEGINNING, SAID

PIECE OR PARCEL OF LAND IS SITUATE IN THE NORTH WEST QUARTER OF THE SOUTH EAST QUARTER OF SECTION NUMBER TWENTY-SEVEN (27), TOWNSHIP NUMBER FORTY-THREE (43) NORTH, RANGE NUMBER EIGHT (8) EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE COUNTY OF MCHENRY AND STATE OF ILLINOIS.

ALSO A PIECE OF LAND BEGINNING AT THE SOUTH EAST CORNER OF ALGONQUIN CEMETERY AS DESCRIBED IN A DEED GIVEN THE 12TH DAY OF DECEMBER, A.D. 1894 BY WILLIT PHILLIPS, HOWARD PHILLIPS AND FRILLA PHILLIPS, HIS WIFE, AND RECORDED THE 29TH DAY OF DECEMBER A.D. 1894, AT 10 ½ O'CLOCK A.M. AND DULY RECORDED IN BOOK 84 OF DEEDS ON PAGE 265 OF MCHENRY COUNTY, STATE OF ILLINOIS, AND PROCEEDING IN A SOUTH EAST COURSE TWO (2) CHAINS FIFTEEN (15) LINKS AND FROM THENCE IN AN EASTERLY COURSE TWO (2) CHAINS ELEVEN (11) LINKS TO THE LINE OF SAID ALGONQUIN CEMETERY, SAID PIECE OR PARCEL OF LAND IS SITUATED IN THE NORTH WEST QUARTER OF THE SOUTH EAST QUARTER OF SECTION NUMBER TWENTY-SEVEN (27), TOWNSHIP NUMBER FORTY-THREE (43), NORTH RANGE NUMBER EIGHT (8) EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE COUNTY OF MCHENRY AND STATE OF ILLINOIS. SITUATED IN THE COUNTY OF MCHENRY AND STATE OF ILLINOIS.

PERMANENT TAX NUMBER(S): 19-27-255-017

VILLAGE OF ALGONQUIN

GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: December 2, 2025

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/Chief Financial Officer
Matthew Bajor, Assistant to the Village Manager

SUBJECT: Community Health Improvement Plan 2025 - 2030

The Community Health Improvement Plan (CHIP) is a five-year strategic framework that aligns the Village of Algonquin's municipal services with the public health priorities of McHenry and Kane Counties. While the Village does not operate its own health department, the plan formally integrates a public-health perspective into local operations, including parks and recreation, public safety, environmental management, infrastructure, and community engagement. The CHIP establishes five priority focus areas:

1. Active Living & Recreation Access
2. Mental & Behavioral Health
3. Environmental Health & Resiliency
4. Access to Care
5. Community Safety & Connectedness.

The plan emphasizes expanded access to parks and trails, adaptive and inclusive recreation, strengthened partnerships among police, social work, and behavioral health, environmental sustainability initiatives, including stormwater management and urban forestry, telehealth and transportation access to care, and enhanced community engagement and safety education. Implementation is structured over short-, mid-, and long-term horizons, with lead departments identified for each strategy and measurable performance indicators included in the Implementation Matrix. Funding will rely primarily on existing operating and capital budgets, supplemented by grants and external partnerships.

Staff will incorporate CHIP priorities into annual work plans, capital planning, and grant applications. Progress will be reviewed internally regularly and reported to the Board as implementation advances. Early progress is already reflected in deliverables such as the Senior Programs & Services Guide, which supports Item 1.4.c by connecting older adults with Village and partner programs, services, and resources.

Recommendation:
Staff recommends that the Committee of the Whole forward this item to the Village Board for approval by resolution at the December 16 meeting.

VILLAGE OF ALGONQUIN

COMMUNITY HEALTH IMPROVEMENT PLAN

2025–2030

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I. Executive Summary

The Village of Algonquin's **Community Health Improvement Plan** (CHIP) outlines a shared vision for fostering a healthier, safer, and more connected community. While Algonquin does not operate its own health department, the Village plays a critical role in supporting and carrying out McHenry and Kane County health strategies through the provision of municipal services. These efforts – spanning parks and recreation, public safety, environmental management, infrastructure, and community engagement – have a measurable impact on our community's overall well-being.

> *"Algonquin is a great community — safe, friendly, and always finding new ways to improve the quality of life for residents."*
>
> *— Resident Survey Comment (2021)*

The CHIP was developed to communicate and focus Village services through a public health lens, aligning local action with county-level health priorities and policies as outlined in the **McHenry County Community Health Assessment** and the **Kane County Community Health Assessment**. By identifying clear priorities and strategies, the plan ensures that public health considerations are integrated into decision-making and operations.

Five priority areas guide this plan:

Active Living & Recreation Access – Expand and enhance opportunities for residents of all ages and abilities to engage in regular physical activity by improving parks, trails, and recreational facilities; promoting inclusive and adaptive programming; and creating year-round activities that encourage healthy, active lifestyles.

Mental & Behavioral Health – Strengthen community mental wellness by providing coordinated post-crisis follow-up, fostering supportive connections for youth, families, and seniors, and increasing awareness of available mental health resources through outreach, partnerships, and public education.

Environmental Health & Resiliency – Protect and restore the community's natural resources, improve water and air quality, expand tree canopy and green infrastructure, and prepare for the impacts of climate change through infrastructure planning, public engagement, and sustainable practices.

Access to Care – Improve residents' ability to obtain timely and affordable health services by promoting telehealth access, increasing awareness of local healthcare resources, supporting transportation options to medical appointments, and strengthening care navigation through partnerships with county and nonprofit providers.

Community Safety & Connectedness – Foster a safe, informed, and connected community by building trust between residents and Village departments, promoting property upkeep and code compliance, delivering seasonal safety and preparedness education, and encouraging volunteerism and civic engagement.

Implementation will rely on a hybrid approach – leveraging the Village's direct municipal services while collaborating with county agencies, nonprofit partners, and community organizations. The plan is intended as a living document, adaptable to evolving needs, and dependent on shared responsibility across all stakeholders. Detailed strategies, timelines, and lead responsibilities are provided in **Appendix A: Implementation Matrix**.

II. Introduction & Background

Algonquin is a growing community located in both McHenry and Kane Counties in northern Illinois. Known for its vibrant neighborhoods, diverse recreational opportunities, and commitment to quality of life, the Village delivers a wide range of municipal services that influence public health outcomes—often in ways that extend beyond traditional perceptions of local government.

Public health functions such as communicable disease control, clinical services, and regulatory health inspections are managed at the county level by the McHenry and Kane County Health Departments. However, the Village recognizes that its services – such as maintaining safe parks and trails, enforcing property maintenance codes, managing stormwater, providing police social work support, and engaging residents in safety and wellness programs – are vital to advancing community health.

Community Snapshot

Population: 29,700

Median Age: 41.3

Race/Ethnicity: 74% White, 14% Hispanic, 6% Asian

Foreign Born: 12%

Languages: 79% English Only, 10% Spanish, 3% Slavic

With a Disability: 9%

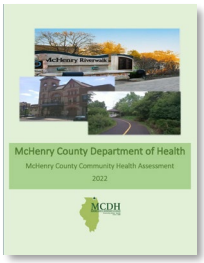
Have Health Insurance: 96%

Have Access to Internet: 96%

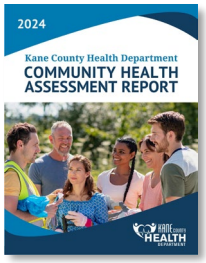
This Community Health Improvement Plan was developed to:

- Align local action with county health priorities to ensure consistency across jurisdictions.
- Highlight the Village's role in public health through services that support active living, mental wellness, environmental stewardship, access to care, and community safety.
- Integrate a public health perspective into the planning, delivery, and evaluation of municipal programs and infrastructure investments.
- Strengthen partnerships with counties, nonprofits, schools, and civic organizations to maximize collective impact.

County health improvement plans, specifically the **McHenry County Community Health Assessment** and the **Kane County Community Health Assessment**, along with existing Village strategic documents, and ongoing feedback from community stakeholders, informed the five priorities outlined in this plan. Implementation of this plan will align with and complement existing county health programs and initiatives—including environmental health protection, community education and outreach, and countywide opioid response and substance use prevention efforts, ensuring coordinated action, maximizing local impact, and avoiding duplication of services while translating county-level goals into practical local outcomes for Algonquin residents. Learn more about the county Community Health Assessments below.



McHenry County Community Health Assessment



Kane County Community Health Assessment Report

III. Community Health Assessment Summary

Algonquin is uniquely positioned at the intersection of McHenry and Kane Counties, meaning the priorities, resources, and trends in both jurisdictions shape local health needs. While the Village does not operate a health department, it plays a key role in supporting county-level strategies through municipal services, infrastructure, public safety programs, environmental initiatives, and community engagement. This summary distills relevant findings from the most recent county Community Health Assessments (CHAs), including the **McHenry County Community Health Assessment** and the **Kane County Community Health Assessment**, to inform the Village's priorities and strategies.

Population & Demographics

- McHenry County has a population of ~312,000; Kane County has ~531,000. Algonquin's estimated population of 29,700 is split between the two.
- Both counties are experiencing a growing older adult population; by 2030, one in five residents is projected to be 65 years of age or older.
- Racial and ethnic diversity is increasing, especially in Kane County, where Hispanic/Latino residents make up over 34% of the population.
- Within Algonquin, the community reflects a blend of cultural identities, including substantial Hispanic and Polish populations, that enrich local heritage, languages, businesses, and community life.
- Key vulnerable groups in both counties include older adults living alone, individuals with disabilities, and households with limited English proficiency.
- Equity considerations in Algonquin include seniors living alone, households experiencing economic hardship, residents with limited English proficiency, and individuals with disabilities who may experience barriers to care, transportation, or social connection.

Social Determinants of Health

County assessments highlight the influence of economic stability, education, housing, and transportation:

- Median household income: $105,000 (McHenry), $91,000 (Kane), but disparities may occur across different races, ethnicities, and geographies.
- Transportation access remains a barrier for some populations, particularly older adults living alone, low-income households, and residents without personal vehicles.
- Housing affordability challenges are growing with rising rents and home prices affecting stability.
- Food access is limited in certain areas, with pockets of food insecurity documented in both counties.

Health Status Indicators

- Leading causes of death in both counties: heart disease, cancer, and unintentional injuries.
- Chronic disease prevalence is significant, particularly obesity, diabetes, and hypertension, driving the need for active living and nutrition initiatives.
- Mental health concerns are increasing; both counties cite rising rates of depression, anxiety, and suicide, especially among youth.
- Substance use and opioid-related overdoses remain a shared concern.

Environmental Health

- Both counties prioritize water quality protection; the Fox River is a key natural asset but faces challenges from stormwater runoff and nutrient loading.
- Air quality is generally good but can be impacted seasonally by particulate matter and volatile organic chemicals.
- Flood risk affects low-lying areas, particularly along the Fox River and tributaries.
- Both counties are promoting climate resiliency through green infrastructure, urban forestry, and emergency preparedness.

Community Input Findings

Public engagement for both county CHAs identified several overlapping concerns:

- Access to affordable healthcare, including dental and specialty care.
- More mental health resources and crisis support.
- Safe, well-maintained parks, trails, and public spaces.
- Programs to reduce isolation among seniors and connect residents to resources.
- Environmental stewardship and sustainability.

County Priority Health Issues

While each county structures its priorities differently, there is significant alignment:

- Active Living & Healthy Eating (both counties)
- Mental Health & Substance Use (both counties)
- Access to Healthcare (both counties)
- Environmental Health & Climate Resilience (both counties)
- Community Safety & Connectedness (McHenry County)

Implications for Algonquin:

Because the Village spans two counties, aligning with both sets of health priorities ensures local actions support regional strategies. Algonquin's five Community Health Improvement Plan priorities mirror shared county CHA themes - **active living, mental health, environmental health, access to care, and safety/connectedness** - while remaining tailored to the Village's municipal role.

The Village of Algonquin creates opportunities for residents to connect and celebrate through special events like Art on the Fox, the Old Town Trick-or-Treat Trail, and Miracle on Main.

Priority 1: Active Living & Recreation Access

1. **Enhance and Expand Parks, Trails, and Facilities**
    a. Update playgrounds, athletic fields, and courts based on a rotating schedule and community trends.
    b. Complete missing trail links and add wayfinding signage.
    c. Add amenities that support accessibility and comfort for all ages and abilities, such as shade structures, benches, and water filling stations.
2. **Increase Access and Inclusion in Recreation**
    a. Advance inclusion in recreation through Village initiatives and community partnerships, offering adaptive programs, accessible facilities, and inclusive equipment.
    b. Expend inclusive programs and events that accommodate a range of abilities and needs.
    c. Provide financial assistance opportunities to reduce participation costs for low-income households.
3. **Promote Year-Round Active Lifestyle Opportunities**
    a. Provide year-round active recreation programs and host an annual community event that encourages active participation.
    b. Activate parks and trails with interactive elements to encourage regular use.
    c. Expand recreational opportunities by offering equipment rentals for seasonal and outdoor activities.
4. **Support Active Transportation and Senior Engagement**
    a. Improve, expand, and promote safe walking and biking routes.
    b. Expand access to wellness, enrichment, and social opportunities for older adults.
    c. Connect older adults with Village and partner programs, services, and resources that support mobility and social connection.

The Village of Algonquin remains committed to providing high-quality spaces for active recreation, as seen with the newly renovated tennis and pickleball courts at Spella Park.

Algonquin fosters community connectedness through opportunities to gather and enjoy local traditions, such as the popular Summer Concerts at Towne Park.

Priority 2: Mental & Behavioral Health

1. **Enhance Post-Crisis and Ongoing Support**
    a. Conduct police social worker contact within 72 hours of every qualifying crisis call.
    b. Collaborate with county health, hospitals, and nonprofit providers for service continuity.
    c. Monitor client progress at 3, 6, and 12 months to measure reductions in police contact and improvements in functioning.
2. **Strengthen Support for Youth, Families, and Seniors**
    a. Provide police social worker-led support for youth behavior issues and family conflict, with referrals to counseling or skill-building programs.
    b. Conduct proactive outreach to seniors experiencing isolation or neglect, linking them with social programs and resources.
    c. Partner with schools, local agencies, and other community organizations to embed mental health and social support into existing services.
3. **Increase Access and Awareness of Behavioral Health Resources**
    a. Host police social worker meet-and-greet sessions, wellness fairs, and presentations at Village events.
    b. Maintain online and printed guides to local mental health, substance use, and housing services.
    c. Use Village communications to share wellness tips and promote available support.

Priority 3: Environmental Health & Resiliency

1. **Strengthen Stormwater and Flood Management**
    a. Incorporate green infrastructure practices into capital projects and private development to support stormwater management.
    b. Upgrade drainage systems in older neighborhoods to reduce localized flooding.
    c. Promote the Adopt-a-Drain program to engage residents in clearing storm drains.
2. **Protect and Enhance Water Quality**
    a. Partner with watershed and river groups to monitor and improve Fox River water quality.
    b. Promote rain barrel programs and native landscaping incentives to reduce runoff.
    c. Expand Village initiatives that protect water quality, including targeted street sweeping and regular testing.
3. **Expand Urban Forestry and Improve Air Quality**
    a. Plant at least 250 public trees annually, prioritizing environmentally vulnerable areas, including those sensitive to urban heat and stormwater impacts.
    b. Prioritize native species that support pollinators and native fauna.
    c. Share air quality alerts and tips during poor air quality days.
4. **Advance Climate Resiliency and Preparedness**
    a. Integrate climate projections into infrastructure and capital improvement planning.
    b. Expand electric vehicle charging stations and energy efficiency upgrades in municipal facilities.
    c. Promote household flood readiness, cooling center locations, and volunteer environmental stewardship events.

Priority 4: Access to Care

1. **Support Virtual Care and Telehealth Access**
    a. Support availability of telehealth services that provide access to general medical care and health navigation.
    b. Promote existing public spaces suitable for private telehealth use, such as Village facilities or those of partner agencies.
    c. Share telehealth "how-to" resources through the library, schools, and Village channels.
2. **Improve Transportation to Health Services**
    a. Collaborate with the counties or local transport providers to offer rides for medical appointments.
    b. Promote existing volunteer driver programs through nonprofits, faith groups, and county services.
    c. Share information on transportation assistance such as county ride vouchers and PACE services.
3. **Enhance Care Navigation and Awareness**
    a. Maintain and promote links to Kane and McHenry County Health Departments, Mental Health Boards, and other county-managed directories on Village platforms.
    b. Use police social worker and front-line staff to connect residents - especially seniors, families, and vulnerable populations - to appropriate services.
    c. Share health resource information through Village newsletters, social media, utility bill inserts, and community events.

Priority 5: Community Safety & Connectedness

1. **Build Relationships Through Existing Community Events**
    a. Continue hosting and promoting Village events that foster resident interaction with police, code enforcement, and other departments (e.g., National Night Out), and collaborate with local organizations and businesses to enhance these events through community partnerships.
    b. Incorporate public safety and code compliance booths into Village festivals and gatherings.
    c. Use Village communications to highlight positive stories of cooperation and compliance successes.
2. **Provide Safety, Preparedness, and Compliance Education**
    a. Deliver safety messaging through Village channels and events, including seasonal tips, property maintenance reminders, and safety alerts from external partners.
    b. Promote Safe Routes to School maps and tips with local schools.
    c. Share emergency preparedness and property upkeep resources from Kane and McHenry County agencies.
3. **Encourage Volunteerism and Civic Connection**
    a. Promote volunteer opportunities through park cleanups, beautification projects, community events, and neighbor assistance.
    b. Recognize volunteers and groups that contribute to safety, upkeep, and community connectedness.

V. Implementation Plan

Purpose & Approach

The Village of Algonquin will implement this Community Health Improvement Plan (CHIP) over five years (2025–2029) with annual reviews to monitor progress and adapt to emerging needs. Priorities are broken into short-term (Years 1–2), mid-term (Years 3–4), and long-term (Year 5+) strategies. A complete listing of strategies, timelines, lead departments, funding approaches, and metrics is included in Appendix A: Implementation Matrix.

Each strategy has an assigned lead department responsible for coordination, supported by other Village divisions and community partners where applicable. Funding will be derived primarily from existing operating and capital budgets, with supplemental grant applications and external funding sought where feasible.

Progress will be tracked using measurable performance indicators, reported annually to Village leadership, and summarized periodically in Village communication channels.

Funding Approach

Funding for implementation will be drawn from multiple sources. Core services and essential projects will be supported through existing departmental operating budgets and the Village's capital improvement program. To expand capacity and offset costs, the Village will actively pursue competitive grant opportunities such as the Open Space Lands Acquisition and Development (OSLAD) program, Illinois Transportation Enhancement Program (ITEP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), Safe Routes to School, Illinois Environmental Protection Agency (IEPA) programs, Illinois Department of Natural Resources (IDNR) grants, and Illinois Department of Public Health (IDPH) funding.

Additionally, external support will be sought through sponsorships, donations, and foundation grants to help deliver events, pilot programs, and other special initiatives that align with the plan's priorities.

Algonquin enhanced recreation and community wellness through the $6.74 million transformation of Presidential Park—made possible in part by OSLAD grant funding—to create a vibrant destination for play, fitness, and connection.

Tracking & Reporting

Progress will be monitored through an annual internal review conducted by department leads to assess the status of strategies and associated metrics. These reviews will help track achievements, identify areas for improvement, and inform resource allocation for the following year. The Village will share periodic updates through its newsletters, social media channels, and website to keep the community informed and engaged. In addition to program participation data, outcome-based measures such as behavioral health emergency response trends, emergency department utilization, and transportation access indicators will be incorporated into evaluation efforts where data is available.

VIII. Acknowledgements

The Village of Algonquin extends its appreciation to the **McHenry County Department of Health**, **Kane County Health Department**, and the **McHenry County Sheriff's Office** Police Social Work Division for their valuable review, input, and ongoing data support during the development and implementation of this Community Health Improvement Plan.

The Village also thanks representatives from its municipal departments, community organizations, and other stakeholders who contributed ideas and feedback. Their perspectives helped ensure that this plan aligns with county-level health priorities while translating them into practical strategies that can be implemented through local government services.

The Algonquin Police Department builds community connections through events like National Night Out, fostering trust and engagement with residents.

Algonquin encourages active living through outdoor fitness stations at Presidential Park and more than 30 miles of hiking and biking trails across the community.

The Village actively manages and restores over 400 acres of natural areas to protect local habitats, watersheds, and biodiversity.

The Village operates the Lions Armstrong Memorial Pool, offering swim lessons, lap swim, and family fun throughout the summer.

Appendix A: Implementation Matrix

Priority 1: Active Living & Recreation Areas

Item	Strategy	Timing	Lead	Funding	Possible Metrics
1.1.a	Update playgrounds, athletic fields, and courts based on a rotating schedule and community trends.	Mid-Term	Recreation / Public Works	CIP funds; OSLAD grants	Facilities renovated/year; % residents satisfied with park quality
1.1.b	Complete missing trail links and add wayfinding signage.	Mid-Term	Public Works	CIP; CMAQ grants; ITEP	Miles of trail added; % increase in trail use
1.1.c	Add amenities that support accessibility and comfort for all ages and abilities, such as shade structures, benches, and water filling stations.	Short-Term	Recreation / Public Works	CIP; sponsorships	# Amenities installed
1.2.a	Advance inclusion in recreation through Village initiatives and community partnerships, offering adaptive programs, accessible facilities, and inclusive equipment.	Short-Term	Recreation / Public Works	Existing budget; sponsorships; partner in-kind support	# Inclusive programs offered; # participants served; % satisfaction rate
1.2.b	Expend inclusive programs and events that accommodate a range of abilities and needs.	Short-Term	Recreation	Existing budget; sponsorships	# Events/year
1.2.c	Provide financial assistance opportunities to reduce participation costs for low-income households.	Short-Term	Recreation	Existing budget; sponsorships	# Scholarships awarded; % of recipients returning to programs
1.3.a	Provide year-round active recreation programs and host an annual community event that encourages active participation.	Short-Term	Recreation	Existing budget; sponsorships	# Active programs/year; # event attendees; % satisfaction rate
1.3.b	Activate parks and trails with interactive elements to encourage regular use.	Short-Term	Recreation	Existing budget	# Activations/year; % increase in repeat visits
1.3.c	Expand recreational opportunities by offering equipment rentals for seasonal and outdoor activities.	Short-Term	Recreation	Existing budget; sponsorships	# Rentals/year; % of users new to activity
1.4.a	Improve, expand, and promote safe walking and biking routes.	Mid-Term	Public Works	CIP; SRTS grants	Miles improved
1.4.b	Expand access to wellness, enrichment, and social opportunities for older adults.	Short-Term	Recreation	Existing budget; senior program grants	# Programs/year; % reporting improved well-being
1.4.c	Connect older adults with Village and partner programs, services, and resources that support mobility and social connection.	Short-Term	Village Manager's Office	Existing budget	# Older adults connected; # partnership programs; % reporting improved access

Priority 2: Behavioral & Mental Health

Item	Strategy	Timing	Lead	Funding	Possible Metrics
2.1.a	Conduct police social worker contact within 72 hours of every qualifying crisis call.	Short-Term	Police	Existing budget	% Crisis calls with follow-up; % reduction in repeat contacts
2.1.b	Collaborate with county health, hospitals, and nonprofit providers for service continuity.	Short-Term	Police	Existing budget; potential grants	# Collaborative cases; % successful warm handoffs
2.1.c	Monitor client progress at 3, 6, and 12 months to measure reductions in police contact and improvements in functioning.	Short-Term	Police	Existing budget	% Clients with improved functioning; % remaining connected to care
2.2.a	Provide police social worker-led support for youth behavior issues and family conflict, with referrals to counseling or skill-building programs.	Short-Term	Police	Existing budget	# Cases served; % resolved without further police contact
2.2.b	Conduct proactive outreach to seniors experiencing isolation or neglect, linking them with social programs and resources.	Short-Term	Police	Existing budget	# Seniors contacted; % linked to programs/services
2.2.c	Partner with schools, local agencies, and other community organizations to embed mental health and social support into existing services.	Mid-Term	Police / Recreation	Grants; partner in-kind	# Embedded programs; % participants accessing services
2.3.a	Host police social worker meet-and-greet sessions, wellness fairs, and presentations at Village events.	Short-Term	Police	Existing budget	# events/year
2.3.b	Maintain online and printed guides to local mental health, substance use, and housing services.	Short-Term	Village Manager's Office	Existing budget	# updates/year; pageviews/downloads
2.3.c	Use Village communications to share wellness tips and promote available support.	Ongoing	Village Manager's Office	Existing budget	# campaigns/year; engagement rate

Priority 3: Environmental Health & Resiliency

Item	Strategy	Timing	Lead	Funding	Possible Metrics
3.1.a	Incorporate green infrastructure practices into capital projects and private development to support stormwater management.	Mid-Term	Public Works	CIP; IEPA Section 319; IDNR	Sq ft GI added; modeled runoff reduction
3.1.b	Upgrade drainage systems in older neighborhoods to reduce localized flooding.	Long-Term	Public Works	CIP; grants	# Projects completed
3.1.c	Promote the Adopt-a-Drain program to engage residents in clearing storm drains.	Short-Term	Public Works / Village Manager's Office	Existing budget	# Drains adopted
3.2.a	Partner with watershed and river groups to monitor and improve Fox River water quality.	Ongoing	Public Works	Existing budget	# Monitoring events; trends in water quality indicators
3.2.b	Promote rain barrel programs and native landscaping incentives to reduce runoff.	Short-Term	Public Works / Village Manager's Office	Grants; in-kind	# Participants; gallons stormwater diverted
3.2.c	Expand Village initiatives that protect water quality, including targeted street sweeping and regular testing.	Ongoing	Public Works	Existing budget	Lane miles swept; debris collected (tons); water quality tests
3.3.a	Plant at least 250 public trees annually, prioritizing environmentally vulnerable areas, including those sensitive to urban heat and stormwater impacts.	Ongoing	Public Works	Existing budget; Grants	# Trees planted; % canopy coverage increase
3.3.b	Prioritize native species that support pollinators and native fauna.	Ongoing	Public Works	Existing budget	% Native species of annual plantings; pollinator counts
3.3.c	Share air quality alerts and tips during poor air quality days.	Ongoing	Village Manager's Office	Existing budget	# Alerts; engagement rate
3.4.a	Integrate climate projections into infrastructure and capital improvement planning.	Long-Term	Public Works / Finance / Village Manager's Office	Existing budget	# Standards/specs updated; % CIP projects climate-aligned
3.4.b	Expand electric vehicle charging stations and energy efficiency upgrades in municipal facilities.	Mid-Term	Public Works / Community Development	Grants; CIP; utility incentives	# Chargers installed; % facility energy savings
3.4.c	Promote household flood readiness, cooling center locations, and volunteer environmental stewardship events.	Short-Term	Village Manager's Office / Public Works	Existing budget	# Events/resources

Priority 4: Access to Care

Item	Strategy	Timing	Lead	Funding	Possible Metrics
4.1.a	Support availability of telehealth services that provide access to general medical care and health navigation.	Short-Term	Village Manager's Office	Existing staff time	% Residents aware of telehealth options
4.1.b	Promote existing public spaces suitable for private telehealth use, such as Village facilities or those of partner agencies.	Short-Term	Village Manager's Office	Existing staff time	# Facilities promoted; # bookings/uses reported
4.1.c	Share telehealth "how-to" resources through the library, schools, and Village channels.	Short-Term	Village Manager's Office	Existing staff time	# Resources distributed; help-desk inquiries resolved
4.2.a	Collaborate with the counties or local transport providers to offer rides for medical appointments.	Short-Term	Village Manager's Office	Existing budget; potential 5310/CMAQ	# Medical rides completed; appointment kept rate
4.2.b	Promote existing volunteer driver programs through nonprofits, faith groups, and county services.	Short-Term	Village Manager's Office	Existing staff time	# Programs promoted; resident referrals made
4.2.c	Share information on transportation assistance such as county ride vouchers and PACE services.	Short-Term	Village Manager's Office	Existing staff time	Pageviews/click-throughs; # inquiries assisted
4.3.a	Maintain and promote links to Kane and McHenry County Health Departments, Mental Health Boards, and other county-managed directories on Village platforms.	Short-Term	Village Manager's Office	Existing staff time	# Link updates/year; pageviews
4.3.b	Use police social worker and front-line staff to connect residents - especially seniors, families, and vulnerable populations - to appropriate services.	Ongoing	Police	Existing budget	# Referrals/year; % completed appointments after referral
4.3.c	Share health resource information through Village newsletters, social media, utility bill inserts, and community events.	Ongoing	Village Manager's Office	Existing staff time	# Campaigns/year; engagement rate

Priority 5: Community Safety & Connectedness

Item	Strategy	Timing	Lead	Funding	Possible Metrics
5.1.a	Continue hosting and promoting Village events that foster resident interaction with police, code enforcement, and other departments (e.g., National Night Out), and collaborate with local organizations and businesses to enhance these events through community partnerships.	Short-Term	Police / Recreation	Existing budget; sponsorships	# Attendees
5.1.b	Incorporate public safety and code compliance booths into Village festivals and gatherings.	Short-Term	Police / Community Development	Existing budget	# Events with booths; # resident inquiries handled
5.1.c	Use Village communications to highlight positive stories of cooperation and compliance successes.	Ongoing	Village Manager's Office	Existing staff time	# Stories/year; social engagement
5.2.a	Deliver safety messaging through Village channels and events, including seasonal tips, property maintenance reminders, and safety alerts from external partners.	Ongoing	Village Manager's Office / Community Development	Existing staff time	# Messages; % voluntary compliance following outreach
5.2.b	Promote Safe Routes to School maps and tips with local schools.	Short-Term	Village Manager's Office	Existing budget; SRTS	# Materials distributed
5.2.c	Share emergency preparedness and property upkeep resources from Kane and McHenry County agencies.	Ongoing	Village Manager's Office / Community Development	Existing staff time	# Resources shared; web page views
5.3.a	Promote volunteer opportunities through park cleanups, beautification projects, community events, and neighbor assistance.	Ongoing	Public Works / Recreation	Existing staff time; donations	# Volunteer hours; # sites improved; # community events
5.3.b	Recognize volunteers and groups that contribute to safety, upkeep, and community connectedness.	Ongoing	Village Manager's Office	Existing staff time	# Recognitions/year; retention of volunteers

Senior Programs & Services Guide

A Comprehensive Directory of Programs and Support for Older Adults

REVISED

OCTOBER 2025

Living Well in Algonquin

The Village of Algonquin is a well-established and steadily evolving community, balancing long-time residents with a growing population of new families and active adults. In recent years, the community has entered a period of demographic transition, as older residents who have long shaped Algonquin's character remain deeply engaged in civic life.

With strong educational attainment, high household connectivity, and broad access to healthcare, Algonquin is well-positioned to support a high quality of life for its senior population. The community's programs and partnerships encourage continued engagement, learning, and healthy living. This guide highlights local organizations, clubs, and regional resources that provide social connection, recreation, enrichment, wellness, and essential support for older adults.

Your Guide at a Glance

Use this guide to explore programs, activities, and resources that support active, connected, and fulfilling living in Algonquin. Organized into four sections, it highlights opportunities to stay engaged, keep learning, connect with others, and access essential services close to home.

Topic	Page
Active Living & Recreation	2
Lifelong Learning & Enrichment	4
Community Service & Fellowship	6
Essential Programs & Services	8

"Forever — is composed of Nows."
— Emily Dickinson

Active Living & Recreation

Algonquin offers a range of opportunities for seniors to stay active and engaged year-round. From fitness classes and walking clubs to nature programs, recreation facilities, and community events, these offerings promote wellness, mobility, and connection with others throughout every season.

Parks & Recreation Organizations

Algonquin Recreation Department

Offers year-round programs for active adults for all of Algonquin, including fitness classes, educational seminars, and community events that promote wellness and connection.

2200 Harnish Drive, Algonquin, IL
847-658-2716
rec.algonquin.org

Dundee Township Park District

Serves Algonquin residents in Kane County and features an Adult Activities Center for adults aged 50+, offering billiards, fitness classes, health clinics, social games, and day trips.

665 Barrington Avenue, Carpentersville, IL
847-551-4307
www.dtpd.org

Barrington Countryside Park District

Provides recreation and fitness programs for all ages, including enrichment classes and walking clubs, for residents near Haegers Bend Road on Algonquin's eastern edge.

235 Lions Drive, Barrington, IL
847-381-0687
www.bcpd.org

Huntley Park District

Operates the Huntley Senior Citizens Club with luncheons, walking clubs, adult sports, and volunteer opportunities, serving Algonquin residents west of Square Barn Road.

12015 Mill Street, Huntley, IL
847-669-3180
www.huntleyparks.org

Lions Armstrong Memorial Swimming Pool

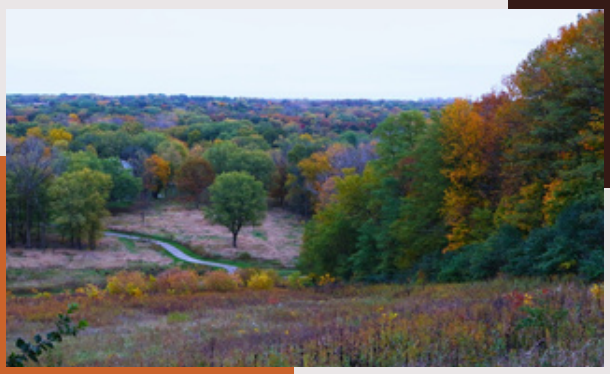
Located at 599 Longwood Drive, the Lions Armstrong Memorial Pool offers open swim most days from May through August, along with dedicated lap swim sessions on Sunday mornings and Tuesday and Thursday evenings.

Conservation Districts

McHenry County Conservation District

Manages over 25,000 acres for hiking, biking, paddling, fishing, and educational programs, including the Prairie Trail running through Algonquin.

18410 U.S. Highway 14, Woodstock, IL
815-338-6223
www.mccdistrict.org



Forest Preserve District of Kane County

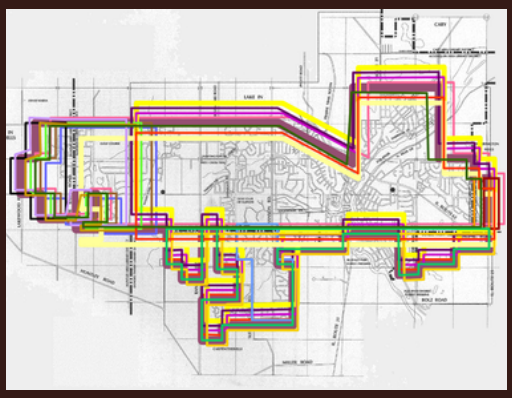
Offers guided walks, volunteer restoration workdays, and nature education programs. Forest preserves near Algonquin include popular trails and natural areas.

1996 S. Kirk Road, Geneva, IL
630-232-5980
www.kaneforest.com

Why Are There So Many Districts in Algonquin?

Because Algonquin spans both McHenry and Kane Counties, residents are served by different taxing bodies and service providers depending on where they live. This includes variations in school districts, townships, park districts, and library districts.

Township and county boundaries often provide the easiest way to establish borders for new districts, which is why some districts—like schools and libraries—may differ between neighborhoods.



Most homes in Algonquin fall within eight of the more than twenty overlapping districts that serve the community.

Lifelong Learning & Enrichment

Staying curious keeps the mind sharp and the spirit young. Local colleges, libraries, and community programs offer creative, educational, and social opportunities for adults of all ages to learn new skills, explore interests, and connect with others who share their passions.

Public Library Districts

Algonquin Area Public Library District

Hosts workshops, writing and quilting clubs, technology help sessions, and Medicare Q&A events for most Algonquin residents, with locations on both sides of the Fox River.

Harnish Branch
2600 Harnish Drive, Algonquin, IL
847-458-6060
www.aapld.org

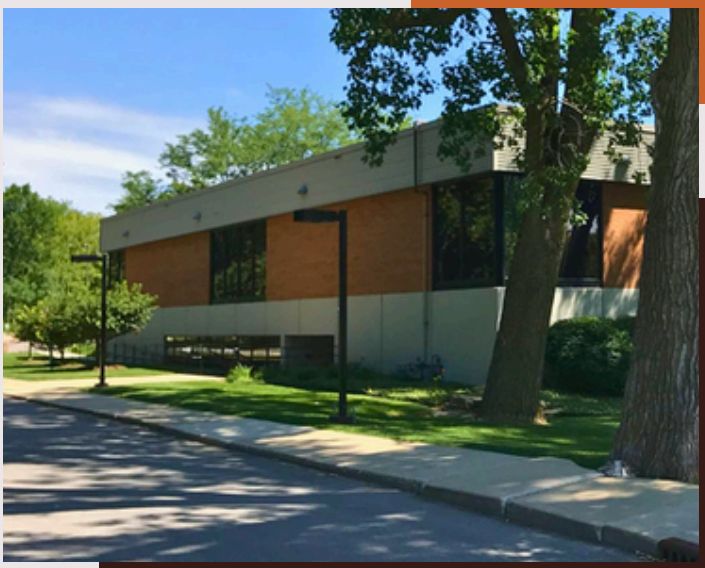
Eastgate Branch
115 Eastgate Drive, Algonquin, IL
847-658-4343
www.aapld.org

Fox River Valley Public Library District

Offers bilingual computer classes, craft workshops, and senior-focused wellness and learning programs for Algonquin residents residing in Kane County.

Dundee Library
555 Barrington Avenue, East Dundee, IL
847-428-3661
www.frvpld.info

Randall Oaks Library
500 N. Randall Road, West Dundee, IL
847-428-3661
www.frvpld.info



Barrington Area Public Library District

Offers adaptive gardening, health workshops, care kits, and home delivery for seniors living near Haegers Bend Road on Algonquin's eastern edge.

505 N. Northwest Highway, Barrington, IL
847-382-1300
www.balibrary.org

Huntley Area Public Library District

Offers journaling groups, creative painting classes, and personalized digital literacy assistance for Algonquin residents west of Square Barn Road.

11000 Ruth Road, Huntley, IL
847-669-5386
www.huntleylibrary.org

Community Colleges

McHenry County College

Offers adult education, enrichment classes, and workforce training for Algonquin residents residing in McHenry County who seek personal growth or new certifications.

8900 U.S. Highway 14, Crystal Lake, IL
815-455-8752
www.mchenry.edu

Elgin Community College

Provides non-credit courses in wellness, finance, cooking, languages, and technology, along with GED and ESL programs for Algonquin residents residing in Kane County.

1700 Spartan Drive, Elgin, IL
847-622-3036
www.elgin.edu

Community Service & Fellowship

Volunteering, faith-based activities, and civic organizations help residents stay connected while giving back to the community. These groups offer meaningful ways to build friendships, share talents, and contribute to the vitality and compassion that define Algonquin.

Service & Social Organizations

Algonquin Rotary Club

Organizes community events and fundraisers supporting local causes, charities, and area service projects.

P.O. Box 111, Algonquin, IL
algonquinrotary@gmail.com
www.algonquinrotary.org

American Legion Post 1231

Hosts social gatherings, charity drives, and outreach events for veterans, families, and community members.

1101 W. Algonquin Road, Lake in the Hills, IL
847-658-2010
www.alpost1231.org

Algonquin Lions Club

Provides scholarships and supports food pantries, vision services, and other community aid programs.

1101 W. Algonquin Road, Lake in the Hills, IL
algonquinlionsclub@gmail.com
e-clubhouse.org/sites/algonquin/

Algonquin Garden Club

Leads beautification projects, community gardening efforts, and educational grant opportunities.

P.O. Box 7851, Algonquin, IL
alggardenclub@gmail.com
algonquingardenclub.org/

Knights of Columbus

Organizes charitable events and outreach programs that strengthen and serve the local community.

111 S. Hubbard Street, Algonquin, IL
info@kofc11091.org
www.kofc11091.org

Cultivating Community

The Algonquin Garden Club brings color and charm to public spaces throughout the Village. Volunteers have helped restore historic sites like Mineral Springs in Angel Towne Park, maintain flower beds in Riverfront Park, support the Blue Star Memorial Highway program, and recently planted over 200 native trees and shrubs to establish a new Miyawaki Mini-Forest at the Dixie Briggs Fromm Land and Water Preserve.

Illinois Freemasonry

Offers fellowship, personal development, and community service opportunities for adults through local lodges and affiliated York Rite, Scottish Rite, and Order of Eastern Star chapters.

Cary-Grove Lodge #1157
28 S. Northwest Highway, Cary, IL
ilmason.org

Dundee Lodge #190
89 S. Kennedy Drive, Carpentersville, IL
ilmason.org

Nunda Lodge #169
200 Ellsworth Street, Crystal Lake, IL
ilmason.org

Oneida Lodge #337
28 S. Northwest Highway, Cary, IL
ilmason.org

Faith-based Organizations

St. Margaret Mary Catholic Church

Offers prayer groups, volunteer projects, and book clubs for adults and seniors.

111 S. Hubbard Street, Algonquin, IL
847-658-7625
www.saintmargaretmary.org

St. John's Lutheran Church

Provides worship and fellowship opportunities for all ages.

300 Jefferson Street, Algonquin, IL
847-658-9300
www.stjohnsalgonquin.org

Christ United Methodist Church

Provides adult study groups, volunteer opportunities, and a ministry support program.

9009 W. Algonquin Road, Algonquin, IL
847-669-9009
www.gocumc.org

Light of Christ Church

Encourages social engagement through small groups, retreats, and seasonal sports.

1700 Longmeadow Parkway, Algonquin, IL
847-658-9250
www.locchurch.com

Congregational Church of Algonquin

Provides adult classes, community outreach, and craft-based volunteer opportunities.

109 Washington Street, Algonquin, IL
847-658-5308
www.algonquinucc.org

McHenry County Jewish Congregation

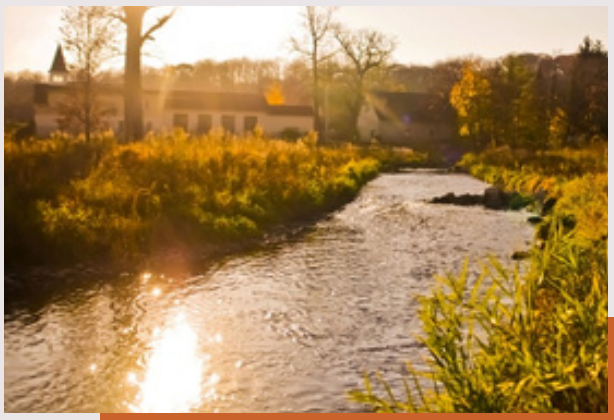
Hosts adult education, social action, and inclusive worship programs.

5063 Bull Valley Road, McHenry, IL
815-455-1810
www.mcjconline.org

American Muslim Community Organization

Offers weekly prayer, Qur'an study, and interfaith programs for spiritual and community growth.

108 S. Lakewood Road, Lake in the Hills, IL
224-858-4121
www.amco.org



Essential Programs & Services

These programs and resources help older adults access transportation, financial support, food, and other essential services that promote independence, stability, and well-being. Many are offered through local townships, counties, and regional partners serving Algonquin residents.

County & Township Resources

McHenry County Government

Oversees senior services, public health, transportation, and social assistance programs for residents within McHenry County. The Treasurer's Office also assists with property tax payments, exemptions, and the Senior Citizen Assessment Freeze program.

McHenry County Government Center
2200 N. Seminary Avenue, Woodstock, IL
815-334-4000
www.mchenrycountyil.gov

McHenry County Treasurer's Office
2200 N. Seminary Avenue, Woodstock, IL
815-334-4260
www.mchenrycountyil.gov

Kane County Government

Provides access to countywide programs in health, housing, transportation, and senior services for residents within Kane County. The Treasurer's Office supports residents through property tax payment options and senior exemption assistance.

Kane County Government Complex
719 South Batavia Avenue, Geneva, IL
630-232-3400
www.countyofkane.org

Kane County Treasurer's Office
719 S Batavia Ave #A, Geneva, IL
630-232-3565
treasurer.kanecountyil.gov

Algonquin Township

Provides senior transportation, fitness programs, and seasonal recycling services.

3702 U.S. Highway 14, Crystal Lake, IL
847-639-2700
www.algonquintownship.com

Dundee Township

Offers day trips, crafts, games, and financial aid referrals for residents.

611 E. Main Street, East Dundee, IL
847-428-8092
www.dundeetownship.org

Grafton Township

Supports seniors with emergency assistance, volunteer opportunities, and resource guides.

10109 Vine Street, Huntley, IL
847-669-3328
www.graftontownship.us

Rutland Township

Provides paratransit, recycling, and energy assistance for older adults.

16N491 Powers Road, Gilberts, IL
224-833-0914
www.graftontownship.us

Financial Assistance Programs

Nicor Gas Energy Assistance
Helps income-eligible households manage heating costs and prevent disconnection.

1-888-642-6748
www.nicorgas.com/energyassistance

ComEd CARE Assistance
Provides bill payment support and hardship grants for qualifying residents.

1-800-334-7661
www.comed.com/CARE

Salvation Army – Crystal Lake
Offers emergency aid, rent and utility assistance, and food distribution for McHenry County residents.

290 West Crystal Lake Avenue, Crystal Lake, IL
815-455-2769

Salvation Army – St. Charles
Provides emergency assistance, rent and utility support, and food resources for Kane County residents.

1710 South 7th Avenue, St. Charles, IL
630-377-2769

Transportation & Mobility Services

PACE Suburban Bus Service
Provides fixed-route and paratransit services throughout the region, including senior and reduced-fare options.

847-364-7223
www.pacebus.com

McHenry County MCRide Dial-A-Ride
Offers curb-to-curb shared rides for seniors, individuals with disabilities, and the general public.

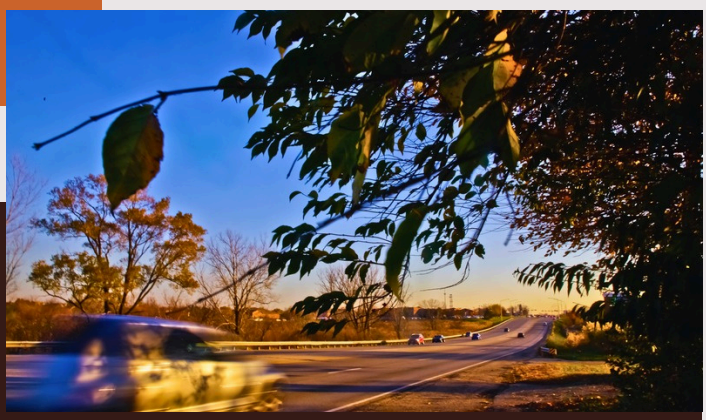
1-800-451-4599
www.mchenrycountyil.gov/mcride

MCRide Connect
Offers emergency aid, rent and utility assistance, and food distribution for McHenry County residents.

www.mchenrycountyil.gov/mcrideconnect

Kane County Ride in Kane
24/7 paratransit service for senior, disabled, and low-income riders.

630-762-2600
www.rideinkane.org



Food & Nutrition Resources

Algonquin-Lake in the Hills Interfaith Food Pantry

Provides groceries, household items, and weekly pickup options for residents in need.

1113 Pyott Road, Lake in the Hills, IL
847-854-1904
www.alithfoodpantry.org

District 300 Food Pantry

Provides nutritious food and household essentials to families within the District 300 boundaries, including Algonquin residents.

100 Cleveland Avenue, Carpentersville, IL
847-931-1334
www.d300foodpantry.org

FISH Food Pantry – Carpentersville

Supports Dundee Township residents with groceries and senior-focused food programs.

150 South Kennedy Drive, Carpentersville, IL
847-428-4357
www.dundeetownship.org/fish-pantry

Grafton Food Pantry

Offers food, personal care items, and seasonal meal kits for local residents..

11481 Allison Court, Huntley, IL 60142
847-495-0922
www.graftonfoodpantry.org

McHenry County Food Pantry Network

Lists food pantries, mobile markets, and senior meal resources in McHenry County.

815-334-4510
www.mchenrycountyil.gov/foodresources

Numbers to Know

Emergency & Law Enforcement

Police, Fire, or Medical Emergencies: 9-1-1
Algonquin Police Department (Non-Emergency): 847-658-4531
Algonquin-Lake in the Hills Fire Protection District: 847-658-2754
McHenry County Sheriff's Office (Non-Emergency): 815-338-2144
Kane County Sheriff's Office (Non-Emergency): 630-232-6840

Primary Government

Village of Algonquin: 847-658-2700
McHenry County Government Center: 815-334-4000
Kane County Government Center: 630-232-3400

Transportation & Mobility

McHenry County MCRide Dial-A-Ride: 1-800-451-4599
Kane County Ride in Kane: 630-762-2600
PACE Suburban Bus Service: 847-364-7223

Village of Algonquin

The Gem of the Fox River Valley

M E M O R A N D U M

TO: Tim Schloneger, Village Manager
FROM: Stacey VanEnkevort, Recreation Director
DATE: December 3, 2025
SUBJECT: 2026 AAYO Affiliate Agreement

Following the abbreviated one-year Affiliate Agreement approved in 2025, the Village's Agreement with the Algonquin Area Youth Organization (AAYO) is proposed for renewal for the 2026–2028 Spring and Fall Seasons. Throughout 2025, Recreation and Public Works staff met with AAYO representatives to review field use, operational expectations, maintenance responsibilities, and cost recovery to ensure the proposed multi-year agreement reflects Village resources and risk exposure.

The Village's Affiliate Organization framework, originally approved by the Village Board in 2009, has provided a long-standing structure supporting youth sports while balancing community access, fiscal stewardship, and facility protection.

The proposed 2026–2028 Affiliate Agreement remains largely consistent with the 2025 Agreement. The primary modification is the addition of a premium weekend maintenance rate at Presidential Park to recover increased staffing, equipment use, and turf restoration associated with heavy weekend scheduling. The accompanying Exhibit A details the maintenance services to be provided by Public Works and the adopted 2026-28 user fee schedule. Public Works will continue to perform all maintenance at Presidential Park and provide weekly maintenance at other AAYO-utilized fields. Even with the weekend premium, the Village's fee structure remains competitive with neighboring communities.

Also included for Board consideration is a Memorandum of Understanding (MOU) for construction of a permanent storage shed at Holder Park to replace the temporary structure. Public Works has reviewed the proposed specifications and confirmed compliance with Village standards. Under the MOU, AAYO will coordinate construction with Public Works, and the structure will become Village-owned upon completion.

All insurance, liability, damage responsibility, and Code of Conduct enforcement obligations remain the responsibility of AAYO under the Affiliate Agreement.

Summary of Key Terms

- Three-year affiliate term for the 2026–2028 Spring and Fall Seasons
- No per-player rate increase for the 2026 Spring and Fall Seasons
- $150 per-day premium weekend maintenance rate at Presidential Park to recover additional staffing and labor
- Seasonal field schedules due to the Village by March 1 (Spring) and September 1 (Fall)

Staff respectfully recommends Village Board approval the Affiliate Organization Agreement with Algonquin Area Youth Organization for 2026 through 2028.

C: Michael Kumbera, Deputy Village Manager/CFO & Nadim Badran, Public Works Director

AFFILIATE ORGANIZATION AGREEMENT

BETWEEN THE VILLAGE OF ALGONQUIN & ALGONQUIN AREA YOUTH ORGANIZATION

This Agreement entered into this_____day of _____, in the year of _____, by and between the Village of Algonquin ("VILLAGE"), an Illinois Municipal Corporation and the Algonquin Area Youth Organization ("AFFILIATE ORGANIZATION"), a not-for-profit athletic-oriented group, organization, or association.

Whereas, the **VILLAGE** owns and operates the **FACILITIES** identified in Exhibit A attached hereto and incorporated herein and the **AFFILIATE ORGANIZATION** desires to utilize areas of the **FACILITIES** for the terms described, upon the following terms and conditions;

Now therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

TERM

The term of this Agreement is a three-year agreement for the 2026-2028 Spring and Fall Seasons. Should either the **VILLAGE** or the **AFFILIATE ORGANIZATION** desire to end the agreement, they agree to provide sixty (60) day notice in writing to the other organization.

DEFINITION OF AFFILIATE ORGANIZATION

An **AFFILIATE ORGANIZATION** is defined as a not-for-profit organization, association, or similar group whose main purpose is to provide constructive athletic opportunities to the residents of Algonquin on **VILLAGE**-owned property. Activities conducted by an **AFFILIATE ORGANIZATION** must meet the conditions described below for constructive, wholesome and worthwhile recreational pursuits:

1) The group must:
   a) Be governed by a Board of Directors or Officers.
   b) Be designated and maintain not-for-profit status.
   c) Be athletic-oriented.
   d) Be an Algonquin based organization with at least 50% of participants residing within the municipal boundaries of the Village of Algonquin.
   e) Maintain the integrity and purpose of the **FACILITIES** and the surrounding areas by demonstrating appropriate behaviors with all members of the **AFFILIATE ORGANIZATION**.
2) The group's existence shall be of maximum value to the community.
3) The activities of the group must develop a sense of achievement and self-worth for its participants.
4) Benefits of the activities shall include improvements of the physical, mental, and/or emotional well-being of participants.
5) The activity shall stimulate creativity, develop recreational skill, and /or enhance avenues of socialization.
6) **AFFILIATE ORGANIZATION** can include two league types:
   a) Recreation League: A league with intra-league play
   b) Travel League: A league with inter-league and tryouts for participation.
7) The **VILLAGE** shall agree to sanction no more than one Affiliate Organization per sport at any given time. This may include up to one (1) baseball/softball group, one (1) football group, one (1) soccer group, one (1) cheer group, one (1) rugby group, one (1) lacrosse group, one (1) swim group and one (1) tennis group.
8) Activities sponsored by an **AFFILIATE ORGANIZATION** shall not, other than to adhere to specific membership guidelines or to minimum residency standards, discriminate against or exclude any individual from participation for reasons of race, color, creed, national origin, religion, sex, sexual orientation, or physical or mental disability. Registration for membership and/or tryouts must be open and publicized to all residents of the Village.

PROVISIONS TO BE A VILLAGE AFFILIATE ORGANIZATION

1) The **VILLAGE** shall have no financial or legal responsibility for the **AFFILIATE ORGANIZATION**.
2) The **AFFILIATE ORGANIZATION** and the **VILLAGE** shall meet annually to discuss issues, exchange ideas, and discuss plans for future opportunities.
3) The **AFFILIATE ORGANIZATION** will provide annually:
   a) The names of the directors or officers governing the **AFFILIATE ORGANIZATION.**
   b) **AFFILIATE ORGANIZATION** Statement of Purpose.
   c) **AFFILIATE ORGANIZATION** established guidelines, and a set of by-laws that have been accepted and approved by the organization's board.
   d) Copies of current annual report, and financial information.
   e) Copy of **AFFILIATE ORGANIZATION** not-for-profit certificate and/or letter.
   f) Copy of **AFFILIATE ORGANIZATION** Code of Conduct to be distributed and signed by coaches, parents, and participants at minimum the code of Conduct must meet the provisions in Exhibit B.
   g) Verification that completed Background Checks on all coaches, managers, or other adults who have leadership roles or contact with minor participants have been performed.
   h) Contact information for a minimum of one (1) of the **AFFILIATE ORGANIZATION** liaisons. In no such case shall there be more than two (2) liaisons.
   i) Certificate of Insurance indemnifying the **VILLAGE** and its **FACILITIES**.
4) The **AFFILIATE ORGANIZATION** shall be a not-for-profit organization, defined as follows:
   a) Revenues shall be exclusively devoted to the development, continuation, promotion, operation and expansion of the specialized activities in which the organization is involved.
   b) Expenses shall be limited to the purposes to which the organization is devoted and may include, but shall not be limited to, the payment of reasonable salaries and compensation to its officers, agents, employees and contractors.
   c) Assets of the organization shall not either during its operation or upon its dissolution, be distributable to or for the benefit of any individual or for-profit entity, group, or organization.
   d) Deposits, expenditures, and assets of the organization shall be held on behalf of the organization and not in the name of any individual.
5) A Code of Conduct shall be signed by **AFFILIATE ORGANIZATION** participants, parents, and coaches each year of this agreement. Failure to self-enforce the Code of Conduct shall nullify this agreement. The signed Codes of Conduct shall be kept on-file by the **AFFILIATE ORGANIZATION** and made available to the **VILLAGE** upon request.
6) All spectators, participants, coaches, and staff of **AFFILIATE ORGANIZATION** shall adhere to:
   a) **VILLAGE's** Municipal Code Chapter 11 Parks and Playgrounds.
   b) Annual Code of Conduct for participation in **AFFILIATE ORGANIZATION**.
7) The **AFFILIATE ORGANIZATION** shall not commence any changes, modifications or improvement to Village property. Any issues with the facility should be reported to the VILLAGE as soon as possible and all changes or modifications must be approved by **VILLAGE**. (This includes any temporary modifications to the park, including temporary fencing and any other structures or changes to the park space). Costs to rectify unapproved changes or modifications to **VILLAGE** property shall be paid by the **AFFILIATE ORGANIZATION.** Any private contractor(s) who intends to work on the Village's grounds, facilities or equipment shall be approved by the Village in advance.
8) The **AFFILIATE ORGANIZATION** shall maintain general liability and worker's compensation insurance as required herein.

APPROVED FACILITIES

The **AFFILIATE ORGANIZATION** shall use the following **FACILITIES** for their events and activities that include general practices, scrimmages, and games: See attached list Exhibit A

All other **VILLAGE**-owned parcels are not approved at this time for use by the **AFFILIATE ORGANIZATION**, unless otherwise approved by written notice by the Village Manager or designee.

APPROVED DATES & TIMES FOR APPROVED FACILITIES

The **AFFILIATE ORGANIZATION** shall use the following **FACILITIES** highlighted in Exhibit A for their events and activities. Said events and activities will be described annually in a supplemental contract. Practice and Game schedules for the Spring and Fall season will be provided by the **AFFILIATE ORGANIZATION** prior to the start of the Season. Make up dates and times will be provided and approved as needed based on availability.

STATUTES, RULES, AND REGULATIONS

In the interest of the personal safety of guests, participants, and staff, the following rules must be followed:

a) The **FACILITIES** is not to be used in excess of its normal capacity.
b) All doorways, sidewalks, fence entrances, and driveways must remain unobstructed at all times.
c) **AFFILIATE ORGANIZATION** acknowledges that this Agreement is subject to all Federal, State, and Local rules and regulations of the Village of Algonquin and its **FACILITIES.**
d) **AFFILIATE ORGANIZATION** agrees to conform to all applicable rules and regulations and be bound thereby.
e) **AFFILIATE ORGANIZATION** further agrees that it shall conform to, comply with, and abide by all applicable laws of the United States, the State of Illinois, the rules and regulations of all jurisdictional governmental boards and bureaus, including the regulation of the Village of Algonquin Police Department and Algonquin/Lake in the Hills and/or Huntley Fire Protection District.
f) Failure to comply with any provision in this section will be grounds for the immediate termination of any event(s) or activity(s), with the full costs of the Event or Activity and all costs of termination assessed to **AFFILIATE ORGANIZATION**, regardless of the duration of the Event or Activity prior to termination.

ADA COMPLIANCE

AFFILIATE ORGANIZATION agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA), as well as its related regulations, for Events and activities held in **VILLAGE** facilities, including the **FACILITIES**.

PARKING

Parking in the vicinity of the facility will be in accordance with Village policy. Guaranteed parking is not part of this contract, and during Village Special Events a fee may be required for parking, and parking may be prohibited in lots that surround the **FACILITIES**. Parking in fire lanes, on Village Park Parcels (including grass areas, basketball courts, and paths) is strictly prohibited.

ASSIGNMENT

The **AFFILIATE ORGANIZATION** may not sublet their approved allocated date or time, nor otherwise assign any rights, responsibilities, or obligations relating to this Agreement.

SPECIAL FACILITIES AND SERVICES

The **AFFILIATE ORGANIZATION** shall be responsible for providing and maintaining appropriate and approved portable toilets at the **FACILITIES** where bathrooms are not available. Portable toilets must be onsite by the first day of the season and removed no more than thirty (30) days after the conclusion of the season each year.

AFFILIATE ORGANIZATION'S LIABILITY

The **AFFILIATE ORGANIZATION** shall be responsible for the supervision and control of the **AFFILIATE ORGANIZATION** attendees and their activities on **VILLAGE** premises, including the **FACILITIES**. The **AFFILIATE ORGANIZATION** agrees to indemnify, save and hold harmless, assume liability for and defend the Village of Algonquin, its Board of Trustees and Village President , and its officers, employees, attorneys,

volunteers, and agents (collectively, "Indemnities,") from and against any and all actions, claims, liabilities, damages, assertions, or liability, losses, costs, and expenses, which in any manner arise or are alleged to have arisen from the use of the **AFFILIATE ORGANIZATION** premises, including the use in any way of the **FACILITIES**.

INSURANCE

1) The **AFFILIATE ORGANIZATION** shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the **AFFILIATE ORGANIZATION's** use of the FACILITIES and provide the **VILLAGE** with a Certificate of Insurance. Such insurance shall designate "The Village of Algonquin, its Board of Trustees and Village President, Village Staff, and the **FACILITIES** as an additional insured under the policy.
2) **AFFILIATE ORGANIZATION** hereby agrees to effectuate the naming of the **VILLAGE** as an unrestricted additional insured on **AFFILIATE ORGANIZATION** policy.
3) The policy naming the **VILLAGE** as an additional insured shall:
   a) Be an insurance policy from an insurer rated A- or better by A.M. Best and authorized to do business in the State of Illinois. Said policy must be enclosed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after 30 days' prior written notice to the Village;
   b) State that the organization's coverage shall be primary coverage for the **VILLAGE**, its Board, employees and volunteers; and
   c) Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
   d) **AFFILIATE ORGANIZATION** agrees to indemnify the **VILLAGE** for any applicable deductibles.
4) Required Insurance:
   a) Broad Form Comprehensive Commercial General Liability Insurance: $1,000,000 per occurrence/$3,000,000 aggregate.
   b) Worker's Compensation — Statutory Limits
      Each Accident — $100,000
      Disease-Policy Limit — $500,000
      Disease-Each Employee — $500,000
5) **AFFILIATE ORGANIZATION** acknowledges that failure to obtain such insurance on behalf of the **VILLAGE** constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the **VILLAGE**. **AFFILIATE ORGANIZATION** is to provide the **VILLAGE** with a certificate of insurance, evidencing the above requirements have been met. The failure of the **VILLAGE** to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the **VILLAGE**.
6) Deviation from these requirements and limits is only allowed with advance written permission of the **VILLAGE**. The **AFFILIATE ORGANIZATION** further agrees that its liability under this agreement extends beyond the limits of this coverage and that **VILLAGE**, by not requiring Certificate of Insurance or by accepting a Certificate of Insurance as satisfying the requirements of this section, accepts no liability under this clause.
7) Certificate of Insurance must be filed with the **VILLAGE** Human Resources Department, 2200 Harnish Drive, Algonquin, IL 60102, at least fourteen 14 days prior to the start of the season with a copy sent to Recreation Superintendent. Failing to file this certificate, when required, will automatically negate any and all previously approved events and activities at the **FACILITIES** until the **VILLAGE** has received and approved the certificate, but shall not relieve **AFFILIATE ORGANIZATION** of any payment obligations under this Agreement.

BASIC FACILITY CHARGE (operational expenses)

The **AFFILIATE ORGANIZATION** agrees to pay the **VILLAGE** a Basic Operational Expense determined annually for the use of the **FACILITIES.** Please see Supplemental Contract.

The Basic Facility Charge shall include, and be limited to, making the facility available for use and shall be paid by the terms invoiced by the **VILLAGE** in two installments (Spring and Fall) each year after the **AFFILIATE ORGANIZATION** season has started. There will be no refunds and/or reimbursements issued after 50% of the scheduled season has passed.

PERSONNEL AND SPECIAL SERVICE CHARGE(S) – ADDITIONAL BILLING

It is agreed that the **VILLAGE** may unilaterally undertake to provide the **AFFILIATE ORGANIZATION** special janitorial and supervisory coverage including services which are sufficient, in it's the **VILLAGE** sole discretion, to restore the **FACILITIES** to a safe, clean and orderly condition. **AFFILIATE ORGANIZATION** shall pay for all services reasonably necessary or desirable to properly maintain and operate the **FACILITIES** during the term of the use including, although not limited to, traffic control, parks and forestry staff, building services personnel, and other services as deemed appropriate by the Village Manager, or designee. If the aforesaid services are arranged by the **VILLAGE**, then the **AFFILIATE ORGANIZATION** will reimburse the **VILLAGE** for all costs associated with such services. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of occurrence. The number of employees working and hours reasonably necessary to accomplish their work shall be in the sole discretion of the Village, unless expressly stated in this Agreement.

The **VILLAGE** will not provide staffing during events and activities. They will however, handle maintenance at Presidential Park as needed based on submitted schedule by AAYO. An additional fee will be added for weekend use. See Supplemental Agreement for annual cost.

Requests for additional assistance beyond the general care of the **FACILITIES** including, but not limited to painting of concession stands, field preparation, lining, etc. will be billed for separately. These requests must be made in writing to the **VILLAGE**. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of completion. The **VILLAGE** retains the right to decline and/or modify all requests for assistance.

The **AFFILIATE ORAGNIZATION** will provide the **VILLAGE** with a season schedule of any lighting needs for Kelliher or Presidential Parks. The light usage fee will be charged at **$25 per hour**. The **VILLAGE** will bill the **AFFILIATE ORGANIZATION** at the end of each season for light time used.

DAMAGES AND SITE EXPECTATIONS

All **FACILITIES** are to be used respectfully and kept clean at all times by the **AFFILIATE ORGANIZATION**. All garbage and debris are to be removed from the site or placed in the proper trash receptacles during use of the **FACILITIES**. Recycling is highly encouraged. **AFFILIATE ORGANIZATION** is responsible for bringing appropriate containers to and from the **FACILITIES** to encourage recycling amongst **AFFILIATE ORGANIZATION** participants and spectators. Any garbage, debris, or recycling not removed or put into the appropriate receptacle at the **FACILITIES** is considered damage to the facility.

The **AFFILIATE ORGANIZATION** agrees to reimburse the **VILLAGE** for any damages in excess of ordinary wear to the **FACILITIES** or any part thereof, including but not limited to the grounds, buildings, furniture, equipment, toilets, concession stand, bathrooms, signs, gates, fencing, dugouts, lights, or other fixtures caused by players, coaches, employees, representatives, or invited or uninvited guests or spectators (collectively, "**AFFILIATE ORGANIZATION** Attendees") at Activities and Events conducted by the **AFFILIATE ORGANIZATION**. **AFFILIATE ORGANIZATION** assumes financial responsibility for the acts of all **AFFILIATE ORGANIZATION** Attendees. Whether damage is caused by **AFFILIATE ORGANIZATION** attendees or is in excess of ordinary wear shall be in the sole discretion of the Village Manager, or designee. The **AFFILIATE ORGANIZATION** will be billed for any such damages incurred or repaired by the **VILLAGE,** including labor and materials. These costs will be assessed and made available to the **AFFILIATE**

ORGANIZATION within 48 business hours of occurrence. The parties agree that the **VILLAGE** does not assume and expressly waives responsibility for damage to or loss of any materials or equipment left in the **FACILITIES**, on display, or in storage.

No equipment is to be stored onsite unless prior approval from the **VILLAGE** and that the storage meets the agreed upon specifications. The **VILLAGE** is not responsible for **AFFILIATE ORGANIZATON** equipment. See Supplemental Agreement for yearly approved storage at the fields.

SPECIAL REGULATIONS

The **AFFILIATE ORGANIZATION** shall not permit players, coaches, employees, representatives, or invited or uninvited guests or spectators to bring onto, or possess on **VILLAGE** premises, weapons, contraband, alcohol, explosives, fireworks, or other controlled substances. The **AFFILIATE ORGANIZATION** shall provide adequate adult supervision of minors participating in Events and activities (1 adult:12 minors). For the purpose of the agreement, a "minor" is any person under the age of 18 years. The supervisor(s) shall be in charge of the group and shall be responsible for seeing that the terms and conditions of this agreement are met.

The **AFFILIATE ORGANIZATION** shall be responsible for complying with all local, state, and federal laws, and safety provisions.

The **AFFILIATE ORGANIZATION** will be responsible for obtaining a Special Events permit from the Village of Algonquin's Community Development Department for events that are outside the parameters of a general game, practice, and scrimmage. This would include tournaments, meets, invitationals, etc. See Supplemental for tournament rates.

LIAISON(S)

The **VILLAGE** and the **AFFILIATE ORGANIZATION** will both provide a minimum of one (1) and a maximum of two (2) liaison(s) who will communicate and address any questions, concerns and/or issues between the VILLAGE and the **AFFILIATE ORGANIZATION**. The purpose of the liaison is to ensure consistency and continuity between the two parties when questions, concerns, and/or issues arise. The Liaisons will be the only people to communicate problems, concerns, or issues between the two parties.

1) The Liaisons from both parties must:
    a) Enforce and obey all facility regulations, as well as other federal, state, and local regulations.
    b) Provide contact information including:
        i) Home/Work Telephone
        ii) Cellular Telephone
        iii) Email Address
        iv) Mailing Address
    c) Be consistent when relaying information to their party.
    d) Answer/Resolve the question, concern, and/or issue within the parameters of their position or refer the question, concern and/or issue to the appropriate personnel.
    e) Be given a copy of this Agreement.

FOOD AND BEVERAGES

Food and/or beverages shall not be sold at the **FACILITIES**, unless prior written agreement through the **VILLAGE** is obtained. This agreement does not cover food and/or beverages sold in the Concession Stands located at various **VILLAGE FACILITIES**. **AFFILIATE ORGANIZATION** must comply with all local, state, and federal laws as it pertains to the sale and/or preparation of food and beverage items at the concession stands at the **FACILITIES**.

Alcoholic beverages are not permitted at any **VILLAGE FACILITIES**.

MERCHANDISE SALES

With written approval of the management of the **FACILITIES**, **AFFILIATE ORGANIZATION** may sell at the **FACILITIES** clothes, souvenirs, programs, or other merchandise at the FACILTIES. Such merchandise shall not bear **VILLAGE** trademarks or the name or picture of **FACILITIES**. Such merchandise must be in good taste, not state or imply an endorsement of **AFFILIATE ORGANIZATION** or Event or Activity by the **VILLAGE.**

SPONSORSHIP

The **VILLAGE** and the **FACILITIES** shall not be deemed to sponsor any activities conducted by **AFFILIATE ORGANIZATION** at the **FACILITIES** or elsewhere, and no literature or publicity shall indicate **VILLAGE** or **FACILITIES** sponsorship. Use of the **FACILITIES** for the purpose of commercial exploitation is prohibited. All posters, banners, etc., will be subject to approval by the Village Manager.

CANCELLATION OR CHANGES IN REQUEST

Written notification of cancellation by the **AFFILIATE ORGANIZATION** must be received by the **VILLAGE** fourteen (14) days prior to the first day of scheduled practice. Notification of cancellation by the **AFFILIATE ORGANIZATION** received after fourteen (14) days prior to the start of the season will result in the **AFFILIATE ORGANIZATION** being held liable for 50% of the Basic Facility Charge and any Special Service Charges which have accrued to the Village. Any changes to this agreement must be done in writing and signed by both parties.

Should the conduct of the events and activities contemplated by the **AFFILIATE ORGANIZATION** at the **FACILITIES** be prohibited or prevented by any laws, proclamations or decrees, or if such conduct is prevented or substantially impeded by an "Act of God", strikes, labor disturbances, demonstrations, war, riot or other like cause, such game, contest, practice, scrimmage, meeting, or exposition (collectively, "events and activities") shall be rescheduled, if practical, for a time mutually agreeable to the parties.

Should such Events and activities not be rescheduled, **AFFILIATE ORGANIZATION** shall reimburse the **VILLAGE** for its actual expenses incurred in anticipation of and preparation for such events and activities. If the **AFFILIATE ORGANIZATION** has prepaid for such events and activities, the **VILLAGE** will prorate for the actual usage and refund remaining funds.

TERMINATION BY VILLAGE

The **VILLAGE** shall have the right to immediately terminate this Agreement by verbal notice to **AFFILIATE ORGANIZATION** representative. The **AFFILIATE ORGANIZATION** will be responsible for any Personnel and Special Service Charges, as well as any Basic Facility Charges for any and all use prior to the verbal termination.

ENTIRE AGREEMENT

This agreement constitutes the entire Agreement between the parties relating to the use of **FACILITIES** and supersedes any previous agreements or understandings.

GOVERNING LAW

This Agreement shall be construed according to laws of the State of Illinois. The Parties consent to the exclusive jurisdiction of the 22nd Judicial Circuit Court, McHenry County, Illinois, and waive all objections, including those as to venue, to same.

AUTHORITY

The person(s) signing below for the **AFFILIATE ORGANIZATION** hereby affirm that they have authority to bind that organization to this Agreement. In the event or to the extent that is not true, the signer agrees to assume personally all of the obligations and commitments herein agreed.

VILLAGE REMEDIES

The **VILLAGE** shall be entitled to enforce its rights hereunder through injunctive relief. The **VILLAGE** shall be entitled to receive its reasonable costs and attorney fees in bringing suit to enforce such rights.

AMENDMENT

This Agreement shall not be amended except upon written agreement of the **VILLAGE** and **AFFILIATE ORGANIZATION** and upon ratification by action of the Village Board.

SEVERABILITY

Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be valid and effective under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

GENERAL CONDITIONS

1) If any term, covenant, or condition of this Agreement is declared invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect.
2) This agreement constitutes the entire agreement between the Village and the **AFFILIATE ORGANIZATION**. This Agreement may not be modified or amended except by written agreement of all parties.

NOTICES

All notices under this Agreement shall be sent to the following parties at the following addresses:

VILLAGE
Village of Algonquin
Village Manager's Office
2200 Harnish Drive
Algonquin, IL 60102

FACILITIES AND USER FEES: Exhibit A
CODE OF CONDUCT: Exhibit B

AFFILIATE ORGANIZATION:
Algonquin Area Youth Organization (A.A.Y.O.)
P.O. Box 265
Algonquin, IL 60102

Village of Algonquin	**AAYO**
_____	_____
Printed Name of Authorized Signature	Printed Name of Authorized Signature
Title:_____	Title:_____
_____	_____
Signature	Signature
_____	_____
Date	Date

Exhibit A: Field Locations and User Fees

AAYO is permitted to utilize the specified fields for practices and games per the seasonal schedule provided by March 1 for Spring Season and September 1 for Fall season, and the Village will provide maintenance and schedule lighting needs based on schedule submitted as deemed appropriate for such activities as outlined in the full three-year agreement.

Field Locations

Location	Storage Available	Maintenance Provided by Village of Algonquin
Algonquin Lakes Park 700 Lake Plumleigh Way Algonquin, IL 60102	Storage Building in Pavilion	Will roll infield edges in the Spring and spray for weeds, weekly mowing. Daily maintenance will be provided by AAYO
Gaslight Park 700 Terrace Drive Algonquin, IL 60102	2 AAYO Knaak Boxes (no larger than 60"w x 30"d)	Will roll infield edges in the Spring and spray for weeds, weekly mowing. Daily maintenance will be provided by AAYO
Holder Park 1040 Timberwood Lane Algonquin, IL 60102	Permanent Shed to be maintained by AAYO-See MOU	Will roll infield edges in the Spring and spray for weeds, weekly mowing. Daily maintenance will be provided by AAYO
Jaycees Field 1295 Parkwood Circle Algonquin, IL 60102	2 AAYO Knaak Boxes (no larger than 60"w x 30"d)	Will roll infield edges in the Spring and spray for weeds, weekly mowing. Daily maintenance will be provided by AAYO
Kelliher Park 800 Square Barn Road Algonquin, IL 60102	Storage Building in Pavilion **Temporary outfield fence must be taken down at the end of daily use to interfere with mowing**	Will roll infield edges in the Spring and spray for weeds, weekly mowing. Daily maintenance will be provided by AAYO
Presidential Park 700 Highland Avenue Algonquin, IL 60102	Storage Shed	Village will do all maintenance, minus moving bases and pitching mounds
Snapper Field 599 Longwood Drive Algonquin, IL 60102	AAYO Storage shed	Will roll infield edges in the Spring and spray for weeds, weekly mowing. Daily maintenance will be provided by AAYO

**Location may experience closure during timeframe of this agreement. The Village will notify AAYO regarding timeframes for closures.*
***AAYO will be responsible for providing and maintaining Knaak Boxes, as well as maintaining storage areas at Algonquin Lakes, Kelliher, Holder and interior of Presidential.*

User Fees For 2026-2028 Spring and Fall Seasons

The following are the User Fees that will be assessed annually for both spring and fall by the Village for use of the facilities as indicated in submitted schedule:

Cost per Participant per season (Roster of all players including addresses must be submitted by May 15 for Spring and September 15 for Fall)	***Fees for 2026 - $20/player*** ***Fees for 2027 - $22/player*** ***Fees for 2028 - $24/player***
Tournament Charge (Per site, per day at Kelliher or Algonquin Lakes)	***Fee for 2026-2028 - $200.00 per day***
Additional Charge for weekend use at Presidential (Per Day-Saturday & Sunday)	***Fee for 2026 - $150 per day***
Tournament Charge Presidential Fields (Per day) (Tournament dates must be provided no later then January 31 for the Spring and June 30 for the Fall Season)	***Fee for 2026-2028 - $350.00 per day***
Kelliher/Presidential Light Charge per hour (Based on final schedule submitted by March 1 for Spring and September 1 for Fall)	***Fee for 2026-2028 - $25.00 per hour***

Algonquin Area Youth Organization
Code of Conduct for the 2026-28 Seasons

General Information:

This Code of Conduct is adopted and administered solely by the Algonquin Area Youth Organization. While the Village of Algonquin requires the existence of a Code of Conduct as a condition of facility use, the Village is not a party to this document, does not enforce its provisions, and has no responsibility for discipline, supervision, or internal operations of AAYO.

- The Village of Algonquin designates an administrative contact solely for facility-related coordination. The Village does not supervise, manage, or oversee AAYO participants, coaches, or spectators. Please speak directly with your agency's liaison with any questions and/or concerns.
- If weather looks questionable or is inclement, practice may be cancelled or delayed. Please follow AAYO's policy for checking the status of practice/games.

AAYOs Good Sportsmanship Policy for Participants, Coaches & Spectators:

The Algonquin Area Youth Organization is designed to accommodate and encourage equal participation and opportunity for all, while providing an instructional experience in a safe environment. In an effort to provide such, it is imperative for all participants, coaches, and spectators to demonstrate positive behaviors during all practices, games, and events of the baseball team. We ask that all participants, coaches, and spectators demonstrate the following:

- Be on-time and present for all practices, warm-ups, meets, and other team activities.
- Follow the directions of the coaching staff during practice, games, and other team activities.
- Display proper respect and sportsmanship toward coaches, officials, and administrators, fellow competitors, parents, and the public.
- Promote positive team spirit and morale, which includes being humble in victory and courageous in defeat. Deal justly, kindly, impartially, and intelligently with all fellow team members.
- Refrain from all illegal or inappropriate behaviors that would detract from a positive image of the team or be detrimental to its performance objectives.
- Not possess, sell, or use alcohol, tobacco, controlled substances, or any non-prescribed drugs. This behavior is not tolerated.
- Not remove or take any article that does not belong to them, such as clothing, jewelry, or money.

It is especially critical for parents and/or spectators to promote healthy participation and sportsmanship. Positive verbal praise and correction is the best gift of motivation you can give to your participant. Avoid using negative statements or bribes as encouragement. Likewise, overzealous parents and/or spectators that are detrimental or embarrassing to our team will not be tolerated. Parents and/or spectators who have questions and/or concerns shall express them directly with the Head Coach at a time that is appropriate and does not interfere with practice and/or meet time.

Village of Algonquin Facility Guidelines:

Participants and spectators of participants are expected to exhibit appropriate behavior at all times, as well as respect the posted facility rules and general guidelines for the facility you are visiting. The following guidelines have been developed to ensure all participants, coaches, visitors, and spectators are able to safely enjoy the facility.

- Parents and/or guardians are responsible for supervising their children.
- Inappropriate behavior, swearing, weapons, and/or abusive language will not be tolerated. Any displays of these types of behavior may result in a participant or spectator from being removed from the facility.
- **Respect the property of the Village of Algonquin and any other facility the team may visit or use. No player shall tamper with or cause damage to any such facility.**
    - Participants, spectators, coaches, and visitors shall not hang on or sit on fences, gates, or other facility fixtures.
    - Parking is to be in compliance with all local, state, and federal guidelines. **Parking is not permitted on the sidewalk, grass, basketball court, or any other areas not deemed as an appropriate parking area. Illegal parking will be reported to and enforced by local law enforcement.**
    - **All bathroom activities must occur within the restrooms made available on-site. Urination or defecation on the facility or in surrounding public areas is strictly prohibited and will be reported to and enforced by local law enforcement.**
- All equipment is to be picked up and removed from the site at the conclusion of all practices, games, and scrimmages.
- All trash and debris must be removed and/or disposed of in the proper locations at the end of all facility use.
- The Village of Algonquin and the Algonquin Area Youth Organization are not responsible for any lost or stolen goods.
- Outside food and non-alcoholic beverages are permitted at the facility, but must not be left at the facility.
- Spectators are to stay within the areas outlined by the AAYO Baseball Team. Spectators shall not interfere with the coaching of their child during practice and/or game times.
- Smoking is not permitted in or within 15 feet of the facility.
- Participants, spectators, coaches, and visitors will abide by and enforce all federal, state, and local laws.
- Additional guidelines exist for artificial turf fields
- Additional guidelines may be added as deemed necessary.

Acknowledgement:

Your signature of the document constitutes unconditional agreement to comply with the AAYOs and the Village of Algonquin Code of Conduct.

Failure to comply with this Code of Conduct may result in, but not necessarily be limited to:

- Players and/or spectators not being allowed to participate in some or all team activities.
- Players and/or spectators immediately being sent home.
- Players and/or spectators being temporarily or permanently dismissed from the team without refund for team and/or entry fees.
- Players being disqualified from one or more events.

The Head Coach and the AAYOs Board will make the final decision in matters of discipline or dismissal based on the degree of violation of the above code by the participant or parent (s).

Participant's Name (please print)	Parent's/Guardian's Name (please print)
Participant's Signature	Parent's/Guardian's Signature
Date	Coach's Signature

MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF ALGONQUIN AND THE ALGONQUIN AREA YOUTH ORGANIZATION

This Memorandum of Understanding (MOU) outlines the terms and conditions governing the construction and use of a permanent shed by Algonquin Area Youth Organization ("AAYO") on Village of Algonquin ("Village") property at Holder Park.

Terms and Conditions

1. **Shed Construction:** AAYO may construct a shed at its sole cost, along with the cost of the concrete for the foundation on Village property at Holder Park (1040 Timberwood Lane, Algonquin).

2. **Permit Required:** AAYO must obtain a permit for the construction of the shed from the Village of Algonquin Community Development Department in accordance with applicable regulations.

3. **Location Approval:** The location of the AAYO shed must be approved by Village to ensure it does not interfere with ongoing or future projects or pose safety concerns. The construction of the shed should be approved and coordinated with the Village Public Works Department.

4. **Compliance with Codes:** The AAYO shed must be constructed in a workmanlike manner and must comply with all Village building codes, regulations, and standards.

5. **Equipment and Shed Maintenance Responsibility:** Village will not be responsible for any equipment or items stored within the AAYO shed at Holder Park. AAYO assumes full responsibility for the security along with its stored equipment, along with the maintenance of the shed, ensuring it meets Village standards. Any graffiti or vandalism needs to be cleaned up or repaired within 48 hours or the Village will bill AAYO for materials and labor
   AAYO will be required to provide Village with a key and maintains the right to access the shed at anytime and monitor the condition of the shed.

6. **Shed removal:** This will be a permanent structure with a permanent foundation. Should the affiliate agreement be terminated between the Village and AAYO, the shed will be will be turned over to the Village at no cost.

7. **Compliance with Laws:** Both parties agree to comply with all applicable federal, state, and local laws and regulations throughout the duration of this MOU.

8. **Termination:** The Village may terminate this MOU with written notice to AAYO if the terms and conditions outlined herein are violated or if AAYO should no longer be an affiliate of the Village.

9. **Amendments:** Any amendments or modifications to this MOU must be made in writing and signed by both parties.

10. **Entire Agreement:** This MOU constitutes the entire agreement between Village and AAYO regarding the construction and use of the shed at Holder Park.

This MOU is entered into by the authorized representatives of both parties and shall become effective as of the date first written below.

VILLAGE OF ALGONQUIN	**ALGONQUIN AREA YOUTH ORGANIZATION**
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

Village of Algonquin

The Gem of the Fox River Valley

M E M O R A N D U M

TO: Tim Schloneger, Village Manager
FROM: Stacey VanEnkevort, Recreation Director
DATE: December 3, 2025
SUBJECT: Chapter 11 and Appendix B Code Amendment for Presidential Park Ball Field Rental Fees

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The Presidential Park ball fields were constructed with the policy intent of creating a high-quality athletic complex that would serve both local residents and attract outside tournament and travel play to Algonquin. As staff prepares for the upcoming spring baseball and softball season, these facilities are now complete and ready for use. Enabling rental of the fields by community organizations and tournament operators aligns with the original vision for the project to expand recreational access while supporting economic vitality for the Village as a whole, and specifically stimulating activity along the East Algonquin Road commercial corridor.

To facilitate this vision, staff is proposing amendments to Chapter 11 of the Algonquin Municipal Code to formally authorize the rental of the Presidential Park ball fields, along with the adoption of a corresponding fee schedule in Appendix B. The proposed fees are structured to offset the ongoing costs associated with operating and maintaining the turf fields and supporting amenities, while remaining competitive with comparable facilities offered by neighboring park districts and municipalities. These updates provide the regulatory and financial framework necessary to support community access and regional tournament use.

Ballfield Rental Fees Proposal (Appendix B)

Presidential Park/Permit	Rate Type	Rentable Space	Proposed Fees (R/NR)
Single Field Rental	Hourly	Presidential Fields (A or C)	$45/$65
Single Field Rental	Hourly	Presidential Championship Field (B)	$60/$80
*Tournament Rental Rates	Daily	All 3 Ballfields	$500/$650
Use of Ball Field Lights	Hourly	Presidential Championship Field (B)	$25 per hour

**Tournament rentals will require a public event permit to also be submitted to Community Development as well as pay any fees associated with the permit.*

The amendment also establishes clear authority for the Village to recover the full cost of repairs for negligent or improper damage to ball fields, turf, and related park improvements resulting from permitted use.

Recommendation

Staff respectfully requests that the Village Board approve the proposed amendments to Chapter 11 of the Algonquin Municipal Code and the associated fee schedule in Exhibit B.

C: Michael Kumbera, Deputy Village Manager/Chief Financial Officer
Nadim Badran, Public Works Director

Chapter 11
PARKS AND PLAYGROUNDS

11.01 Hours
11.02 Park Condition
11.03 Group Activity
11.04 Alcoholic Liquor
11.05 Rules and Regulations
11.06 Intentionally Omitted
11.07 Cornish Park, Riverfront Park and Towne Park Parking
11.08 Preservation and Regulation of Natural Areas
11.09 Penalty

11.01 HOURS

Village parks shall be open daily to the public from dawn to dusk, but in no case shall any park be open prior to 6 a.m. or after 10 p.m. except when permitted by the Village. Any park or any part of a park may be declared closed to the public by the President at any time and for any interval of time.

11.02 PARK CONDITION

Each person, firm, or corporation using public parks and grounds shall clean up all debris, extinguish fires when such fires are permitted, and leave the premises in good order and the facilities in a neat and sanitary condition.

11.03 GROUP ACTIVITY *Amended, 2025-O-16, 2013-28, 2006-O-45, 97-O-35*

A. Permit; Park Daily Use Fee: Whenever any person, persons, group, association, or organization desires to reserve Towne Park (pavilion only), Cornish Park (gazebo and plaza area only), or Riverfront Park (gazebo and plaza area only), Hill Climb Park (south side pavilion only), Stoneybrook Park (pavilion and plaza only) or Willoughby Farms Park (pavilion area only) for a particular purpose, such as picnics, parties or entertainment performances, a representative of said group, association, or organization shall first obtain a permit from the Village by filling out an application for such purposes and pay the permit fee as listed in Appendix B. Algonquin-based, not-for-profit organizations are exempt from the permit fee. Any permit issued hereunder shall be valid for the specified day only. The reservation of any other park facilities shall require Village Board approval. The balance of the park shall remain open for use by the general public.

B. Permit; Ball field rentals: Whenever any person, persons, group, association, or organization desires to reserve Presidential Park ballfields, for a particular purpose, such as games, tournaments or special event use, a representative of said group, association, or organization shall first obtain a permit from the Village by filling out an application for such purposes and pay the applicable permit fee as listed in Appendix B. If it is a tournament or special events that use the entire complex, an additional Public Event permit reference in Section 31.04 must be completed and approved.

C. Group Activity Deposit: A deposit, as found in Appendix B, shall be made by the applicant to secure that the park is left in good condition. Said deposit shall be released only after an inspection has been made by the Public Works Department. If the group activity results in damage to a Village park or ball field(s), the Village shall repair said damage and deduct the cost of said repair from the applicant's deposit, and the balance, if any, shall be returned to the applicant. If the amount of damage exceeds the deposit, the applicant shall be responsible for the

total amount of the damage.

D. Non-Resident Reservation Fee: Any non-resident person, persons, group, association, or organization shall pay the reservation fee listed in Appendix B for the use of any Village park or ball field, except that a non-resident person, persons, group, association, or organization that wishes to reserve a Village park for educational purposes shall pay a fee equal to one-half the fee listed in Appendix B.

~~D.~~E. Damage to Ball Fields and Park Improvements; Cost Recovery: Any permittee, group, organization, or individual using a Village ball field or park facility pursuant to a permit issued under this Section shall be financially responsible for any damage caused by negligent, reckless, or improper use, including but not limited to damage to turf, irrigation systems, infields, fencing, lighting, goals, backstops, bases, dugouts, or appurtenant structures. Prohibited damage includes, but is not limited to: use of unauthorized cleats or spikes, placement of gum, seeds, sunflower seeds, paint, adhesives, tape, stakes, or other foreign materials on turf surfaces, or any activity that results in extraordinary wear, tearing, contamination, or degradation of the turf system. The Village shall be authorized to inspect the field following permitted use and assess the actual cost of repair, remediation, or replacement. Such costs may be deducted from the permit deposit, and if the cost of damage exceeds the deposit, the permittee shall remain responsible for the full balance of the damage and shall remit payment to the Village upon demand. In addition to any civil remedies available at law, restitution for damaged Village property shall be owed to the Village, and failure to remit payment may result in denial of future permits.

~~E.~~F. Nothing contained in this Section shall be deemed to affect in any way other sections regulating the use of the Village parks.

11.04 ALCOHOLIC LIQUOR *Amended, 2025-O-16, 13-O-21, 99-O-40*

A. Alcoholic Liquor in Parks: Except as provided herein, it shall be unlawful for any person to possess or consume any alcoholic liquor in any park within the Village. For the purpose of this Section, alcoholic liquor is defined in Appendix A. Any Village resident, business located in the Village, or not-for-profit organization located in the Village may make application to the Local Liquor Commissioner and Clerk for a permit to possess or consume alcoholic liquor in Village parks. Issuance of said permit shall be conditioned on the following:

1. Business or organization applications shall include a copy of the dram shop insurance in accordance with Chapter 33 of this Code. Applications shall not be considered if the insurance requirements have not been met.

2. Applications shall be signed by the resident applicant and also by a person or persons who are 21 years of age or older who will be responsible for overseeing the serving and consumption of beer and/or wine in the park, and who will be responsible that guests with beer and/or wine do not go into other areas of the park.

3. Applications shall indicate the manner in which beer and/or wine will be served, including what methods will be taken to ensure that the beer and/or wine will be contained in the designated area and how ingress and egress will be limited.

B. Sale of Alcoholic Liquor in Parks: The sale of alcoholic liquor in Village parks shall be by daily or event permit in accordance with Chapter 33 of this Code. Nothing contained in

this Section shall be deemed to affect in any way the provisions of Chapter 33 of this Code or any other ordinance regulating the use of the Village parks.

11.05 **RULES AND REGULATIONS** *Amended, 25-O-16, 05-O-45, 01-O-43*

The following rules and regulations shall govern the usage of all parks in the Village:

1. Advertisements, Signs, and Bill Posting: No person shall post, stencil, or otherwise affix any notice, bill, sign, advertisement, or other paper upon any structure, post, or tree or other property in any park.

2. Animals: No person shall bring a dog, cat, horse, or other domesticated animal into any park, except for service dogs and dogs and cats which are on a leash not longer than 10 feet. Said leashed dogs and cats may be walked or exercised only on improved trails and pathways and shall at all times be kept under the complete control of the person walking or exercising said animal. The person walking or exercising the dog or cat shall be responsible for any damage done to the landscaping of any park and shall be responsible for removing all animal excrement deposited by said animal pursuant to Chapter 43 of this Code.

3. Bicycles: Bicycles may be ridden only on improved trails and shall be walked in all other park areas.

4. Conduct: No person shall make or assist in making any improper noise, riot, disturbance, breach of silence, or diversion intending to breach the peace in a park.

5. Damage to Property: No person shall mark, deface, injure, destroy, damage, cut, pluck, or take away park plantings or property without written approval of the Village Board. No person shall pour or otherwise discharge any substance or chemicals upon the water, grounds, or property of the parks that are injurious to persons or park property. No person shall climb upon any plant, fence, structure, or property of a park except such recreational equipment as may be installed for such purpose. There shall be no trespassing on any private property adjacent to park property.

6. Dumping and Littering: No person shall deposit, dump, throw, or place coal, ashes, dust, manure, grass clippings, leaves, shavings, dead branches, or rubbish in or upon any part of a park. Paper, garbage, and refuse matter shall be deposited in receptacles provided for that purpose.

7. Fires: No ground or uncontained fires shall be permitted except that a fire for cooking may be allowed if contained in a proper container manufactured for said use. All ignited coals and fire residue shall be removed from the park.

8. Fishing: Fishing is prohibited in Towne Park and from the pedestrian bridge and Harrison Street bridge in Cornish Park. Fishing is permitted along the Cornish Park, Riverfront Park, and Willoughby Farms Park shorelines during daylight hours.

9. Games and Sports: No person shall engage in any sport, game, amusement, or activity in any park except in such areas designated for that activity. No person shall engage in any activity in a rough or reckless manner that endangers, injures, or damages others or property.

All scheduled and authorized events shall take precedence over any other event or activity.

10. Installation of Property: No plants or equipment shall be installed or planted in any park without the permission of the Village Board.

11. Motorized Vehicles: It shall be unlawful for any person to bring, ride, or drive any motorized vehicle in any park except in designated parking areas without authorization by the Village Board. This paragraph 11 shall not apply to Village maintenance vehicles.

    No person shall operate a motorized vehicle any faster than 10 miles per hour in any parking lot or designated roadway.

    Vehicles in violation of this paragraph 11 or any unauthorized vehicle found in a park may be immediately towed from the park by the Village.

12. Public Entertaining: No person or organization shall hold any concert or public entertainment of any kind in a park without proper authorization.

13. Solicitation or Selling: No person shall offer or exchange for sale any article or thing or do any peddling or soliciting in any park without proper authorization.

14. Water: No swimming, wading, water bathing, or boating shall be allowed in any lake, stream, or river within park property.

15. Weapons and Explosives: No person, except authorized personnel, shall bring, carry or use in any park any knives, firearms, air guns, pellet guns, weapons of any kind, or any fireworks or other explosive substance.

16. Variations: No variation from these rules and regulations shall be granted without approval by the Village Board.

17. Skateboarding and Rollerblading: Skateboarding is prohibited in Cornish, Riverfront, and Towne Parks. Rollerblading shall be permitted on paved sidewalks and bicycle paths only during daylight hours. However, tricks, stunts, or grinding activities are prohibited, including on any playground equipment, landscape, wall, or street furniture.

18. Basketball: Basketball activities are only permitted during daylight hours at all parks.

~~18.~~19. Turf Protection: No person shall place or allow gum, seeds, sunflower seeds, paint, adhesives, tape, stakes, or any foreign substance or object on any turf ball field. No person shall use unauthorized cleats or spikes on turf surfaces. Violations may result in immediate removal from the facility and restitution for damages.

11.06 **Intentionally Omitted.** *2025-O-16*

11.07 **CORNISH PARK, RIVERFRONT PARK AND TOWNE PARK PARKING** *25-O-16*

Parking in publicly owned parking lots and designated on-street diagonal parking spaces located adjacent to Cornish Park, Riverfront Park, and Towne Park is limited to six hours at a time in the

daytime and four hours at a time in the evening; no overnight parking shall be permitted. Parking at the north end of LaFox River Drive is strictly prohibited.

11.08 **PRESERVATION and REGULATION of NATURAL AREAS** *08-O-03*

A. Definitions: In addition to those terms defined in Appendix A, the following definitions are applicable to this Section:

Department: The Village's Public Works Department.

Natural area: All public lands containing native ecosystems that are under the control of or assigned to the Department for management, maintenance, and operation, as well as any privately owned lands that may be subject to these requirements.

Natural areas' property: All structures, facilities, plants, and animals contained within a natural area.

Natural area sign: Signage posted depicting the natural area.

Parking area: A specially designed and publicly designated area set aside for the standing or temporary stationing of vehicles.

Permit: A document or certificate provided by the Manager or the Manager's designee granting permission to conduct or take part in a specific activity at a specific location.

B. Purpose and Scope: The purpose of this Section is to preserve and protect in perpetuity Village-managed natural areas by regulating public uses of these lands. The Village shall maintain a list of these lands, and such list shall be on file at the Department.

These regulations apply not only to Village-owned or Village-controlled natural areas but also Village-owned lands that have become naturalized detention basins and those lands that have become natural areas due to Village enhancements and improvements, all of which have been assigned to the Department for management, maintenance, and operation. These regulations may also apply to natural areas owned by a public or private entity that are platted after the effective date of these regulations. Department staff and other authorized persons working under staff supervision shall be exempt from the provisions of this Section when performing activities related to management plans and/or related to routine maintenance of the natural area.

C. Building and Other Property:

1. No person shall willfully mark, deface, or damage in any way, or displace, remove, or tamper with any natural areas' building, fence, educational or informational structure, walkway, bridge, bench, railing, public utility, paving or paving material, or part or appurtenance thereof, natural area sign, notice or placard, monument, stake, post or other boundary marker, or other structure or equipment, facility or natural area property or appurtenance that is located on a natural area.

2. No person shall dig, move, or remove from any natural area any sand, soil, rocks, stones, trees, shrubs, plants, fallen timber, or other wood or materials, or make any excavation by tool, equipment, blasting, or other

means.

D. Plant and Wildlife Protection and Preservation:

1. Within any natural area, no person shall cut, carve, or damage the bark, or break off limbs or branches or mutilate in any way, or pick the flowers or seeds of any tree, plant, or shrub, nor shall any person dig in or disturb grassy areas or transplant or remove any tree or plant or part thereof, or in any other way damage or impair the natural beauty or usefulness of any natural area, nor shall any person deposit any debris or material on or about any tree or plant.

2. Within any natural area, no person shall intentionally molest, harm, frighten, kill, trap, hunt, chase, shoot, throw objects at, harass, feed, or otherwise inhibit the natural movements and habits of any invertebrate, mammal, amphibian, reptile, fish, or bird. No person shall remove or have in his or her possession the young of any wild animal or the eggs or nests of any amphibian, reptile, fish, bird, or invertebrate. The provisions of this Section applying to fish are not applicable in designated fishing areas.

3. In order to prevent disruption of natural ecosystems and the spread of disease, no person shall introduce, plant, or release any plant or animal into any natural area.

E. Fires: No person shall build, or attempt to build, light or cause to be lighted any fire or fires within any natural area unless issued a permit from the Manager or the Manager's designee. No person shall drop, throw, or otherwise deposit lighted matches, burning cigarettes or cigars, tobacco paper, or other flammable materials within any natural area or on any Village road or street abutting or contiguous thereto.

F. Boating:

1. All provisions of 625 ILCS 45/1 *et seq*., the Boat Registration and Safety Act, shall apply to Village-managed natural areas water.

2. No person shall launch or operate any watercraft upon any watercourse, lagoon, lake, canal, pond, marsh, wet prairie, or slough within a natural area except at such places that are designated for such uses by the Village Board or the Manager or the Manager's designee.

3. No person shall operate, moor, or anchor any watercraft within the waters of any natural area in a manner that results in damage or harm to the vegetation, wildlife, or shoreline.

G. Prohibited Activities: The following activities are prohibited in Village-managed natural areas:

1. Except where specifically designated, fishing or the buying or selling of fish caught in any natural area waters, in all natural areas.

2. Hunting, trapping, or the possession of any kind of trapping device. Licensed hunters and trappers authorized by the Manager or the Manager's designee to remove nuisance and exotic animals are exempt from this prohibition.

3. Use of firearms or other weapons potentially inimical to wildlife and dangerous to human safety by persons other than authorized law enforcement personnel and persons authorized to remove nuisance and exotic animals. This prohibition includes shooting into a natural area from beyond the boundaries of the natural area.

4. The sale, purchase, consumption, or possession of alcoholic beverages, including beer, wine or spirits, as defined in Chapter 33 of this Code.

5. Use, discharge, or possession of fireworks, explosives, or substances that could be combined into an explosive mixture.

6. Domestic animals and pets as provided for herein.

7. Placement of beehives or other apicultural practices.

8. Cultivation of plants.

9. Vehicle repair.

10. Loud, unnecessary noise that disturbs wildlife and produces physical discomfort or annoyance to other people.

11. Possession and release of inflated balloons.

H. Activities Requiring a Special Permit**:** The following activities may be allowed only if a permit is obtained from the Manager or the Manager's designee. Written terms and conditions shall accompany each permit. The decision on whether or not to issue a permit will be based on the potential for damage to the natural resources of the site, the carrying capacity for that particular use, and any conflicts with a previously-issued permit for the same use. The activities requiring a permit are:

1. Camping.

2. Erection of a temporary or permanent structure.

3. Public demonstrations and gatherings.

4. Collection of plant and animal specimens and use of watercraft in wetlands for scientific research.

5. After-hours and night-time use of natural areas.

I. Merchandising, Advertising, and Signs:

1. No person shall expose or offer for sale, rent, or trade, any article or thing, or station or place any stand, cart or vehicle for the transportation, sale, or display of any article, merchandise, or other item within the limits of any natural area.

2. No person shall use the natural area roadways or paths, or enter any natural area, for the purpose of announcing, displaying, advertising, or calling attention to any person, political party, religious institution, or meetings or assemblies thereof, or for the purpose of demonstrating, advertising, or calling attention to any article or service for sale or for hire, nor shall any signs, slogans, loudspeakers, or advertising display be used for such purposes unless a permit allows such activity.

3. No person shall display, distribute, post, paste, glue, tack, or otherwise fix any handbill, pamphlet, circular, sign, placard, or any other printed matter containing advertising within any natural area or upon any natural area tree, fence, or other structure.

J. Pollution of Waters: No person shall throw, discharge, or otherwise place or cause to be placed in the waters of any pond, lake, canal, slough, marsh, wet prairie, lagoon, or any other body of water or wetland in any natural area, any substance, matter, object, or item that will or may result in pollution of said waters.

K. Refuse and Trash: No person shall take into, dump, or deposit on land of, or leave in, any natural area or Village road abutting such natural area, bottles, broken glass, ashes, leaves, paper, boxes, cans, dirt, construction or agricultural debris, rubbish, waste, garbage, refuse, or any other solid or liquid debris. Such debris shall be placed in the proper receptacle where provided on a natural area. Where receptacles are not provided, all such debris shall be carried away from the natural area and properly disposed of by the person responsible for its presence.

L. Public Utilities: No entity shall be allowed to place any new public service utility into, upon, or across natural area lands except by prior issuance of a permit from the Manager or the Manager's designee.

M. Closing of Natural Areas:

1. Each natural area managed by the Village shall be open to the public at hours and days that are determined to be appropriate.

2. The Manager or the Manager's designee may declare any section of a natural area closed to the public, either temporarily or at regularly stated intervals, in order to protect natural resources or for public safety reasons. No person shall enter upon any part of any natural area that is withheld from general public usage in the interest of natural resource protection, public safety, health and/or welfare.

3. No person shall remain in any natural area during the hours that the natural area is closed without a permit issued by the Manager or or the Manager's designee.

N. Vehicles:

1. All state and local vehicle laws and traffic regulations shall be applicable in all natural areas within the Village.

2. No person shall drive, operate, or propel any vehicle outside the boundaries of designated paved or improved natural area access roads or driveways unless specifically authorized by the Manager or the Manager's designee.

3. No person shall park any vehicle on a natural area at any place other than a designated parking area without prior authorization from the Manager or the Manager's designee. No person shall park any vehicle in a manner that blocks or impedes access to a parking area or access road. No vehicle shall be left in a parking area overnight without prior authorization by the Manager or the Manager's designee.

4. This Section does not apply to Village maintenance vehicles.

O. Enforcement:

1. It shall be the duty and responsibility of law enforcement officials to, within their jurisdiction, enforce all state laws and municipal ordinances within and adjacent to the limits of all natural areas maintained and operated by the Village.

2. It shall be unlawful for any person to do any act forbidden, or fail to perform, any act required by this Section or for any person to fail to comply with any lawful and reasonable order given by law enforcement officers or authorized Village officials. It shall be the duty and responsibility of law enforcement officers and authorized Village officials to enforce all natural areas rules.

11.09 **PENALTY**

Any person, firm or corporation violating any provision of this Chapter shall be fined in accordance with Appendix B and be responsible for the Village's cost of prosecution, including attorneys' fees. Each day that a violation continues shall be considered a separate offense. Restitution by the violator shall also be made to any property damaged or destroyed or person injured.

Appendix B

PENALTY, SALARY, BONDS and FEES

Section	Purpose	Dollar Amount[1]
1.06	Standard Penalty	$25/1,000
2.02-H	President's Bond	$3,000
2.02-I	President's Salary	$12,000 annually
2.02-I	Liquor Commissioner's Salary	$3,000 annually
2.03-C	Trustee salary	$6,000 annually
2.06	Meeting Disturbance, Fine	$10/1,000
3.01-A	Clerk's Bond	$1,000
3.01-D	Penalty, Clerk	$25/1,000
3.02-F	Clerk's Salary	$6,000 annually
3.02-F	Treasurer's Salary	$1
3.03-B	Collector's Bond	$2,000
3.15-H1	Violation of Section 3.15-D	$2,500 maximum
3.15-H2	Violation of Section 3.15-E	$1,001/5,000
3.15-H3	Violation for filing a frivolous complaint	$1,001/5,000
3.15-H4	Violation for making a false report	$2,500 maximum
4.02-C	Chief of Police Bond	$1,000
5.06	Debris on Streets	$50/1,000
5.09-I	Regulating size and weight of vehicles, fine	$100/750
5.09-E7	Pounds of excess weight	
	2,000 pounds or less	$000.02/pound
	Above 2,000 pounds but 3,000 pounds or less	$000.04/pound
	Above 3,000 pounds but 4,000 pounds or less	$000.06/pound
	Above 4,000 pounds but 5,000 pounds or less	$000.08/pound
	Above 5,000 pounds	$500/pound
5.14-D	House Numbering, Penalty	$10/1,000
5.15-Q	Tree Removal Permit fee	$10 per 25 acres or portion thereof (i.e., 26 acres, $50 permit fee)
5.15	Trees, Penalty	$25/1,000
5.17-B	Mail Boxes, Penalty	$25/1,000
6A.07	Telehealth Monthly User Fee (optional, opt-out)	$6.00
6A.11	Late Payment Penalty	10% of unpaid balance
6A.11	Administrative Processing Fee	$65.00
6A.11	After-Hours Reconnection Surcharge	$70.00
6A.16	Limitations on Use of Water	$100/750
6A.17-A	Water meter accurate after meter test	$60
6A.17-A	Meter cost, up to 1½" SR	Cost plus $50
	Meter cost, 2, 3 and 4" SRH compound	Cost plus $100
6A.20	Use of Water Facilities Required	$500/1,000
6A.23	Water Service Pipe, Penalty	$250
6A.28-C	Manual meter reading fee	$43
6A.45	Water and Sewer Department	$50/1,000
10.13-A	Processing fee	$10
10.13-B	Penalty, alteration without a Certificate of Appropriateness	$50/1,000
	Penalty, demolition without a Certificate of Appropriateness	$500/1,000
11.01-07	Hours, Park Condition, Group Activity, Alcoholic Liquor, Rules and Regulations, Towne Park, Cornish Park, Riverfront Park Parking	$50/1,000

Section	Purpose	Dollar Amount[1]
11.03-A	Towne Park Group Activity, Resident Permit Fee	$200
11.03-A	Cornish Park, Riverfront Park, Hill Climb Park, Stoneybrook Park Group Activity, Resident Permit Fee	$125
11.03-B	Presidential Park Group Activity – Hourly Field Rental for Fields A or C, Resident Permit Fee	$45
11.03-B	Presidential Park Group Activity – Hourly Field Rental for Field B-Championship Field, Resident Permit Fee	$60
11.03-B	Presidential Park Group Activity – Daily Tournament Rental for 3 Fields, Resident Permit Fee	$500
11.03-CB	Parks and Presidential Group Activity, Deposit	$125
11.03-C	Presidential Field Group Activity Tournament Rental Deposit	$500
11.03-DC	Towne Park Group Activity, Non-Resident Permit Fee	$325
11.03-D	Cornish Park, Riverfront Park, Hill Climb Park, Stoneybrook Park Group Activity, Non-Resident Permit Fee	$250
11.03-D	Presidential Park – Hourly Field Rental for Fields A or C, Non-Resident Permit Fee	$65
11.03-D	Presidential Park Group Activity – Hourly Field Rental for Field B-Championship Field, Non-Resident Permit Fee	$80
11.03-D	Presidential Park Group Activity – Daily Tournament Rental for 3 Fields, Non-Resident Permit Fee	$650
11.04	Alcoholic Liquor in Parks, Permit Fee	$50
11.08	Preservation and regulation of Natural Areas	$100/1,000
12.06	Leaving or Abandoning Vehicles	$200 minimum
12.10	Illicit Discharge of Non-Stormwater Substances	$100/1,000
13.02-H	Curbside Solid Waste and Recycling Collection, penalty	$1,000 maximum
13.08-B1	Commercial scavenger license	$1,000
13.08-E	Commercial scavenger bond	$10,000
13.08-E	Commercial Scavenger, penalty	$500
14.01-10	Dogs and Other Animals	$50/1,000
14.04	Permit, horse drawn carriage	$50 per day
18.01-F	Compensation, Per Diem	
	Chairman	$40
	Members	$35
21.13	Watershed Protection Fee	$250/residential unit and $100 per 10,000 square feet of commercial /industrial building
21.22	Zoning Violation	$25/200
21.22	Planned Development Violation	$500
21.22	Special Use Violation	$500
24.23	Effect of Noncompliance	$35/1,000
29.16	Sign Variation, Review Fee	$100
31.01-G	License Fee, Bill Posting, etc.	$25 per day
31.02-B	License Fee, Auctioneer	$25
31.03-B	License Fee, Motion Picture Theater	$500 per screen per year
31.05-B	License Fees:	
	Each Billiard or Pool Table	$25
	Each Bowling Alley	$25 per lane
	Each Shooting Gallery	$30 per station

Section	Purpose	Dollar Amount[1]
31.05-B1	License Fee, Each Electronic Amusement Device	$120
31.05-B2	License Fee, Each Electronic Amusement Device	$50
31.06-C	Vending Machine, each	$12
31.06-C	Tobacco Vending Machine, each	$30
31.07-I	Raffles, Penalty	$50/1,000
31.09-C	Massage establishment license fee	$250
31.09-Q	Massage establishment penalty	$1,000 minimum
31.11-E	Garage/Yard Sales, Penalty	$25/1,000
31.12	Ammunition and Firearms	$100/1,000
34.03	Solicitor, Registration Fee	$25 per day
35.14	Bicycles, Penalty	$1,000 maximum
38.05	Emergency energy plans, fine	$2,500/10,000
39.04(F)	Application fee for permits to work in the right of way (unless otherwise provided by franchise, license or similar agreement) and excepting small cell devices which are addressed in Section 39.24	fee based on actual review costs incurred by the Village
39.24(C)(4)(a)	Application fee to collocate single small wireless facility on existing utility pole or wireless support structure	$650
39.24(C)(4)(a)	Application fee for each small wireless facility addressed in a consolidated application to collocate more than one small wireless facility on existing utility poles or wireless support structures.	$350
39.24(C)(4)(b)	application fee for each small wireless facility addressed in an application that includes the installation of a new utility pole for such collocation.	$1000
41.01	§11-1301.3, Unauthorized use of parking places reserved for persons with disabilities	$500
41.01-B	Traffic Regulations, Fine	$750/2,500
41.04	Parking of Boat Trailers	$25
41.09-C	Turning Restrictions, Penalty	$1,000, maximum
41.12-A	Administrative penalty	$500
41.12-D	Cash bond	$500
41.12-E2	Administrative penalty	$500
41.12-H	Administrative processing fee	$30
41.13	Reclaimed Vehicles, Storage	$10 per day
41.14	Careless Driving, Penalty	$25/2,500
41.16-B	Automated Traffic Law Enforcement	
	Penalty per violation	$100
	If fine is not paid within 30 days	$200
43.01	Disorderly Conduct, Penalty	$100/1,000
43.05	Weapons, Penalty	$100/1,000
43.06	Loitering, Penalty	$100/1,000
43.07	Fireworks	$100
43.08-B	Open Burning, Penalty	$1,000 maximum
43.11-E	Damaging Property, Penalty	$100/1,000
43.12	Littering	$200/1,000
43.14-D	Obscene Material, Penalty	$50/1,000
43.18	Curfew, Penalty	$100/1,000
43.20-C	Animal Litter, Penalty	$50/1,000
43.22-F	Parental Responsibility, Penalty	$25/1,000

Section	Purpose	Dollar Amount[1]
43.25-E	Bicycles, Tricycles, Skateboards or Similar Motorized and Non-Motorized Recreational Devices	$25/1,000
43.26	Social Hosting	$750/1,000
43.27-F1	False Alarm, 4th through 10th	$75
43.27-F1	False Alarm, 11th through 20th	$150
43.27-F2	False Alarm, After 3rd to ALFPD in Calendar Year	$150
43.27-F3	False Alarm, Negligence	$150
43.27-F4	False Alarm, Assessment	$150
43.27-I	False Alarm, Penalty	$100/1,000
43.28-C	Suspicious Activity	$100/1,000
43.29-D	Fox River No-Wake Zone, Penalty	$100/1,000
43.30-B	Purchase of Tobacco and Electronic Cigarette Products (excluding 43.30-B3)	
	First offense	$200
	Second offense in a 12-month period	$400
	Third and any subsequent offense in a 12-month period	$600
43.30-B3	Possession of Tobacco and Electronic Cigarette Products	
	First offense	$100
	Second offense in a 12-month period	$200
	Third and any subsequent offense in a 12-month period	$300
43.30-C	Tobacco Accessories and Smoking Herbs (excluding 43.30-C2)	
	First Offense	$100/500
	Second offense within a 2-year period	$250/600
	Third or subsequent offense within a 2-year period	$500/1,000
43.30-D	Tobacco, Electronic Cigarette, Smoking Herbs, Nicotine Products	
	First Offense	$100/500
	Second offense in a 12-month period	$250/600
	Third and any subsequent offense in a 12-month period	$500/1,000
43.31-B	Public Indecency	$25/1,000
43.32-F	Public Nudity	$300/1,000
43.33-A	Retail Theft	$500 minimum
43.33-B	General Theft	$500 minimum
43.34	Deceptive practices, fine	$2,500
43.35-A	Cannabis, Possession	
	First offense	$100
	Second offense in a 12-month period	$200
	Third and any subsequent offense in a 12-month period	$300
43.35-C	Cannabis, Use	
	First offense	$100
	Second offense in a 12-month period	$200
	Third and any subsequent offense in a 12-month period	$300
43.36-B	Sale or delivery	$1,000
43.36-C	Possession	$750
43.36-D	Use	$750
43.37	Drug paraphernalia	$750 minimum
43.38	Truancy	
	First offense by the offender	$75
	Second offense by the offender; parent or guardian	$150
43.39	Video Gaming	
	Annual license fee per terminal or device	$500
	Annual license fee Video Gaming Terminal Operator	$1,000
	Penalty	$1,000/minimum

Section	Purpose	Dollar Amount[1]
	Plus revocation of the liquor license	
43.40	Adult-Use Cannabis Business Establishments Prohibited	$1,000 minimum
43.41	Electronic Sweepstakes Machine or Device, Penalty	$1,500 minimum

[1]When a fine or penalty amount is listed the first figure is the minimum and the second figure is the maximum fine per occurrence or 24-hour period.

Section 5.09

YEARLY PERMIT FEE SCHEDULE*				
	Single Trip	Round Trip	Multiple Trips	Yearly Trips
Weight, With Load				
Up to 100,000 pounds	$50	$75	$150	$500
100,001 to 120,000 pounds	$75	$100	$200	Prohibited
120,001 to 150,000 pounds	$100	$150	Prohibited	Prohibited
Over 150,000 pounds	$150	$200	Prohibited	Prohibited
Width, With Load				
Up to 12 feet	$25	$50	$75	Prohibited
12 feet 1 inch to 13 feet 6 inches	$50	$75	$100	Prohibited
Over 13 feet 6 inches	$75	$100	Prohibited	Prohibited
Height, With Load				
13 feet 6 inches to 14 feet 6 inches	$25	$50	$75	Prohibited
Over 14 feet 6 inches	$50	$75	Prohibited	Prohibited
Length, With Load				
Up to 100 feet	$25	$50	$75	Prohibited
Over 100 feet	$50	$75	Prohibited	Prohibited
*Plus necessary and appropriate administrative, engineering, and road damage fees.				

Section 6A.22-D1:

Water tapping fee for plats approved:	After 2/1/09	After 2/1/10	After 2/1/11	After 2/1/12	After 2/1/13
Dwelling unit with 1 and 2 bedrooms	$6,229	$6,540	$6,867	$7,211	$7,571
Dwelling unit with 3 or more bedrooms	$6,615	$6,945	$7,293	$7,657	$8,040
All other uses (per P.E. or part thereof)	$1,975 Minimum $6,229	$2,024 Minimum $6,540	$2,075 Minimum $6,867	$2,127 Minimum $7,211	$2,180 Minimum $7,571

Section 6A.28-A:

Beginning with the first bills sent out on or after November of	Combined water and sanitary sewer charge, per 1,000 gallons	Water only users, per 1,000 gallons	Sanitary sewer only users who have a metered private water supply, per 1,000 gallons	Water fixed monthly fee	Sewer fixed monthly fee	Water e-billing (ACH) monthly rebate	Sewer e-billing (ACH) monthly rebate
2016	$8.08	$4.00	$4.08	$5.00	$5.00	$0.50	$0.50
2017	$9.60	$4.57	$5.03	$5.00	$5.00	$0.50	$0.50
2018	$11.35	$5.18	$6.17	$5.00	$5.00	$0.50	$0.50
2019	$13.35	$5.81	$7.54	$5.00	$5.00	$0.50	$0.50
2021	$15.26	$6.52	$8.74	$5.00	$5.00	$0.50	$0.50
2022	$16.94	$7.30	$9.64	$5.00	$5.00	$0.50	$0.50

Section 6A.33-C:

Sewer tapping fee for plats approved:	Before 2/5/08	After 2/5/08	After 2/1/09	After 2/1/10	After 2/1/11	After 2/1/12	After 2/1/13
Dwelling unit with 1 and 2 bedrooms	$4,480	$5,376	$5,645	$5,927	$6,223	$6,535	$6,861
Dwelling unit with 3 or more bedrooms	$5,000	$6,000	$6,300	$6,615	$6,945	$7,293	$7,658
All other uses (per P.E. or part thereof)	$1,490 Minimum $4,480	$1,639 Minimum $5,376	$1,680 Minimum $5,645	$1,722 Minimum $5,927	$1,765 Minimum $6,223	$1,809 Minimum $6,535	$1,854 Minimum $6,861

Section 6A.39-K:

Minimum Annual Charge for Wastewater Discharged Into the Public Sewers	
Fee	**Payable**
$50	Due date of the April billing
$50	Due date of the July billing
$50	Due date of the October billing

Chapter 6C.07-A, Escrow Fees:

Matter	Escrow Sum
Operating Permit	$2,000
Appeals	$2,000

Chapter 15:

Public Art Fee, Commercial Projects	
20,000 square feet or less	$0.05 per square foot
20,001 to 100,000 square feet	$0.025 per square foot
100,001 square feet or more	$0.01 per square foot
Public Art Fee, Residential Projects	$25.00 per residential unit

Chapter 16: *Amended, 24-O-37, 24-O-29, 21-O-27, 12-18-12*

	Cost	**Perpetual Care**	**Total Cost**
Resident Fees*			
Per grave site	$1,000	$300	$1,300
Infant grave site (under 5 feet)	$200	$300	$500
Per single columbarium niche	$5,200	$300	$5,500
Per 2-niche private columbarium	$7,900	$600	$8,500
Non-Resident Fees*			
Per grave site	$1,400	$300	$1,700
Infant grave site (under 5 feet)	$200	$300	$500
Per single columbarium niche	$6,200	$300	$6,500
Per 2-niche private columbarium	$9,900	$600	$10,500

Interment and Disinterment*	**Interment Fee**	**Disinterment Fee**
Year around, weekdays and Saturdays	$1,200	$1,550
Year around, Sundays and holidays	$2,250	N/A
Interment of ashes, weekday and Saturdays	$700	
Interment of ashes, Sunday and holidays	$1,200	
Infant grave site (under 5 feet), weekday or Saturday	$200	$200
Infant grave site (under 5 feet), Sunday or holiday	$400	
Closing crypt in mausoleum*	$500	

* An additional $200 fee is added if a Public Works Department employee is needed after 3:00 p.m., or at any time on a weekend or holiday, to mark a grave site for a grave opening.	
Miscellaneous	
Transfer of Deed	$50

Chapter 23

Section 23.04, paragraph 80	Initial annual registration fee is $25 and the renewal fee is $10.
Section 23.21, paragraph 15	
Permit fee	$75
Fine for violating salt pile requirements	$100 a day
Fine for a salt pile without a valid permit	$100 plus the cost of a permit or removal of the salt pile

Section 23.23 Permit Fee Schedule

A. The building permit fee for the construction of new buildings, additions and interior build-outs, not including electrical, plumbing, mechanical or other fees required by this Section shall be calculated as follows:

1. Residential, one-family detached & attached

a. With basement or crawlspace:	$0.84 per square foot of living area; plus $0.30 per square feet of garage area
b. Without basement or crawlspace:	$0.72 per square foot of living area; plus $0.30 per square feet of garage area

2. Non-residential

a. New building:	$0.99 per square foot
b. Interior build-out in existing building:	$0.75 per square foot

3. Residential detached garage:

	$0.30 per square foot of area $50.00 minimum

4. The greater of 23.23.A.1, 23.23.A.2, 23.23.A.3 or .75% of the construction cost indicated on the Building Permit Application.

B. Alterations, remodeling or repairs not associated with the construction of new buildings, additions, or interior buildouts, not including electrical, plumbing, mechanical and other fees required by this section shall be calculated as follows:

Residential, one-family detached & attached:	.75% of construction cost $45.00 minimum.
Non-residential:	.75% of construction cost $85.00 minimum

C. Permit fee amounts shall be rounded up to the next greater dollar.

Plumbing:

Installation of new plumbing fixture	$25.00 per fixture; $45.00 minimum
Replacement of water heater	$10.00 per unit
Water or sewer connection (new, replacement, repair)	$75.00
Landscape irrigation	$0.80 per head; $90.00 minimum

HVAC:

Installation of new heating equipment	$100.00 for the first 100,000 BTUs Plus $25.00 per each additional 100,000 BTUs or fraction thereof
Installation of new cooling equipment	$100.00 for the first three tons Plus $25.00 per each additional three tons or fraction thereof.
Installation of new natural gas piping	$25.00 per gas fired appliance; $45.00 minimum
Replacement of heating or cooling equipment	$45.00 per residential appliance; $95.00 per non-residential appliance.
Installation of new exhaust equipment	$50.00 for the first 500 CFM Plus $25.00 each additional 500 CFM or fraction thereof
Commercial kitchen hood & duct	$200.00 per hood

Electrical

Electric Service (new, replacement, temporary):

0-100 amperes	$100.00
101-200 amperes	$175.00
201-400 amperes	$225.00
401-1,000 amperes	$275.00
1,001-4,000 amperes	$400.00
4,001-10,000 amperes	$550.00
Over 10,000 amperes	$550.00 plus $125.00 per each additional 1,000 amperes or fraction thereof.

Electrical installation for new residential detached & attached

0-1,400 square feet of living area	$225.00 plus electric service
1,402-4,000 square feet of living area	$450.00 plus electric service
Over 4,000 square feet of living area	$575.00 plus electric service
Electric installations for new non-residential Buildings, additions, alterations and interior build-outs	20% of the permit fee as calculated in Section 23.23.A plus electric service. Minimum $85.00
Electric installations for residential one-family detached and attached additions and alterations.	$0.30 per square feet of area; Minimum $45.00
Emergency whole house generator	$100.00
Temporary generator; over 10,000 watts (10kw)	$100.00 for each seven days of operation or fraction thereof
Rooftop Photovoltaic residential one-family installation	$100.00
Rooftop Photovoltaic Non-residential Installation	Convert total electric generated into amperes; calculate fee in accordance with new Electric Service Section of this Chapter. Minimum $100.00
Wind turbine generator, one-family installation	$100.00

Wind turbine generator, non-residential installation	Convert total electric generated into amperes; calculate fee in accordance with new Electric Service Section of this Chapter. Minimum $100.00

Fire Protection Systems:

Sprinkler system, new installation

1-20 heads	$210.00
21-100 heads	$435.00
101-200 heads	$580.00
201-300 heads	$665.00
305-500 heads	$980.00
Over 500 heads	$980 plus $1.10 per each additional head
Additions and alterations to existing sprinkler system	50% of new installation; $85.00 minimum
Residential one-family detached & attached sprinkler system	$190.00
Complete fire alarm system, new installation	$0.215 per square foot of building area; $200 minimum
Partial fire alarm system or alteration of existing alarm system	$0.011 per square foot of building area; $200 minimum
Commercial hood & duct suppression	$200.00 per hood
Fee for fire protection system reviewed by consultant	Equal to 10% of the invoiced review fee; $85.00 minimum

Plan Examination:

New one-family detached & attached	$95.00 dwelling unit
Residential one-family addition, alteration, Remodeling	10% of the permit fee, calculated per Section 23.23.A.1; $45.00 minimum
Non-residential additions, alterations, remodeling	10% of permit fee, calculated per Section 23.23.A.2; $85.00 minimum
New buildings:	
1-60,000 cubic feet	$375
60,001-80,000 cubic feet	$450
80,001-100,000 cubic feet	$500
100,001-150,000 cubic feet	$575
Over 150,000 cubic feet	$750 + $7.50 per each additional 10,000 cubic feet or fraction thereof
Mechanical Code review	25% of Building Code review fee; $95 minimum
Plumbing Code review	25% of Building Code review fee; $95 minimum
Electrical Code review	50% of Building Code review fee; $95 minimum
Accessibility Code review	25% of Building Code review fee; $95 minimum
Building plans reviewed by consultant	Equal to the invoiced review fee plus $50.00

Miscellaneous:

Certificate of Occupancy, one-family detached & attached	$75.00 dwelling unit
Certificate of Occupancy, non-residential	$20.00 per 1,000 square feet of area or fraction thereof; minimum $100.00
Temporary Certificate of Occupancy, residential one-family	$100.00 per dwelling unit
Temporary Certificate of Occupancy, non-residential	$200.00
Christmas Tree sales lot	$175.00 per season
Deck, gazebo, dock/pier	$85.00 for the first 150 square feet of area plus $20 for each additional 150 square feet of area or fraction thereof.
Demolish or relocate entire residential one-family detached structure	$300.00
Demolish or relocate entire non-residential structure	$500.00
Limited demolition, residential one-family detached & attached	$40.00
Limited demolition, non-residential	$85.00
Elevator, escalator, dumbwaiter	$300.00 per car or escalator
Biannual elevator inspection	$75.00
Fence, dog run	$45.00
Fireplace	$45.00
Patio (concrete or pavers)	$45.00
Public walk, private walk, approach, driveway	$45.00
Roofing, new & re-roof, residential one-family	$45.00 per dwelling
Roofing, new & re-roof, non-residential	$1.50 per 100 square feet of roof area or fraction thereof; $85.00 minimum
Window, door replacement	$10.00 per window; minimum $45.00
Storage shed	$45.00
Shipping container for temporary storage	On site over 14 consecutive days and no more than 90 consecutive days, $150.00
Hot tub, spa	$45.00
Storable, temporary swimming pool	$45.00 per season
On-ground swimming pool	$150.00
In-ground swimming pool	$300.00
Telecommunication/data transmission freestanding tower	$750.00
Telecommunication/data transmission antenna	$150.00 per antenna
Fuel dispensing tank installation	$0.11 per gallon capacity of tank; $150. Minimum
Underground storage tank removal	$95.00 per tank
Temporary structure	$150.00 for the first 90 days plus $50.00 for each additional 30 days or fraction thereof
Special event (fair, carnival, sidewalk/outdoor sales)	$95.00 per day
Reinspection	$45.00 per inspection
Permits, miscellaneous	

Permit extension (Note: All requests for a permit extension shall be made in writing.)	
First 6-month extension	25% of permit fee; $45 minimum
Second 6-month extension	50% of permit fee; $45 minimum
Third 6-month extension	100% of permit fee; $45 minimum
Withdrawn permit	In the event a permit application is reviewed, approved and issued, and the work for which the permit was issued has not been started within six months of issuance, the permit shall be voided. If a permit is withdrawn by the applicant or is revoked or voided by the Village, a portion of the permit fee may be refunded pursuant to a written request from the applicant, the plan review portion of the permit shall be retained by the Village and not refunded, and in no case shall the amount retained be less than $45.
Work performed without a permit	Penalty of 100% of the permit shall be added to the cost of a permit if construction is started without first obtaining an approved permit.

Chapter 25, Escrow Fee Requirements:

Matter	**Escrow Sum**
Zoning variation	$3,000
Special use permit (other than planned development)	$3,000
Rezoning of Property	$3,000
Annexation of Property	$3,000
Planned Development/Subdivision	
Less than 1 acre (PUD only)	$6,000
1 acre, up to 5 acres	$8,000
5 acres, up to 10 acres	$10,000
10 or more acres	$12,000
Subdivision or Consolidation:	
Less than 1 acre	$3,000
Construction/Development:	
3% of the Village Engineer's estimated cost of public and private improvements.	
In the event a petitioner is seeking more than one action, such as annexation and zoning, only the higher escrow fee shall be paid.	

Chapter 26, Development Review Fees:

Single Lot Residential Request		$600
Annexation, Amendment to the Zoning Ordinance, Appeal, Variation, Zoning and Special Use		$600
Plat of Subdivision	Up to 2.0 acres (flat fee)	$500
	Each additional acre or part thereof above 2.0 acres	$25/acre
Residential Planned Development and Planned Development Amendment	Up to 2.0 acres (flat fee)	$1,000
	Each additional acre or part thereof above 2.0 acres up to 50.0 acres	$25/acre
	Each additional acre above 50.0 acres	$10/acre
Non-Residential Planned Development and Planned Development Amendment	Up to 2.0 acres (flat fee)	$900
	Each additional acre or part thereof above 2.0 acres up to 50.0 acres	$20/acre
	Each additional acre above 50.0 acres	$10/acre

Chapter 29, Sign Code:

Type	Fee
Section 29.16-B, Permit Fees	
Ground and Freestanding Signs	$75 base permit fee plus $2 per square foot of sign face
Wall and Projecting Signs	$75 per sign
Illuminated Signs	Additional $60 electrical permit fee per Sign
Temporary Signs and Flag Poles	$40
Section 29.17-E, Confiscated Signs	
Storage	$25 per sign
Section 29.17-G, Penalties for Erecting Off-Site Subdivision Identification Sign	
Penalty	$500
Section 29.18, Variations	
Review fee	$100

VILLAGE OF ALGONQUIN

PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: December 9, 2025

TO: Tim Schloneger, Village Manager

FROM: Cliff Ganek, P.E., Village Engineer

SUBJECT: *Recommendation to Approve Closeout Documents for the Use of the Remaining Rebuild Illinois Funds Allocated to the Village*

In 2019, the Village of Algonquin was allocated Rebuild Illinois (RBI) funds for infrastructure improvements. The Village received five installments of said funds and has expended all but $525,000 which were used in 2025. The Village approved a Resolution to utilize the remaining funds toward the first phase of the Broadsmore Drive and Stonegate Road project. Construction for this project was successfully completed in November 2024, and the 12-month maintenance period has now expired, making the project eligible for official closeout with IDOT.

All eligible expenditures have been processed, and no additional work is pending. Submission of final closeout documentation is required to ensure proper reconciliation of the RBI grant and to formally close the project in accordance with IDOT procedures.

The following required forms have been completed and are attached to this memo for review and approval:

- BLR 13210 – Contract Changes
- BLR 13510 – Final Report
- BLR 14222 – Final Maintenance Expenditure Statement

These forms reflect all final quantities, costs, and applicable maintenance reporting as required by the State.

All remaining RBI funds have been fully applied to the project as intended. No additional appropriation is required. Submittal of the attached forms completes the Village's obligations under the program for this phase of the improvements.

Staff recommends that the Committee of the Whole forward this item to the Village Board for approval, authorizing submission of the attached closeout documents to IDOT and formally closing the project within the Rebuild Illinois program.

Illinois Department of Transportation

Request for Approval of Change of Plans

Local Public Agency	County	Route	Section Number
Village of Algonquin	Kane	Broads/Stonegt Ph1	24-00097-00-PV

Request Number: 1 ☒ Final

Contractor: BROTHERS ASPHALT PAVING, INC

Address	City	State	Zip Code
315 STEWART AVE	ADDISON	IL	60101

Date: 02/26/25

I recommend that this Deduction be made from the above contract.

The estimated quantities are shown below and the contractor agrees to furnish the materials and do the work at the unit prices.

	Item Description	Unit of Measure	Quantity	Unit Price	Addition (A) or Deduction (D)	Total Addition	Total Deduction
-	TREE ROOT PRUNING	EACH	11	$200.0000	D	$0.0000	$2,200.0000
-	TREE PRUNING (1 TO 10 INCH DIAMETER)	EACH	19	$168.0000	D	$0.0000	$3,192.0000
-	TREE PRUNING (OVER 10 INCH DIAMETER)	EACH	10	$210.0000	D	$0.0000	$2,100.0000
-	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	642	$30.0000	D	$0.0000	$19,260.0000
-	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SQ YD	1440	$3.0000	D	$0.0000	$4,320.0000
-	EXPLORATION TRENCH 84" DEPTH	FOOT	15	$44.7500	D	$0.0000	$671.2500
-	PERIMETER EROSION BARRIER	FOOT	300	$4.0000	D	$0.0000	$1,200.0000
-	INLET FILTERS	EACH	11	$288.0000	D	$0.0000	$3,168.0000
-	PORTLAND CEMENT	TON	3.43	$205.0000	A	$703.1500	$0.0000
-	AGGREGATE SUBGRADE IMPROVEMENT	CU YD	343	$30.0000	D	$0.0000	$10,290.0000
-	BITUMINOUS MATERIALS (TRACKLESS TACK COAT)	LB	4064.1	$1.0000	A	$4,064.1000	$0.0000
-	HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50	TON	9.16	$79.0000	D	$0.0000	$723.6400
-	HOT-MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "D", N50	TON	73.48	$86.0000	A	$6,319.2800	$0.0000
-	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6 INCH (SPECIAL)	SQ YD	399	$89.2500	D	$0.0000	$35,610.7500
-	PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH (SPECIAL)	SQ FT	403.4	$10.5000	D	$0.0000	$4,235.7000
-	HOT-MIX ASPHALT SURFACE REMOVAL, 2"	SQ YD	77.9	$3.0000	A	$233.7000	$0.0000
-	HOT-MIX ASPHALT SURFACE REMOVAL, 4"	SQ YD	209.5	$3.0000	A	$628.5000	$0.0000

	Item Description	Unit of Measure	Quantity	Unit Price	Addition (A) or Deduction (D)	Total Addition	Total Deduction
-	HOT-MIX ASPHALT SURFACE REMOVAL, 4 1/4"	SQ YD	344.9	$3.0000	D	$0.0000	$1,034.7000
-	DRIVEWAY PAVEMENT REMOVAL	SQ YD	399	$15.7500	D	$0.0000	$6,284.2500
-	COMBINATION CURB AND GUTTER REMOVAL	FOOT	796.6	$7.3500	D	$0.0000	$5,855.0100
-	SIDEWALK REMOVAL	SQ FT	70.1	$1.5800	A	$110.7580	$0.0000
-	STORM SEWERS, CLASS A, TYPE 2 12"	FOOT	3	$144.0000	D	$0.0000	$432.0000
-	STORM SEWER REMOVAL 12"	FOOT	4	$88.3500	D	$0.0000	$353.4000
-	CONCRETE CURB, TYPE B	FOOT	150	$42.0000	D	$0.0000	$6,300.0000
-	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	796.6	$37.8000	D	$0.0000	$30,111.4800
-	THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS	SQ FT	152.9	$7.3500	D	$0.0000	$1,123.8150
-	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	FOOT	132	$2.1000	A	$277.2000	$0.0000
-	GROOVING FOR RECESSED PAVEMENT MARKING, LETTERS AND SYMBOLS	SQ FT	297	$3.1500	D	$0.0000	$935.5500
-	GROOVING FOR RECESSED PAVEMENT MARKING 5"	FOOT	107	$0.5200	A	$55.6400	$0.0000
-	TRENCH BACKFILL, SPECIAL	CU YD	28.3	$94.9200	D	$0.0000	$2,686.2360
-	TEMPORARY ACCESS (PRIVATE ENTRANCE)	EACH	29	$10.0000	D	$0.0000	$290.0000
-	CURED-IN-PLACE PIPE LINER, 12"	FOOT	256.4	$82.4200	D	$0.0000	$21,132.4880
-	WATER MAIN LINE STOP 8"	EACH	1	$13,940.000	D	$0.0000	$13,940.0000
-	TREE PROTECTION AND PRESERVATION	EACH	20	$315.0000	D	$0.0000	$6,300.0000
-	HOT-MIX ASPHALT DRIVEWAY REMOVAL AND REPLACEMENT	SQ YD	144.8	$60.0000	D	$0.0000	$8,688.0000
-	CONSTRUCTION LAYOUT	L SUM	1	$7,875.0000	D	$0.0000	$7,875.0000
-	BRICK DRIVEWAY REMOVAL AND RESETTING	SQ FT	148.2	$21.0000	D	$0.0000	$3,112.2000
-	CLASS D PATCHES, 10" (SPECIAL)	SQ YD	791.3	$70.0000	D	$0.0000	$55,391.0000
-	CLASS D PATCHES, 12" (SPECIAL)	SQ YD	265	$80.0000	D	$0.0000	$21,200.0000
-	CONSTRUCTION ENTRANCE	SQ YD	747	$40.0000	D	$0.0000	$29,880.0000
-	FRAMES AND GRATES	EACH	10	$1,239.0000	D	$0.0000	$12,390.0000
-	FULL-DEPTH RECLAMATION, 10"	SQ YD	209.5	$3.2500	A	$680.8750	$0.0000
-	FULL-DEPTH RECLAMATION, 12"	SQ YD	344.9	$3.3800	D	$0.0000	$1,165.7620
-	LANDSCAPE RESTORATION	SQ YD	28.1	$37.0000	D	$0.0000	$1,039.7000
-	SAW AND SEAL CURB	EACH	57	$25.0000	D	$0.0000	$1,425.0000
-	SPECIAL BOLT REPLACEMENT	EACH	20	$187.0000	D	$0.0000	$3,740.0000

-	STORM SEWER POINT REPAIR, 12"	FOOT	7.3	$670.0000	A	$4,891.0000	$0.0000
-	STRUCTURES TO BE ADJUSTED	EACH	3	$816.0000	D	$0.0000	$2,448.0000
-	STRUCTURES TO BE REHABILITATED	EACH	1	$3,234.0000	D	$0.0000	$3,234.0000
-	CURED-IN-PLACE PIPE LINER, 10"	FOOT	131.9	$82.4200	A	$10,871.1980	$0.0000
-	CURED-IN-PLACE PIPE LINER, 15"	FOOT	149.4	$122.1800	A	$18,253.6920	$0.0000
					Total Changes	$47,089.09	$335,338.93

Add Row

Total Net Change	($288,249.84)
Amount of Original Contract	$1,271,521.96
Amount of Previous Change Orders	$0.00
Amount of adjusted/final contract	$983,272.12

Total net deduction to date ($288,249.84) which is -22.67% of the contract price.

State fully the nature and reason for the change

Over-estimated plan quantities for pavement patching areas, driveway replacements, and curb replacements. Did not use WM line stop, not needed. Actual sizes of pipes to be lined differed in the field, added CIPP for 10" & 15", reduced CIPP for 12".

When the net increase or decrease in the cost of the contract is $10,000.00 or more, or the time of completion is increased or decreased by 30 days or more, one of the following statements must be checked:

- ☐ The Local Public Agency has determined that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
- ☒ The Local Public Agency has determined that the change is germane to the original contract as signed.
- ☐ The Local Public Agency has determined that this change is in the best interest of the Local Public Agency and is authorized by law.

Prepared By: John Vogelman

Title of Preparer: Resident Engineer

Submitted/Approved

Local Public Agency Signature & Date

BY:

Title: Village President

For a Road District project County Engineer signature required.

County Engineer/Superintendent of HighwaysSignature & Date

Approved:
Illinois Department of Transportation

Regional Engineer Signature & Date

IDOT Department Use Only

Received Location	Received Date	Additional Location?
		☐

WMFT Entry By	Entry Date

Instructions for BLR 13210

Form Instructions are not to be submitted with the form.

This form shall be used for any contract, day labor construction, or contract maintenance projects to document any differences between plan quantities and completed quantities. Refer to Chapter 13 of the Bureau of Local Roads and Streets Manual for more information.
For signature requirements, refer to Chapter 2, Section 3.05(b) of the BLRS Manual.
When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.
An agreed unit price letter must be submitted as an attachment to this form for any new pay items. For any force account work a copy of the billing(s) must also be attached to this form when submitted.

Local Public Agency	Insert the name of the Local Public Agency (LPA).
County	Insert the name of the County where the LPA is located.
Route	Insert the name of the route on which the project is located.
Section Number	Insert the section number for this project without dashes, they are automatically inserted.
Request No.	Insert the number applicable to the number of times this form has been submitted for this section.
Final	Check the box if this is the final request for approval of **change** in plans for **this** contract.
Contractor Name	Insert the name of the contractor.
Contractor Address	Insert the address of the contractor.
Date	Insert the date of the request.
Addition, Extension, Deduction	Insert addition, extension, deduction as it applies to the total of the request for change in plans being submitted.
Item Description	Insert the description of the item for the change request submittal.
Unit of Measure	Insert the unit of measure for the item listed to the left.
Quantity	Insert the quantity of the change for the item listed to the left.
Unit Price	Insert the unit price for the item listed to the left.
Addition or Deduction	Insert "A" if the item listed to the left if an increase to the original contract, insert "D" if the item listed to the left is a decrease to the original contract.
Total Addition	This is the sum of all additions listed.
Total Deduction	This is the sum of all deductions listed.
Total Changes	This is the difference between the sum of all additions listed and the sum of all deductions listed.
Total Net Change	This is automatically calculated. It is the difference between the total additions and total deductions.
Amount of Original Contract	Insert the amount of the original contract.
Amount of Previous Change Orders	Insert the total amount of previous change orders if applicable.
Amount of adjusted/final contract	This is the amount of the original contract with all additions and deductions taken into account.
addition, deduction	Insert the addition if the amount of adjusted/final contract if more than the awarded contract. If the adjusted/final contract is less than the original award insert deduction. The amount of the total changes to date to this contract, and the percentages of the changes to the original contract calculated from the original contract price and the total changes.
Statement	Insert a statement regarding the change(s) to the contract, stating the fully the nature and reason for the change.
Net Increase/Decrease	When the net increase or decrease in the cost of the contract is $10,000 or more, or the time of completion is increased or decreased by 30 days or more, check one or more of the statements following.
Prepared by	Insert the name of the preparer.
Title of the Preparer	Insert the title of the preparer.
Local Public Agency	The LPA shall sign and date here.
Title	Insert the title of the person signing above.
County Engineer	For County and Road District Projects and County Engineer shall sign and date here.
Regional Engineer	Upon approval the IDOT Regional Engineer shall sign and date here.

When the form is signed electronically, submit the form to the appropriate district via email. If the form is submitted with a wet signature, submit a minimum of three (3) signed originals to the Regional Engineer's District Office.

Follow the Regional Engineer's approval, distribution will be as follows:

District File
Local Public Agency
Engineer

IDOT Department Use Only	The Following fields are for IDOT use only.
Received	
Location	Enter the location received from the drop down.
Date	Enter the date the document was received.
WMFT Entry	
By	Enter the name of the person entering the information into the WMFT system.
Date	Enter the date the document was received.

Illinois Department of Transportation

Final Report of Expenditures

Local Public Agency	County	Section Number
Village of Algonquin	Kane	24-00097-00-PV

Contractor	Award Date	Award Amount
BROTHERS ASPHALT PAVING, INC	07/16/24	$1,271,521.96

Was this project a bondable capital improvement? ☒ Yes ☐ No

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
Local Agency	$740,272.12	$458,272.12	$282,000.00			$0.00
Rebuild Illinois	$525,000.00	$525,000.00				$0.00
Total Funds Received	$1,265,272.12					
Total Expenditures:		$983,272.12	$282,000.00			
Add					Project Total	$1,265,272.12

Remarks

The improvement was constructed in accordance with the plans approved by the Department on 06/04/24 (Date)

Final inspection of the designated work was made by the Department on 10/18/24 (Date) and it was found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: Village of Algonquin (Public Agency)

Prepared By	Date
Cliff Ganek, P.E.	02/26/25

Title of Preparer: Village Engineer

Submitted:

Local Public Agency Signature & Date

Title: Village President

Approved:

Regional Engineer, DOT Signature & Date

Instructions for BLR 13510 - Page 1 of 2

Form instructions are not to be submitted with the form.

This form shall be used when a Local Public Agency (LPA) has completed a project or has abandoned a project prior the construction phase. This forms accounts for any Motor Fuel Tax, Federal Funds and/or State funds authorized/used on the project. For more information see Chapter 13 of the Bureau of Local Roads and Street Manual (BLRS Manual). For signature requirements, refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

Local Public Agency	Insert the name of the LPA
County	Insert the name of the county in which the LPA is located.
Section Number	Insert the section number associated with this project.
Contractor	Insert the name of the contractor if applicable.
Award Date	Insert the date the contract was awarded, if applicable.
Award Amount	Insert the contract award amount, if applicable
Was this project a bondable capital improvement?	Check Yes if the project was a bondable capital improvement, check no if it was not. An example of a bondable capital project may include, but is not limited to: project development, design, land acquisition, demolition when done in preparation for additional bondable construction, construction engineering, reconstruction of a roadway, designed overlay extension or new construction of roads, bridges, ramps, overpasses and underpasses, bridge replacement and/or major bridge rehabilitation. Permanent ADA sidewalk/ramp improvements and seeding/sodding are eligible expenditures if part of a larger capital bondable project. A bondable capital improvement project does not mean the LPA was required to sell bonds to fund the project, however the project did meet the criteria to be bondable.
Source of Funding	Insert the source of funding, use a separate line for each different source of funding
Amount	Insert the dollar amount of the funds for the type of funding listed to the left. For MFT funds insert the amount of funds authorized.
Construction	Insert the dollar amount expended for Construction for the fund type listed to the left.
Engineering	Insert the dollar amount expended for engineering for the fund type listed to the left.
Right of Way	Insert the dollar amount expended for right of way for the fund type listed to the left.
Other	This column is to be used for type "other" expenditures. Insert in the column heading the type, for example if this is being
Surplus/Deficit	This is the sum of the total funds received minus the amounts expended for all applicable types for this funding. (This is a calculated field, no entry necessary)
Total Funds Received	This is the total of all funds received for this project.
Total Expenditures	Under each type of expenditure, this is the total of funds expended for that type.
Project Total	The Project total is the sum of all expenditures for all types of work.
Remarks	Insert any applicable remarks concerning this project.
Date	Insert the date the plans were approved by IDOT for this project if applicable.
Date	Insert the date of the final inspection by IDOT for this project if applicable.

Instructions for BLR 13510 - Page 2 of 2

Public Agency	Insert the name of the entity the will maintain this improvement.
Prepared By	Insert the name of the person preparing this form, along with the date prepared.
Title of Preparer	Insert the title of the person preparing this form.
Title	Insert the title of LPA representative that signed above.
Title of Preparer	Insert the title of the person preparing this form.
Local Public Agency	The LPA representative shall sign and date here.
Title	Insert the title of LPA representative that signed above.

Three (3) signed originals must be submitted to the Regional Engineer's District office.
Following IDOT's approval, distribution will be as follows:

Local Public Agency Clerk
Engineer (Municipal, Consultant or County)
District

Illinois Department of Transportation

Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type: Original

District	Estimate of Cost For
1	Municipality

Local Public Agency	County	Section Number	Maintenance Period Beginning	Ending
Village of Algonquin	Kane	24-00097-00-PV	08/12/24	10/31/24

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver &Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Roadway Recon	IV	$0.00	$0.00	$0.00	$0.00	$983,272.12	$983,272.12	$0.00
						Total Cost	$983,272.12	

Maintenance Engineering Cost Summary	Costs
Preliminary Engineering Fee	
Engineering Inspection Fee	$189,300.00
Material Testing Costs	$92,700.00
Advertising Costs	$0.00
Bridge Inspection Costs	$0.00
Maintenance Engineering Total	$282,000.00

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	$983,272.12	$282,000.00
Contributions, Refunds, Paid with Other Funds	$458,272.12	$282,000.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	$525,000.00	$0.00
Motor Fuel Tax Portion	$0.00	$0.00
Motor Fuel Tax Authorized	$0.00	$0.00
Surplus/Deficit	$0.00	$0.00
Rebuild Illinois Portion	$525,000.00	$0.00
Rebuild Illinois Authorized	$525,000.00	$0.00
Surplus/Deficit	$0.00	$0.00
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	$0.00	$0.00

Remarks

Project Complete

Maintenance Expenditure Statement

Submittal Type: Original

Local Public Agency	County	Section	Maintenance Period Beginning	Ending
Village of Algonquin	Kane	24-00097-00-PV	08/12/24	10/31/24

SUBMITTED

Local Public Agency Official Signature & Date

Title

Village President

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location | Received Date | Additional Location? ☐

WMFT Entry By | Entry Date

NOTE: Form instructions should not be included when the form is submitted

This form is used by all Local Public Agencies (LPAs) to submit their maintenance program and also submit their maintenance expenditure statements. A resolution (BLR 14220) must be submitted and approved by the Illinois Department of Transportation (IDOT) prior to incurring any expenditures. For items required to be bid the estimate of cost must be submitted prior to submittal of required bidding documents. Authorizations will be made based on the resolution and/or the approved contract/acceptance/material quotations documents.

The maintenance expenditure statement must be submitted within 3 months of the end of the maintenance period. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted. Only one form needs to be completed per maintenance period, combine all operations on one form.

For additional information refer to the Bureau of Local Roads Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, section 3.05(b) of the BLRS Manual.

For items being completed for the estimate all materials, equipment, labor and contract amounts are considered estimates. For estimates where LPA equipment is completed, an Equipment Rental Schedule (BLR 12110) must also be submitted for approval. When completing the form for the Maintenance Expenditure all items must be actual amounts spent.

Maintenance — From the drop down choose which type of document is being submitted. Choose Estimate of Cost if an estimate is being submitted, choose Maintenance Expenditure Statement if a maintenance expenditure statement is being submitted

Submittal — Choose the type of submittal, if this is the first submittal choose original, if revising a previous submittal choose, revised. If adding to a previous submittal choose supplemental.

Estimate of Cost For — Select the type of LPA submitting this form from the drop down. Types to choose are County, Municipality, or Road District/Township.

Local Public Agency — Insert the name of the Local Public Agency.

County — Insert the County in which the Local Public Agency is located.

Maintenance Period

Beginning — Insert the beginning date of the maintenance period.

Ending — Insert the ending date of the maintenance period.

Section — Insert the section number assigned to this project. The letters at the end of the section number will always be a "GM".

Maintenance Operations — List each maintenance operation separately

Maintenance Eng. Category — From the drop down choose the maintenance engineering category as it applies to the operation listed to the left. The definitions of the categories can be found in the BLRS Manual Chapter 14, section 14-2.04

Maintenance Engineering Categories are:

Category I — Services purchased without a proposal such as electric energy or materials purchased from Central Management Services' Joint Purchasing Program or another joint purchasing program that has been approved by the District BLRS or CBLRS.

Category II-A — Maintenance items that are not included in Maintenance Engineering Category I or do not require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution.

Category II-B — Routine maintenance items that require competitive sealed bids according to Section12-1.02(a) or a local ordinance/ resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance limited amounts of concrete curb and gutter repair, scour mitigation, pavement patching, and minor drainage repairs.

Category III — Maintenance items that are not covered by Maintenance Engineering Category I or Category II-B and require competitive bidding with a material proposal, a deliver and install proposal or material quotation.

Category IV — Maintenance items that are not covered by Maintenance Engineering Category I or Category II-B and require competitive bidding with a formal contract proposal.

The instructions listed below only apply to the maintenance estimate of cost. For LPA's using Local Public Agency Labor and/or Local Public Agency Equipment Rental, the estimated amounts are only listed on those specific lines and are not to be included with each operation on the estimate of cost.

Insp Req — From the drop down choose No or Yes as it applies to the maintenance operation listed to the left. Items requiring no engineering inspection should be no.

Material Categories/Point of Delivery or Work Performed by an Outside Contractor — List the items for each operation on a separate line, grouping items for the same operation together, for the operation listed to the left. If work being done as a contract list work by contractor.

Unit — Insert the unit of measure for the material listed to the left, if applicable.

Quantity — Insert the quantity for the material listed to the left, if applicable.

Unit Cost — Insert the unit cost of the material listed to the left, if applicable.

Cost — No entry necessary, this is a calculated field. This is the quantity times the unit cost.

Total Maintenance Operation Cost — Insert the total of the Maintenance Operation Cost, for items done by a contract insert the estimated contract amount.

Maintenance

Estimate of Maintenance Costs Summary — Under each item listed below, list the amount of estimated MFT funds, Rebuild Illinois (RBI) funds and local funds to be expended, if applicable. The total Estimated cost is a calculated field.

Local Public Agency Labor — Insert the estimated amount for LPA labor for all maintenance operations, if applicable.

Local Public Agency Equipment Rental — Insert the estimated amount for LPA equipment rental for all maintenance operations, if applicable.

Materials/Contracts (Non Bid Items) — Insert the estimated amount for materials and/or contracts for items the LPA is not required to bid, if applicable.

Materials/Deliver & Install, Material Quotations — For the operation listed to the left insert the estimate amount to be expended using a bidding process for material/deliver & install proposal and/or material quotations, if applicable.

Formal Contracts — Insert the total amount estimated to be expended on formal contracts. This will be for items required to be bid.

Total Estimated Cost — This is a calculated field and will be automatically filled in for each type. This is the sum of all funding for the item.

Total Maintenance Operation Cost — This is a calculated field, no entry is necessary. This is the sum of all items estimated to be expended on this operation.

Total Maintenance Cost — This is a calculated field, no entry is necessary. This is the sum of all maintenance operation costs.

Maintenance Engineering Cost Summary — For each item listed below, list under the funding type what the estimated amount to be expended for each item.

Preliminary Engineering Fee — Insert the amount of funds estimated to be expended for Preliminary Engineering, if applicable.

Engineering Inspection Fee — Insert the amount of funds estimated to be expended for Engineering Inspection, if applicable.

Material Testing Costs — Insert the dollar amount of funds estimated to be expended on material testing costs, if applicable.

Advertising Costs — Insert the amount of funds estimated to be expended on advertising costs, if applicable.

Bridge Inspection Costs — Insert the amount of funds estimated to be expended on bridge inspection costs, if applicable.

Total Maintenance Engineering — This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.

Totals — This is a calculated field. It is the total of the estimated maintenance cost plus the estimated maintenance engineering cost.

These instructions apply to the Maintenance Expenditure Statement.

Maintenance Operation — Type in the name of the maintenance operation for which the amounts to the right will be completed. For a form that was completed as an Estimate of Cost and is now being changed to a Maintenance Expenditure Statement, this field will be completed from the estimate.

Maint Eng Category — From the drop down select the Maintenance Engineering Category that applies to the operation listed to the left.

LPA Labor — For the operation listed to the left insert the amount expended for LPA labor, if applicable.

LPA Equipment Rental — For the operation listed to the left insert the amount expended on LPA equipment rental if applicable.

Materials/Contracts (Non-Bid) — For the operation listed to the left insert the amount expended for materials and/or contracts that was not required to be bid, if applicable.

Materials/Deliver & Install/Material Quotations (Bid Items) — Insert the total amount expended on Materials Proposals, Deliver and Install proposals, Materials Quotations (Bid Items). This will be for items that were required to be bid.

Formal Contract — For the operation listed to the left insert the amount expended for items bid using the formal contract process, if applicable.

Total Operation Cost — This is a calculated field, it will sum the amounts expended for the operation listed to the left.

Operation Engineering Inspection Fee — For the operation listed to the left insert the amount of engineering inspection charged for this operation, if applicable.

Total Maintenance — This is a calculated field, no entry necessary. It is the sum of all maintenance operations.

Maintenance Engineering Cost Summary Preliminary Engineering Fee — Insert the dollar amount of funds spent on preliminary engineering for this maintenance section.

Engineering Inspection Fee — Insert the amount of funds expended for Engineering Inspection, if applicable.

Material Testing Costs — Insert the dollar amount of funds spent on material testing costs, if applicable.

Advertising Costs — Insert the dollar amount of funds spent on advertising costs, if applicable.

Bridge Inspection Costs — Insert the dollar amount of funds spent on bridge inspection costs, if applicable.

Total Maintenance Engineering — This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.

Total Maintenance Program Costs — Insert the total cost of the Maintenance and Maint. Engineering. The maintenance amount will be the amount from the Total Cost from the Maintenance Items table. The Maint. Eng will be the Maintenance Engineering Total from above.

Contributions, Refunds, Paid with Other Funds — Enter the dollar amount of contributions, refunds or amounts paid with other funds for this maintenance section, if applicable, for both maintenance and maintenance engineering.

Total Motor Fuel Tax/Rebuild Illinois Portion — These are calculated fields, no entry is necessary. This is the sum of the total cost minus the amount paid with local funds.

Motor Fuel Tax Portion — Insert the amount of the total cost that was paid for with Motor Fuel Tax funds for Maintenance and Maint. Engineering, as applicable.

Motor Fuel Tax Funds Authorized — Insert the net amount of Motor Fuel Tax Funds authorized for each type.

Motor Fuel Tax Surplus/Deficit — These are calculated fields, no entry is necessary. This is the sum of the Total Motor Fuel Tax funds expended minus the amount of Motor Fuel Tax funds authorized. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met you must contact your District office for guidance.

Rebuild Illinois Portion — Insert the amount of the total cost that was paid for with Rebuild Illinois funds for Maintenance and Maint. Engineering, as applicable.

Rebuild Illinois Funds Authorized — Insert the net amount of Rebuild Illinois Funds authorized for each type.

Rebuild Illinois Surplus/Deficit — These are calculated fields, no entry is necessary. This is the sum of the Total Rebuild Illinois funds expended minus the amount of Rebuild Illinois funds authorized. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met you must contact your District office for guidance.

Difference — No entry necessary, this field is automatically calculated. It is the difference between Total Motor Fuel Tax/Rebuild Illinois Portion for Maintenance and Maint. Engineering. The fields must equal zero; if not, review the amounts inserted under Motor Fuel Tax and Rebuild Illinois need to be corrected.

Remarks — Enter remarks as applicable covering the items entered.

Certification — Upon submittal of this form as the maintenance expenditure statement the LPA official shall check this box as certification.

End of instructions for Maintenance Expenditure Statement

Submitted

Local Public Agency Official — The proper official shall sign, insert their title and date here. For Estimates of Cost covering a Township/Road District the road commissioner shall sign and date as Local Public Agency Official. For Municipalities the municipal official shall sign and date here.

County Engineer/Superintendent of Highways — For County project and/or Township/Road District projects the county engineer/superintendent of highways shall sign here.

Approved — Upon approval the Regional Engineer shall sign and date here. This approval is subject to change based upon a documentation review by the Department.

When submitting the form via USPS mail, submit a minimum of three (3) signed original must be submitted to the Regional Engineer's District office. This form may be submitted electronically with electronic signatures.
Following the Regional Engineer's approval, distribution will be as follows:

Local Public Agency Clerk
Engineer (Consultant or County Engineer)
District File

IDOT Department Use Only — The Following fields are for IDOT use only.

Received

Location — Enter the location received from the drop down.

Date — Enter the date the document was received.

WMFT Entry

By — Enter the name of the person entering the information into the WMFT system.

Date — Enter the date on which the information was entered.

VILLAGE OF ALGONQUIN

PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: December 9, 2025

TO: Tim Schloneger, Village Manager

FROM: Cliff Ganek, P.E., Village Engineer

SUBJECT: Recommendation to Approve the Design Engineering Services Agreement with Christopher B. Burke Engineering, Ltd. Proposal – Pavement Management Plan in Gaslight Terrace North – Section 1

Christopher B. Burke Engineering, Ltd. (CBBEL) has submitted a proposal for Phase I/II engineering services for the 2026 Pavement Management Program, focused primarily on pavement removal and replacement within the Gaslight Terrace North subdivision. Streets in this neighborhood were constructed between 1975 and 1981**,** and to date have only received preventative maintenance and isolated spot patching. Based on staff's internal assessment and the preliminary data from the Village-wide Pavement Assessment, this subdivision is in critical need of full asphalt pavement replacement**.**

The project will include full-depth pavement removal and replacement on priority roadways such as Zange Drive, Surrey Lane north of Zange Drive, Lexington Drive, and Terrace Drive south of Windy Knoll. Anticipated improvements include selective curb and gutter repairs, added inlets at low points, drainage structure adjustments, and Village-wide asphalt patching. Final construction limits will be determined based on geotechnical conditions and the available Motor Fuel Tax (MFT) budget for FY2026/27.

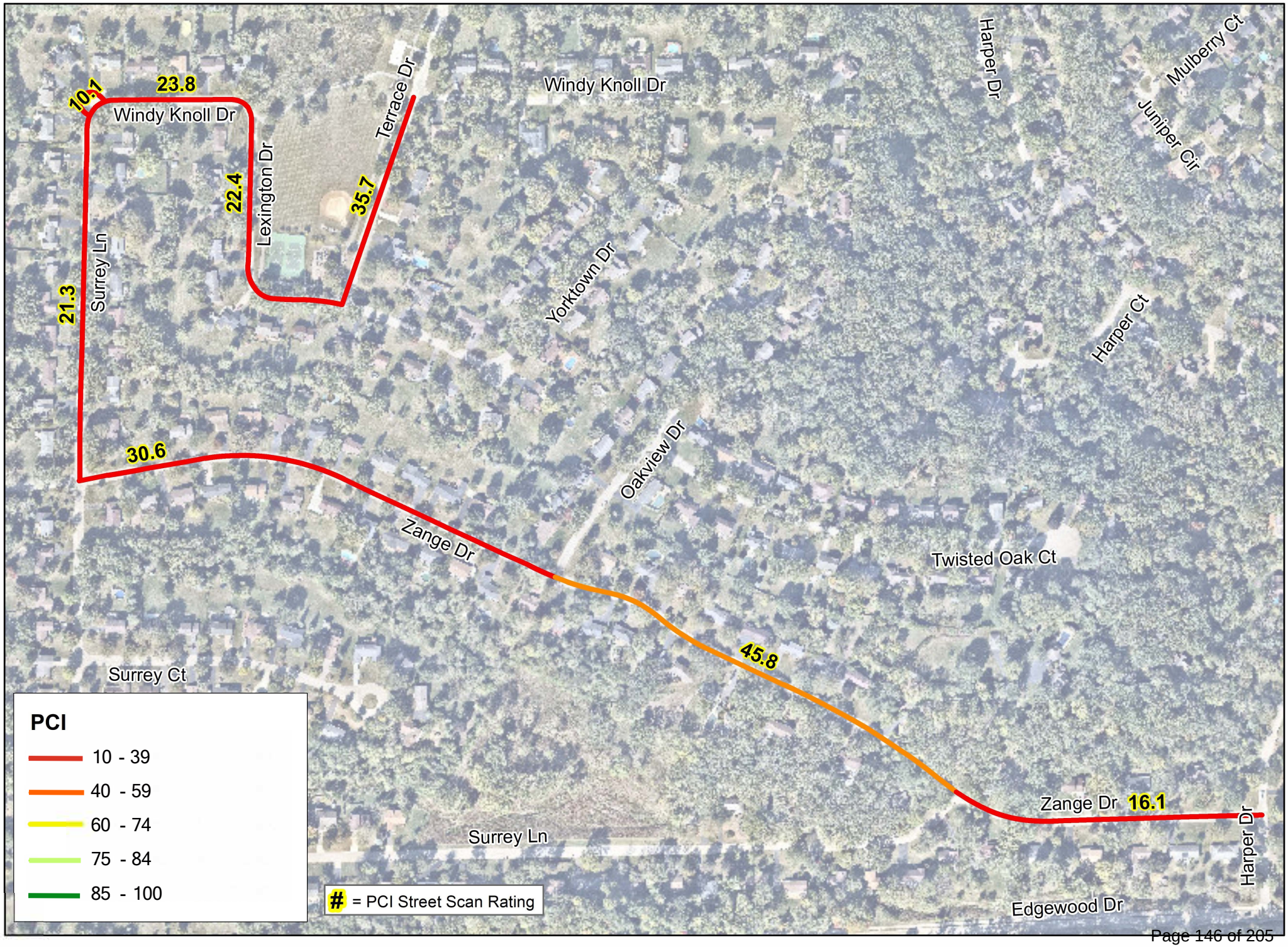
Design engineering costs will be funded using available Street Improvement Fund dollars budgeted for the current fiscal year. Construction is planned for summer/fall 2026 and will be funded through Motor Fuel Tax (MFT) revenues, consistent with the proposal and project planning assumptions.

Summary

1. The pavement is beyond its useful life and is in need of improvements. Staff annually invests resources to patch severely deteriorated areas to keep the roadway safe.
2. Underground infrastructure in this area is in good condition and does not require replacement, making this area a perfect candidate to utilize MFT funds.
3. The design proposal is under the amount budgeted this fiscal year in the Street Improvement Fund.

Staff recommends that the Committee of the Whole move this item to the Village Board for approval of the engineering proposal with CBBEL for the Pavement Management Program - Gaslight North Section 1 in the amount of $88,111.00.

Gaslight Terrace North Improvements - Section 1



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 the Village of Algonquin would like to utilize Motor Fuel Tax (MFT) funding to complete roadway HMA pavement removal and replacement for varying streets within the Gaslight Terrace North subdivision, located north of Edgewood Drive and east of Hanson Road in the Village of Algonquin. The project also includes Village-wide asphalt patching at locations as determined by the Village. The goal for the total length of roadway work within the subdivision is 1.25 miles, however, lengths and locations of improvements may vary based on anticipated construction costs and the results of the geotechnical investigation to meet the allocated MFT budget of $1.2M.

Based on provided geotechnical pavement cores taken this fall, the existing pavement sections consist of 3-5.5” HMA over 6.5-14.5” aggregate base. As such, roadway improvements are anticipated to vary but are assumed to include full depth pavement removal for the thinnest pavement sections, and an additional 1.25” aggregate base removal in preparation for a new 4.5” HMA pavement section. This assumption is dependent on the thickness of the existing aggregate base, which must provide sufficient support of the new HMA after removal of the upper 1.25”. If there is not enough existing aggregate base to provide support for the new pavement thickness, Full-Depth Reclamation (FDR) could be considered to provide a stabilized roadway base. If FDR is the chosen method, additional geotechnical work will be required outside of this scope to provide proposed analysis and mix designs. Pavement milling and resurfacing may be appropriate for thicker pavement section roadways.

The following is our understanding of the scope of work:

- Full depth pavement removal (3”), 1.25” aggregate base removal, and new 4.5” hot-mix asphalt pavement:
  - Zange Drive, from Hanson Road to Harper Drive (3,800 ft.)
  - Surrey Lane, from Zange Dr to Windy Knoll Drive (1,075 ft)
  - Windy Knoll Drive, from Surrey Lane to Lexington Drive (450 ft)
  - Lexington Drive, from Windy Knoll Drive to Terrace Drive (800 ft)
  - Terrace Drive, from Lexington Drive to Windy Knoll Drive (600 ft)
- Spot curb and gutter removal and replacement
- Driveway apron repair only as required for curb replacement

- Drainage and utility structure adjustments
- Spot drainage and utility removal and replacement (*to be provided by the Village)*
- Village-wide Asphalt Patching (*to be provided by the Village)*
- Storm Sewer improvements within the affected roadways as identified in the Village Stormwater Master Plan. This includes the known drainage problems at Lexington Drive and Terrace Drive.

We understand that the Village will be collecting information on the existing curb and gutter, driveway aprons, and drainage and utilities. It is our understanding that the Village will provide an asset condition report for these facilities, and a list of locations where areas of removal, replacement, or rehabilitation of these facilities are necessary.

We also understand that geotechnical and environmental services, including pavement cores, various locations of 10' soil borings, and PIP evaluation/LPC-662 certification has been completed as part of a separate contract with Rubino Engineering, Inc. The soils investigation included all potential roadways to be included in the improvements within the Gaslight Terrace North subdivision. If additional geotechnical or environmental services are required to complete the work proposed, including but not limited to Full Depth Reclamation (FDR) testing and mix design or LPC-663 certification, this work shall be completed as part of a separate proposal.

There are no major bridges, culverts, or waterway crossings within the limits of the improvements. All areas within the project limits are located outside of the regulatory floodplain. There are no known wetlands or anticipated wetland impacts along the project corridor. All proposed improvements will be completed within the public right of way or existing easements.

The following tasks are not included in the scope of this project:

- ADA Design or improvements
- Water main removal, replacement, adjustment, and permitting.

If the scope of anticipated work substantially deviates from the proposed scope described herein, or additional services are needed, CBBEL will provide a supplemental proposal.

It is our understanding the project will be designed in the winter/spring of 2026, and construction beginning August 2026.

CBBEL understands that MFT funds will be used for construction costs where possible, design and construction engineering fees will be locally funded.

B. Design Criteria

Village of Algonquin/IDOT design criteria will be utilized for this project.

III. Scope of Services

A. Surveying Services

Task A.1 – JULIE Coordination

CBBEL will coordinate with JULIE to retrieve atlas information for all applicable underground utilities including water main, gas, electric, cable, etc.. Altas information retrieved will be drafted into the base map of the plans on an as-needed basis, depending on the locations and nature of anticipated excavations within the proposed improvements. All utilities /obstructions / systems may not be shown. Contractor shall be responsible for locating and protecting all underground utilities /obstructions / systems whether or not shown on base map. JULIE Utility Coordination Atlas information is typically isolated to Public Right-of-Way (off-site) & limited areas adjacent to Public Right-of-Way. Identification & location of all private subsurface utilities within project area (on-site) is the responsibility of the client.

This task includes JULIE Coordination for the above identified limits of Zange Drive, Surrey Lane, Windy Knoll Drive, Lexington Drive, and Terrace Drive. JULIE coordination will not be completed for Village-wide asphalt patching locations.

B. Engineering Services

Task B.1 – Field Reconnaissance

CBBEL Staff will perform a Field Reconnaissance of all roadways within the project limits with Village staff. The purpose of the Field Reconnaissance will be to determine the locations, limits, and estimated quantities of drainage structures and other site observations impacting the proposed improvements. The results of the Field Reconnaissance will be included in the Preliminary Plans and reviewed with the Department of Public Works to determine their impact on the estimated construction cost.

Task B.2 – Stormwater Review

CBBEL will complete a detailed review of the identified drainage problems, inlet locations, storm sewers, and existing drainage patterns throughout the project corridor to provide recommendations for additional inlets or potential storm sewer improvements. Special attention will be given to areas identified in the Village Stormwater Master Plan for additional drainage improvements.

This task also includes any field investigation or verification required to determine depths of existing storm sewer facilities, sizes, and routing confirmation to be incorporated into the design.

Task B.3 – Plans, Specifications, and Estimates

CBBEL will prepare engineering plans, specifications, and estimates in compliance with MFT requirements and procedures, which will consist of the following:

- Cover Sheet
- General Notes Sheet
- Summary of Quantities
- Existing and Proposed Typical Sections
- Existing Conditions and Removal Plans
- Proposed Roadway Plans
- Proposed Patching Plans
- Construction Details
- Estimate of Construction Cost
- Construction Schedule

CBBEL will draft the Plan base sheets at a scale of 1"=20' for use during design.

In addition to the above, CBBEL will assist the Village in bidding and recommendations of the bids as part of this task.

Based on the scope of work as outlined herein, the project is greater than 1 acre of area, however, IEPA defines disturbed areas as exposed soil due to grading activities. Since the exposed roadway surfaces will be aggregate, which is considered stabilized and non-erodible, the IEPA Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP) are not required for construction and therefore are omitted from the scope of services.

C. Coordination

Task C.1 - Meetings/Coordination

2 Meetings assumed with the Village

Task C.2 – Project Contingency

This task includes additional project services as a contingency task, if required, for the completion of the project. The scope of all project services are not known at the time of this proposal, but may include additional coordination, services, or testing requested from Rubino Engineering, Inc., or plan scope revisions based on the results of the geotechnical analysis.

D. Deliverables

PDFs of Preliminary, Pre-Final and Final Engineering Plans, Specifications, and Estimate

E. Services by Others

Pavement cores and LPC-662 to be provided by Rubino Engineering under a separate contract.

F. Information to be Provided by Client

Village asset condition report and analysis of the existing curb and gutter and existing utilities including sanitary and storm sewer condition, and other existing features or facility repairs.

IV. Staff-Hour & Fee Summary

A. Surveying Services

Task A.1 JULIE Coordination

Survey III	10 hrs x $179/hr	=	**$ 1,790**

B. Engineering Services

Task B.1 Field Reconnaissance

Engineer V	4 hrs x $208/hr	=	$832
Engineer III	8 hrs x $157/hr	=	$1,256
			$2,088

Task B.2 Stormwater Review

Engineer V	16 hrs x $208/hr	=	$3,328

Task B.3 Plans, Specifications, and Estimates

Engineer V	35 hrs x $208/hr	=	$7,280
Engineer IV	62 hrs x $175/hr	=	$10,850
Engineer III	140 hrs x $157/hr	=	$21,980
Engineer I/II	125 hrs x $135/hr	=	$16,875
CAD Manager	40 hrs x $187/hr	=	$7,480
CAD II	30 hrs x $136/hr	=	$4,080
			$68,545

Subtotal Task B **$73,961**

C. Coordination

Task C.1 Meetings/Coordination

Engineer IV	6 hrs x $175/hr	=	$1,050
Engineer I/II	6 hrs x $135/hr	=	$810
			$ 1,860

Task C.2 Project Contingency

Engineer V	20 hrs x $208/hr	=	$4,160
Engineer III	20 hrs x $157/hr	=	$3,140
Engineer I/II	20 hrs x $135/hr	=	$2,700
			$10,000

Subtotal Task C **$11,860**

Subtotal		$87,611
Direct Costs		$500
Not-to Exceed Fee	=	**$88,111**

VILLAGE OF ALGONQUIN

Accepted by: _____

Title: _____

Date: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by:

Title: President

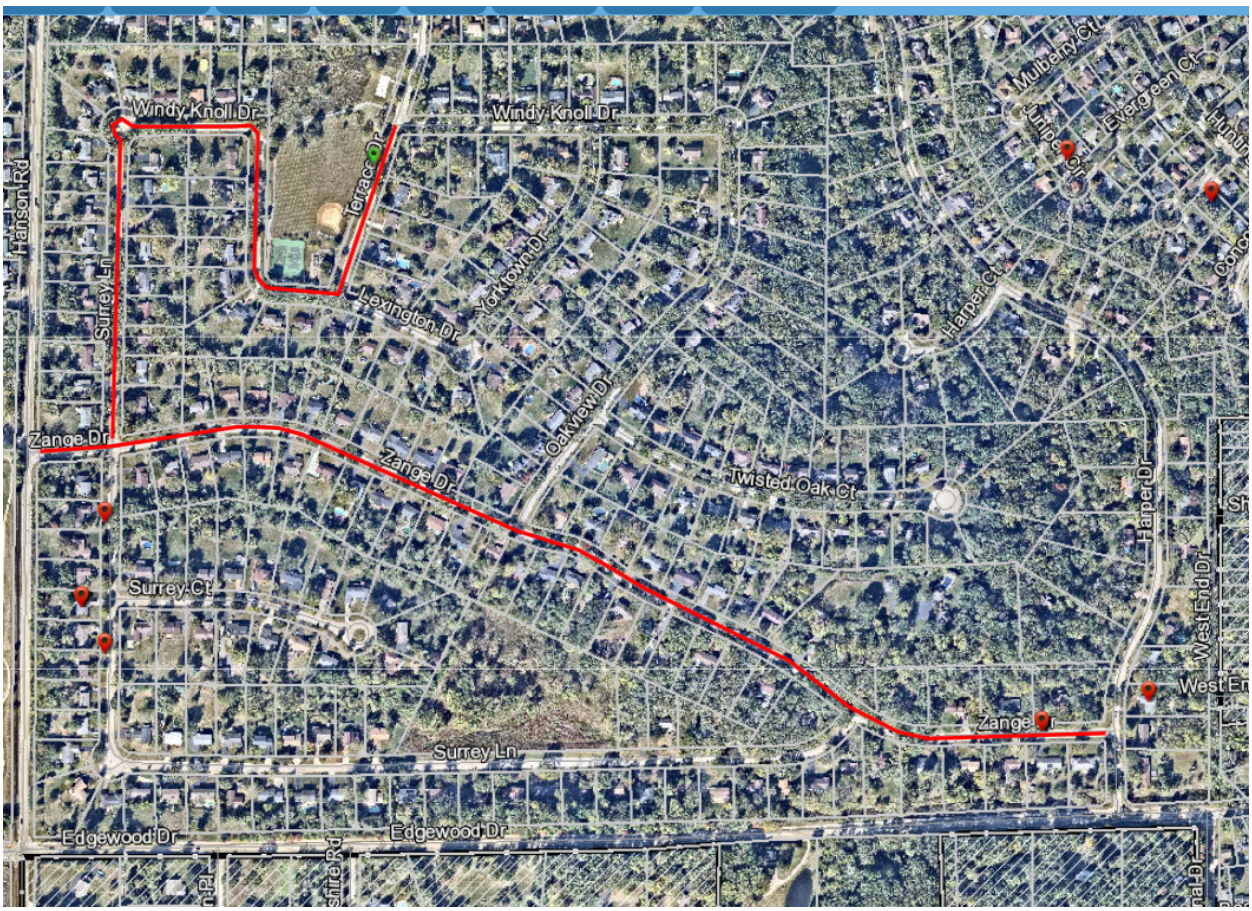
Date: 11/26/2025

N:\PROPOSALS\ADMIN\2025\Algonquin - 2026 Pavement Management Program - P250532\Algonquin 2026 MFT.REV 112625.docx

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
VILLAGE OF ALGONQUIN

Personnel	Charges ($/Hr)
Engineer VI	242
Engineer V	208
Engineer IV	175
Engineer III	157
Engineer I/II	135
Survey V	208
Survey IV	196
Survey III	179
Survey II.	140
Survey I	119
Engineering Technician V	191
Engineering Technician IV	170
Engineering Technician III	123
Engineering Technician I/II	95
CAD Manager	187
CAD II	136
CAD I	119
GIS Specialist III	157
Landscape Architect II	179
Landscape Architect I	157
Landscape Designer III	136
Landscape Designer I/II	106
Environmental Resource Specialist V	208
Environmental Resource Specialist IV	170
Environmental Resource Specialist III	145
Environmental Resource Specialist I/II	110
Environmental Resource Technician	123
Bus Ops Department	120
Engineering Intern	81

Updated January 13, 2025



2026 Pavement Management Program
Project Limits

VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: December 9, 2025

TO: Tim Schloneger, Village Manager

FROM: Cliff Ganek, P.E., Village Engineer

SUBJECT: Request for Approval for the Braewood Lift Station Rehabilitation Change Order Number 1

The purpose of this memo is to present Change Order No. 1 for the Braewood Lift Station Rehabilitation project. During construction of the Braewood Lift Station Rehabilitation project, several unforeseen conditions were encountered that required additional work to maintain operational safety, structural integrity, and compatibility with the new equipment installation. Three Contract Modification Requests (CMRs) were submitted by the contractor, Dahme Mechanical Industries, and reviewed by Trotter & Associates, Inc., and Village staff.

These items are grouped into Change Order No. 1, summarized below. Backup documentation for each CMR is attached to this memo for reference.

CMR No. 001 – Concrete Repair **Cost: $3,744.32**
This item includes removal of delaminated and deteriorated concrete on the wet well slab, followed by structural patching. This work was outside the original project limits but was necessary to maintain long-term durability of the lift station structure.

CMR No. 002 – Grinder Channel Light and Local E-Stop **Cost: $4,252.50**
The grinder channel's existing light fixture was removed during slab replacement and was not suitable for reuse. A new explosion-proof LED fixture is required. Additionally, the grinder equipment installed includes two motors, whereas only one disconnect was shown in the plans. A local emergency-stop device is being installed for proper operational safety.

CMR No. 003 – Grinder Channel Stair Modification **Cost: $10,928.35**
Installation of the new grinder required modifications to the existing aluminum stairs in the grinder channel. The stair stringer conflicted with the grinder's installed position, requiring cutting, narrowing, and reconfiguring the stair assembly and handrail.

CMR No.	Description	Added Cost
001	Concrete Repair	$3,744.32
002	Grinder Channel Light & E-Stop	$4,252.50
003	Grinder Channel Stair Modifications	$10,928.35
Total – Change Order No. 1 —		**$18,925.17**

The original executed contract amount for this project is $1,338,888. The addition of Change Order No. 1 will increase the project's cost to a revised contract amount of $1,357,813.17, an increase of 1.4% from the original approved contract amount. Unused funds are available in the Water & Sewer fund to cover the overage this fiscal year from the Biosolids Handling project.

Village staff recommends that the Committee of the Whole move Change Order No. 1 to the Village Board for approval. The modifications included are necessary, reasonable in cost, and essential to the successful completion and long-term reliability of the Braewood Lift Station Rehabilitation project.

RESOLUTION NO. 2025 - R - XX

A RESOLUTION APPROVING CHANGE ORDER NUMBER 1 TO THE CONSTRUCTION CONTRACT WITH DAHME MECHANICAL INDUSTRIES FOR THE BRAEWOOD LIFT STATION REHABILITATION PROJECT AND AUTHORIZING THE EXPENDITURE OF WATER & SEWER CAPITAL FUNDS TO PAY FOR SUCH CHANGE ORDER WORK

WHEREAS, the President and Board of Trustees of the Village of Algonquin (the "Corporate Authorities"), operating as a home rule municipality, have all of the powers and authority granted to such municipalities pursuant to Article VII, Section 6 of the Illinois Constitution of 1970, including the right to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, in 2025, the Corporate Authorities approved a Construction Contract with Dahme Mechanical Industries. (the "Contractor") for Braewood Lift Station Rehabilitation Project ("Project") ("Project Contract"). The original Project Contract amount was $1,338,888. A copy of the Project Contract and Resolution is incorporated herein by reference and made a part hereof; and

WHEREAS, in 2025, additional construction work and activities as determined by the Construction Manager in the amount of $18,925.17 was necessary for the performance of the Contract, but was not contemplated in the original Project Contract. Such additional cost and work are set forth in Change Order Number 1. Copies of Change Order Number 1 is attached hereto as **Exhibit "A".** Upon approval of Change Order Number 1, the original Contract Price for the Project shall be increased to $1,357,813.17 (the "Amended Project Contract Price"); and

WHEREAS, the Corporate Authorities of the Village agree to authorize and approve the additional Project costs by approving Change Order Number 1 for the Project. The source of funding for the Project is the Water & Sewer Capital Fund; and

WHEREAS, based on the recommendation of the Village Public Works Director, the Corporate Authorities make the following findings and determinations (see bolded text) in accordance with 720 ILCS 5/33E-9 (Criminal Code; Change Order Statute) regarding changes to the Construction Contract:

1. Change Order Number 1 attached hereto as **Exhibit "A",** and made a part hereof, increases the contract sum by more than $10,000.00**;**
2. The Change Order Number 1 (a) is made necessary by circumstances not foreseeable at the time the Construction Contract was signed; (b) is germane to the Construction Contract as originally signed; and (c) is in the best interests of the Village**.**

In addition, the Corporate Authorities make the following finding and determination pursuant to Section 5 of the Public Works Contract Change Order Act (SO ILCS 525/5): the amount of Change Order 1 does not increase the original contract price by 50% or more of the original contract price and thus the Village is not obligated to re-bid the additional work proposed under the Change Order.

BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ALGONQUIN, MCHENRY COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Whereas paragraph set forth above is incorporated by reference into this Section 1.

SECTION 2: The Corporate Authorities of the Village of Algonquin approve Change Order Number 01 to the Project Contract in the amount of $18,925.17 payable to Dahme Mechanical Industries, the Contractor, in accordance with Change Order Number 1, copies of which are attached hereto as **Exhibit "A".** The Corporate Authorities also authorize the expenditure of $18,925.17 of Water & Sewer Capital Funds to pay for the work covered by Change Order Number 1.

SECTION 3: The Corporate Authorities of the Village of Algonquin authorize and directs the Village President, the Village Clerk, the Village Treasurer, the Village Manager and the Village Public Works Director, or their designees, to execute, process and deliver the necessary checks, wire transactions, change order documents and such other instruments necessary to comply with the authorization and direction set forth in this Resolution.

SECTION 4: Each section, paragraph, clause, and provision of this Resolution is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Resolution, nor any part thereof, other than that part affected by such decision.

SECTION 5: This Resolution shall be in full force and effect from and after its adoption, approval and publication in the manner provided by law.

Dated this 16th day of December, 2025

AYES:

NAYS:

ABSENT:

APPROVED:

(seal)

_____

Debby Sosine, Village President

ATTEST: _____

Fred Martin, Village Clerk

Exhibit "A"

Change Order Number
01

(attached)

TROTTER and ASSOCIATES, INC.
ENGINEERS AND SURVEYORS

40W201 Wasco Road, Suite D – St. Charles, Illinois, 60175
Phone: 630/587-0470 – Fax: 630/587-0475

Contract Modification Request No. 001 **Date:** 06/09/2025

To:	Pete Oberding Project Manager	**From:**	Lindsay Muth, E.I.T. Resident Project Representative

Project: Village of Algonquin – Braewood Lift Station Rehabilitation
ALG-047

Owner:	Village of Algonquin 110 Mitchard Way Algonquin, IL 60102	**Contractor:**	Dahme Mechanical Industries, Inc. 610 S. Arthur Ave Arlington Heights ,IL, 60005

It has been requested that a Contract Modification be initiated to the above referenced contract. The following information is provided as backup data:

1. **Scope of Work (Provide Attachments if Needed):**
   Remove and patch failing concrete on the wet well slab.

2. **Reason for Modification:**
   There is concrete failing at the lift station outside of the project's scope of work that the Village would like repaired.

3. **Approximate Cost Change to Contract Price:** **$ 3,744.32**

4. **Additional Contract Time to Complete Modification:** **0 days**

5. **Attachments:** None

Prepared by: Lindsay Muth
Lindsay Muth, E.I.T.
Resident Project Representative
Trotter and Associates, Inc.

Date: 11-24-2025

Accepted by: Pete Oberding
Digitally signed by Pete Oberding
DN: C=US, E=poberding@dmi-inc.net, O=Dahme Mechanical, CN=Pete Oberding
Date: 2025.11.25 11:37:34-06'00'
Pete Oberding
Project Manager
DMI Inc.

Date: 11-25-2025

Approved by: Cliff Ganek
Digitally signed by Cliff Ganek
DN: C=US, E=cliftonganek@algonquin.org, O=Village of Algonquin, OU=Municipality, CN=Cliff Ganek
Reason: I attest to the accuracy and integrity of this document
Date: 2025.12.02 07:38:14-06'00'
Clifton Ganek
Village Engineer
Village of Algonquin

Date: 12/2/2025

Cc: Village of Algonquin
File (ALG047 – Braewood LS Rehabiltation)

DAHME MECHANICAL INDUSTRIES, INC.
610 S. ARTHUR AVE.
ARLINGTON HEIGHTS, IL 60005
847-253-0341
info@dmi-inc.net www.dmi-inc.net

November 20, 2025

Trotter & Associates, Inc.
40W201 Wasco Road, Suite D
St. Charles, IL 60175

Attn: Dan Gilespie

Re: Change Order Request
Algonquin Braewood Concrete Repair

Dear Dan:

Per your request we offer the following changes in pricing to our scope per the task referenced above:

Item #1 Concrete Repair

1. Subcontractors

1	BACR		$3,566.02 /lot	$3,566.02

Subtotal	**$3,566.02**
5% mark-up	**$178.30**
Total Subcontractors	**$3,744.32**

Total Costs Item 1:	**$3,744.32**

Total Cost Add/Deduct:	**$3,744.32**

Please note that our standard contract exclusions apply. Please take care to include your work responsibilites in the proposal before forwarding to the engineer for consideration. Please review and advise of the status of this request; any questions can be addressed to me at (847) 253-0341.

Thank You,

Pete Oberding
Project Manager
Dahme Mechanical industries, Inc.
poberding@dmi-inc.net

TROTTER and ASSOCIATES, INC.
ENGINEERS AND SURVEYORS

40W201 Wasco Road, Suite D – St. Charles, Illinois, 60175
Phone: 630/587-0470 – Fax: 630/587-0475

Contract Modification Request No. 002 **Date:** 10/29/2025

To:	Pete Oberding Project Manager	**From:**	Lindsay Muth, E.I.T. Resident Project Representative
Project:	Village of Algonquin – Braewood Lift Station Rehabilitation ALG-047		
Owner:	Village of Algonquin 110 Mitchard Way Algonquin, IL 60102	**Contractor:**	Dahme Mechanical Industries, Inc. 610 S. Arthur Ave Arlington Heights ,IL, 60005

It has been requested that a Contract Modification be initiated to the above referenced contract. The following information is provided as backup data:

1. **Scope of Work (Provide Attachments if Needed):**
   Provide and install a light fixture in the grinder channel. Provide and install a local E-Stop button at grinder (G-001).

2. **Reason for Modification:**
   The existing light fixture in the grinder channel pit was removed from the ceiling to replace the concrete slab. Okeh Electric noted the fixture was not suitable to be reinstalled and a replacement is recommended. The grinder installed at Braewood has two motors, each with a power cable and control cable. Only one power cable and one local XP disconnect was shown on the drawings. The proposed local disconnect will be substituted with an E-Stop button. Disconnect to be restocked, if possible, and a credit applied.

3. **Approximate Cost Change to Contract Price:** $ **4,252.50**

4. **Additional Contract Time to Complete Modification:** **0** **days**

5. **Attachments:** Proposed Explosion Proof LED Light and E-Stop specifications

Cc: Village of Algonquin
File (ALG047 – Braewood LS Rehabiltation)

Prepared by: Lindsay Muth

Lindsay Muth, E.I.T.
Resident Project Representative
Trotter and Associates, Inc.

Date: 11-3-25

Accepted by: Pete Oberding

Digitally signed by Pete Oberding
DN: C=US, E=poberding@dmi-inc.net, O=Dahme Mechanical, CN=Pete Oberding
Date: 2025.11.04 19:46:10-06'00'

Pete Oberding
Project Manager
DMI Inc.

Date: 11/4/2025

Approved by: Cliff Ganek

Digitally signed by Cliff Ganek
DN: C=US, E=cliftonganek@algonquin.org, O=Village of Algonquin, OU=Municipality, CN=Cliff Ganek
Reason: I attest to the accuracy and integrity of this document
Date: 2025.11.05 13:41:37-06'00'

Clifton Ganek
Village Engineer
Village of Algonquin

Date: 11/5/2025

Cc: Village of Algonquin
File (ALG047 – Braewood LS Rehabiltation)

DAHME MECHANICAL INDUSTRIES, INC.
610 S. ARTHUR AVE.
ARLINGTON HEIGHTS, IL 60005
847-253-0341
info@dmi-inc.net www.dmi-inc.net

October 30, 2025

Trotter & Associates, Inc.
40W201 Wasco Road, Suite D
St. Charles, IL 60175

Attn: Dan Gilespie

Re: Change Order Request
Algonquin Braewood Grinder Light/E-Stop

Dear Dan:

Per your request we offer the following changes in pricing to our scope per the task referenced above:

Item #1 Grinder Light/E-stop

1. Subcontractors

1	Okeh Electric - Grinder Light	$1,200.00 /lot	$1,200.00
1	Okeh Electric - E-Stop	$2,850.00 /lot	$2,850.00

Subtotal	**$4,050.00**
5% mark-up	**$202.50**
Total Subcontractors	**$4,252.50**

Total Costs Item 1:	**$4,252.50**

Total Cost Add/Deduct:	**$4,252.50**

Please note that our standard contract exclusions apply. Please take care to include your work responsibilites in the proposal before forwarding to the engineer for consideration. Please review and advise of the status of this request; any questions can be addressed to me at (847) 253-0341.

Thank You,

Pete Oberding
Project Manager
Dahme Mechanical industries, Inc.
poberding@dmi-inc.net

TROTTER and ASSOCIATES, INC.
ENGINEERS AND SURVEYORS

40W201 Wasco Road, Suite D – St. Charles, Illinois, 60175
Phone: 630/587-0470 – Fax: 630/587-0475

Contract Modification Request No. 003 **Date:** 11/3/2025

To:	Pete Oberding Project Manager	**From:**	Lindsay Muth, E.I.T. Resident Project Representative

Project: Village of Algonquin – Braewood Lift Station Rehabilitation
ALG-047

Owner:	Village of Algonquin 110 Mitchard Way Algonquin, IL 60102	**Contractor:**	Dahme Mechanical Industries, Inc. 610 S. Arthur Ave Arlington Heights, IL, 60005

It has been requested that a Contract Modification be initiated to the above referenced contract. The following information is provided as backup data:

1. **Scope of Work (Provide Attachments if Needed):**
   Modify aluminum stairs in grinder channel from lower platform to floor. Cut existing stringer plate and stair treads to reduce width. Reassemble stairs as shown on the attached details and modify existing handrail.

2. **Reason for Modification:**
   The placement of the new grinder (G-001) in the existing channel requires modifications to the existing aluminum stairs. The existing stair stringer bears on the channel grating, which bears on an embedded angle. The new grinder needs to be installed where the stair stringer is positioned on the existing grating; therefore the stair width needs to be reduced and the stair stringer repositioned outside of the channel grating.

3. **Approximate Cost Change to Contract Price:** **$ 10,928.35**

4. **Additional Contract Time to Complete Modification:** **0 days**

5. **Attachments:** Details (5 sheets)

Cc: Village of Algonquin
File (ALG047 – Braewood LS Rehabilitation)

Prepared by: Lindsay Muth

Lindsay Muth, E.I.T.
Resident Project Representative
Trotter and Associates, Inc.

Date: 11-12-2025

Accepted by: Pete Oberding

Digitally signed by Pete Oberding
DN: C=US, E=poberding@dmi-inc.net, O=Dahme Mechanical, CN=Pete Oberding
Date: 2025.11.13 09:16:40-06'00'

Pete Oberding
Project Manager
DMI Inc.

Date: 11-13-2025

Approved by: Cliff Ganek

Digitally signed by Cliff Ganek
DN: C=US, E=cliftonganek@algonquin.org, O=Village of Algonquin, OU=Municipality, CN=Cliff Ganek
Reason: I am approving this document
Date: 2025.11.18 08:38:43-06'00'

Clifton Ganek
Village Engineer
Village of Algonquin

Date: 11/18/2025

Cc: Village of Algonquin
File (ALG047 – Braewood LS Rehabilitation)

DAHME MECHANICAL INDUSTRIES, INC.
610 S. ARTHUR AVE.
ARLINGTON HEIGHTS, IL 60005
847-253-0341
info@dmi-inc.net www.dmi-inc.net

November 10, 2025

Trotter & Associates, Inc.
40W201 Wasco Road, Suite D
St. Charles, IL 60175

Attn: Dan Gilespie

Re: Change Order Request
Algonquin Braewood Grinder Channel Stair Mod

Dear Dan:

Per your request we offer the following changes in pricing to our scope per the task referenced above:

Item #1 Grinder Channel Stair Mod

1. Labor

2	Hours Pipefitter Foreman Rate	$142.00	/hour	$284.00
2	Hours Pipefitter Journeyman Rate	$135.00	/hour	$270.00
	Subtotal			**$554.00**
	15% mark-up			**$83.10**
	Total Labor			**$637.10**

2. Equipment

2	Hours Service Truck note: all equipment fuel included in rate	$40.00	/hour	$80.00
	Subtotal			**$80.00**
	Total Equipment			**$80.00**

3. Subcontractors

1	Westmont Engineering	$9,725.00	/lot	$9,725.00
	Subtotal			**$9,725.00**
	5% mark-up			**$486.25**
	Total Subcontractors			**$10,211.25**

Total Costs Item 1:	**$10,928.35**

Total Cost Add/Deduct:	**$10,928.35**

Please note that our standard contract exclusions apply. Please take care to include your work responsibilites in the proposal before forwarding to the engineer for consideration. Please review and advise of the status of this request; any questions can be addressed to me at (847) 253-0341.

Thank You,

Pete Oberding
Project Manager
Dahme Mechanical industries, Inc.
poberding@dmi-inc.net

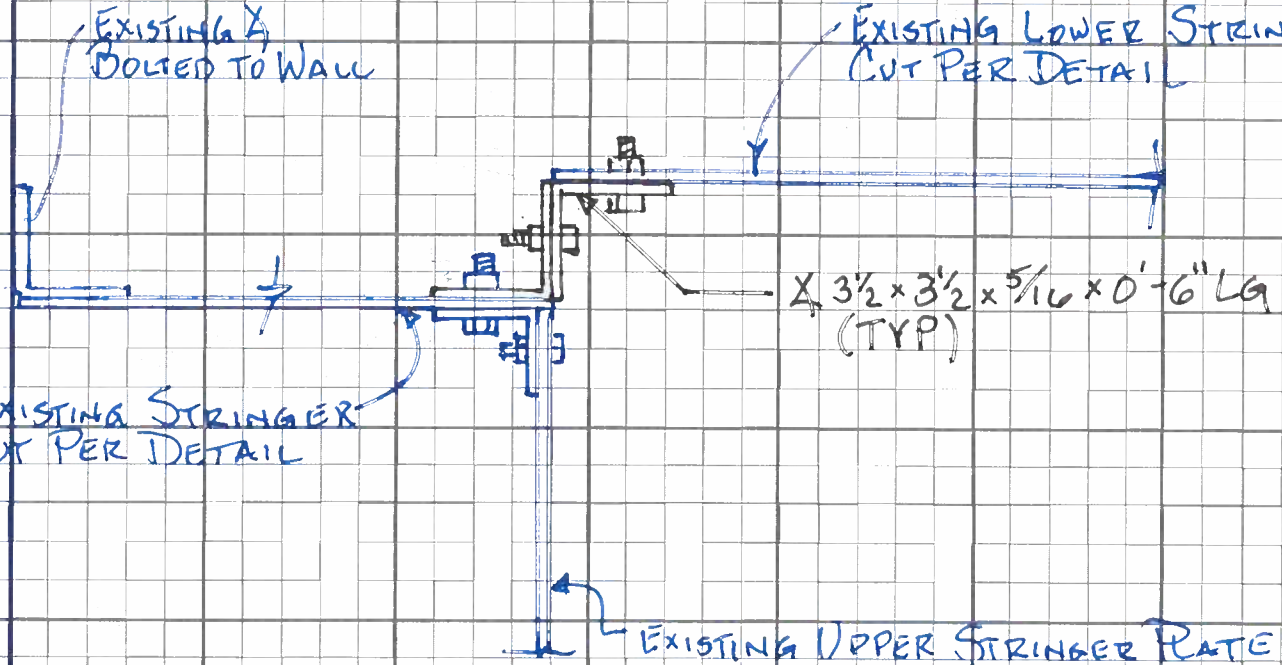
Corporate
40W201 Wasco Rd., Ste D
St. Charles, IL 60175
Phone: 630-587-0470

TROTTER and ASSOCIATES, INC.
CONSULTING ENGINEERS
www.trotter-inc.com

Office Locations:
Fox Lake, IL
Oak Brook, IL
Lake Geneva, WI

PROJECT ALG047

BY dd DATE 10/2025 SHEET 1 OF



PLAN VIEW

ITEMS IN BLUE EXISTING } TYP
ITEMS IN BLACK NEW }

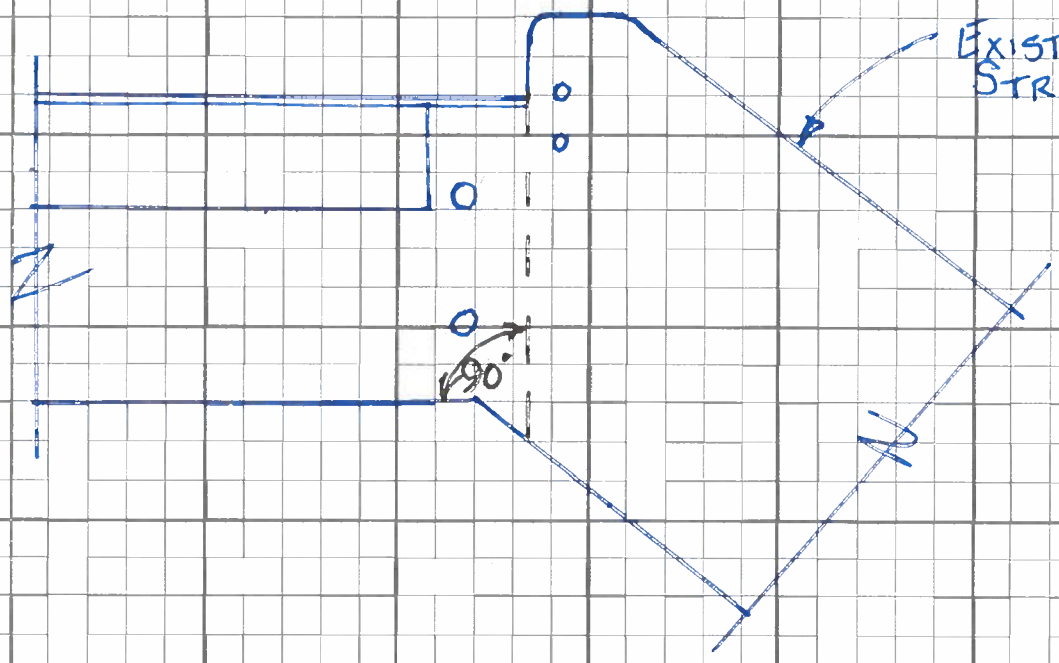
Corporate
40W201 Wasco Rd., Ste D
St. Charles, IL 60175
Phone: 630-587-0470

TROTTER and ASSOCIATES, INC.
CONSULTING ENGINEERS
www.trotter-inc.com

Office Locations:
Fox Lake, IL
Oak Brook, IL
Lake Geneva, WI

PROJECT ALG047

BY db DATE 10/2025 SHEET 2 OF



STRINGER PLATE CUT

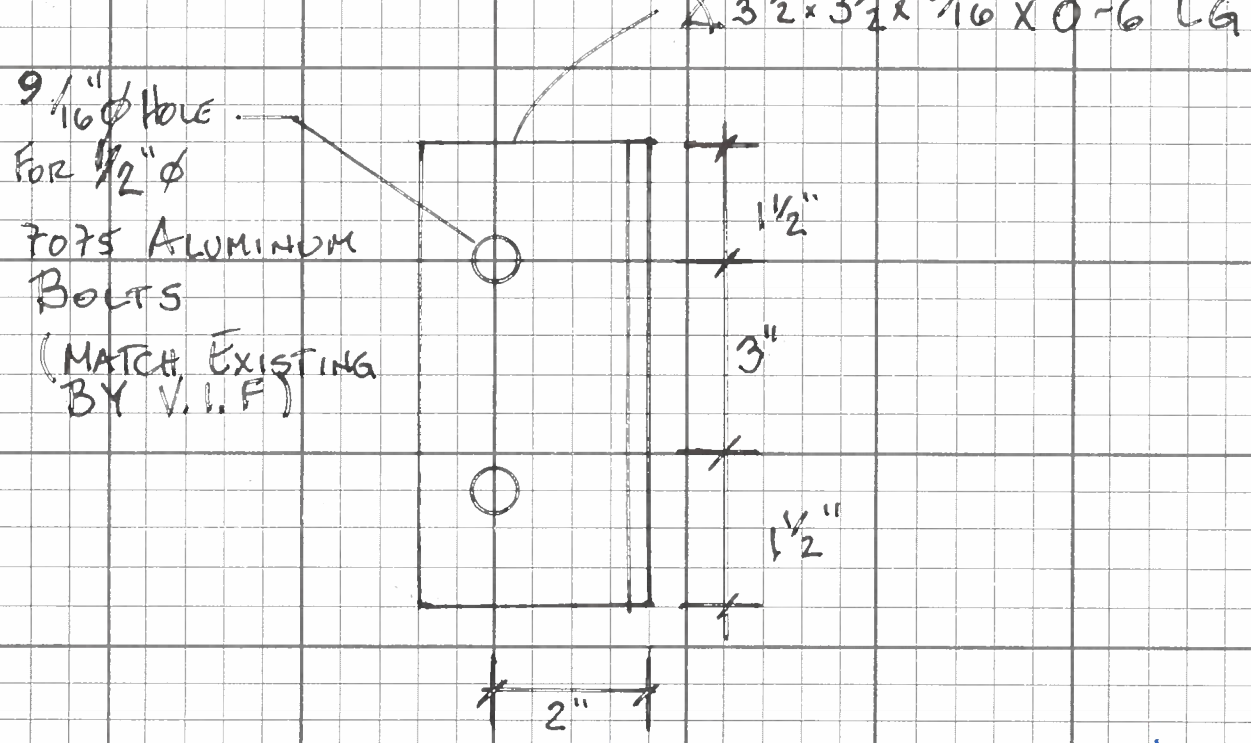
Corporate
40W201 Wasco Rd., Ste D
St. Charles, IL 60175
Phone: 630-587-0470

TROTTER and ASSOCIATES, INC.
CONSULTING ENGINEERS
www.trotter-inc.com

Office Locations:
Fox Lake, IL
Oak Brook, IL
Lake Geneva, WI

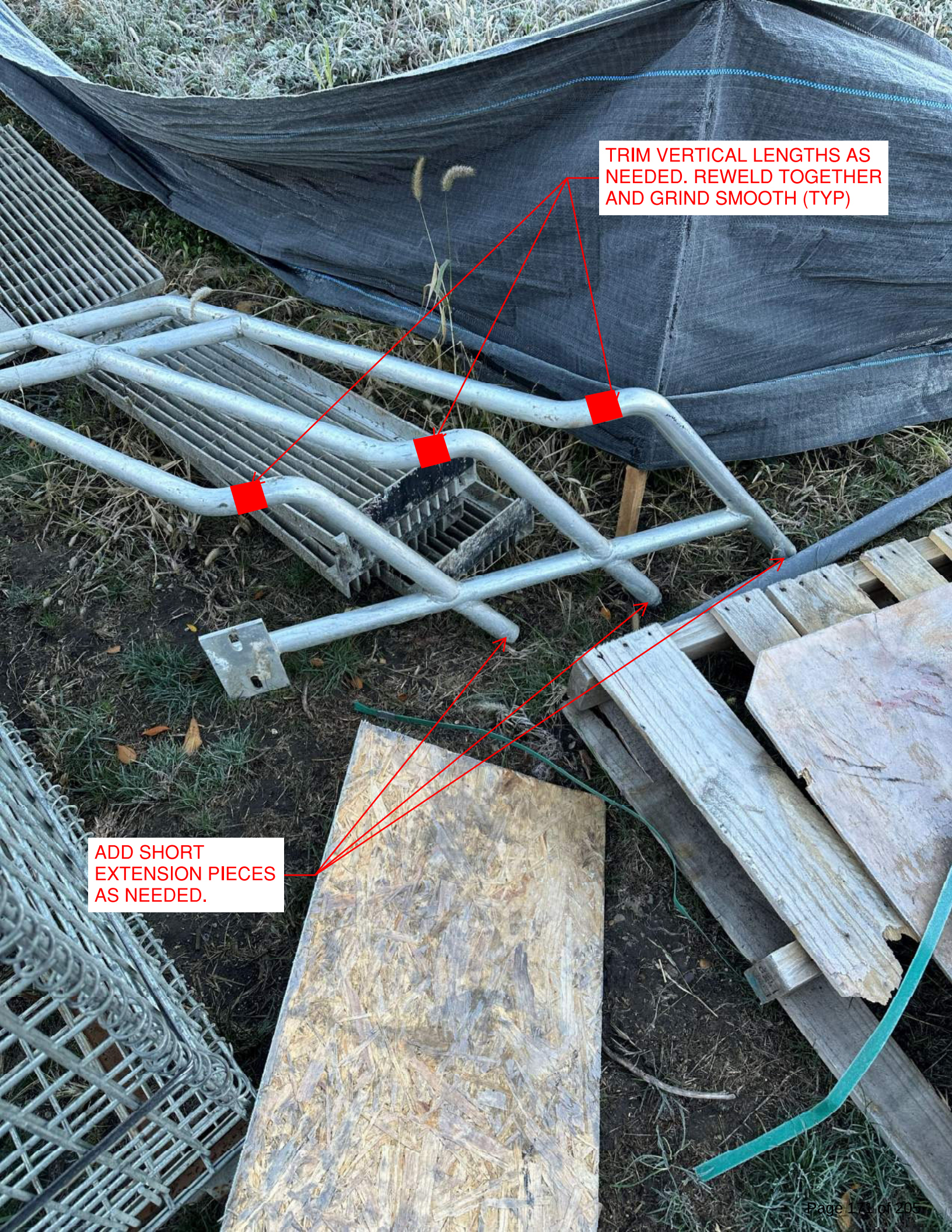
PROJECT ALG047

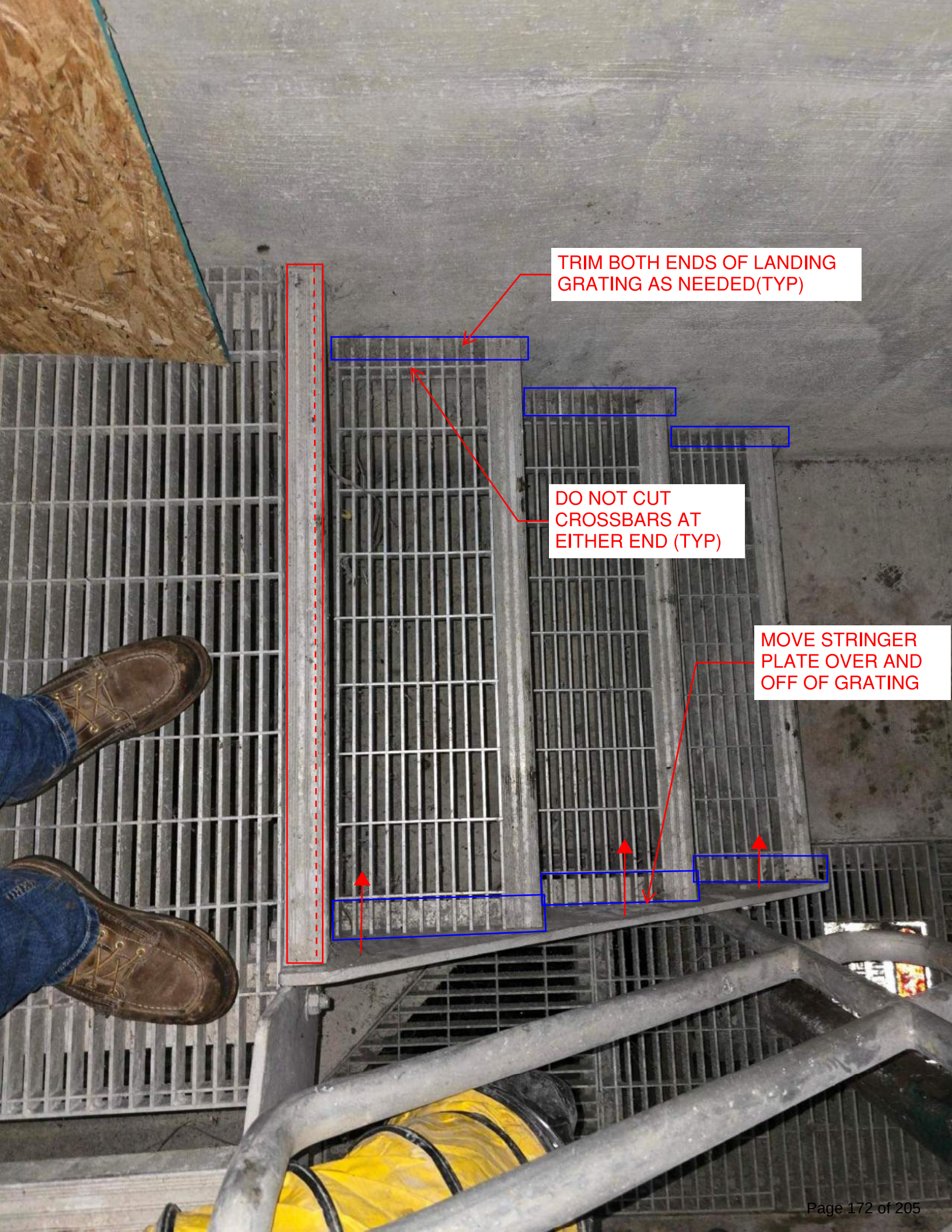
BY db DATE 10/2025 SHEET 3 OF



1½" @ STRINGER PLATE (V.I.F)

ANGLES


TRIM VERTICAL LENGTHS AS NEEDED. REWELD TOGETHER AND GRIND SMOOTH (TYP)
ADD SHORT EXTENSION PIECES AS NEEDED.


TRIM BOTH ENDS OF LANDING GRATING AS NEEDED(TYP)
DO NOT CUT CROSSBARS AT EITHER END (TYP)
MOVE STRINGER PLATE OVER AND OFF OF GRATING

VILLAGE OF ALGONQUIN

PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: December 9, 2025

TO: Tim Schloneger, Village Manager
Committee of the Whole

FROM: Cliff Ganek, P.E., Village Engineer

SUBJECT: Consider an Intergovernmental Agreement with Dundee Township for the Boyer Road Improvement Project

---

Staff is presenting an Intergovernmental Agreement (IGA) between Dundee Township and the Village of Algonquin for the Boyer Road Improvement Project and requests that the Committee of the Whole forward the agreement to the Village Board for approval.

The Boyer Road Improvement Project includes roadway reconstruction and resurfacing (Township portion), drainage improvements, water main installation, construction of a multi-use path, and related restoration activities. Portions of this work require access to and long-term use of areas located on Dundee Township property. The IGA, easement exhibit, and project map are attached to this memo for review and reference.

The Township has signed the attached IGA, which grants the Village:

- A temporary construction easement for access needed to complete roadway, drainage, water main, ditch grading, landscaping, and path improvements;
- Permanent easements for the multi-use path, water main, and associated appurtenances to allow future operation and maintenance;
- Rights for ingress/egress and coordination necessary to implement the project.

The agreement is necessary to complete the Boyer Road Improvements project, which is receiving federal funding for the roadway and multi-use path portions of the project. The Village's legal counsel has also reviewed and approved the draft IGA prior to Township approval.

Staff recommends that the Committee of the Whole move the Intergovernmental Agreement with Dundee Township to the Village Board for approval**.** The agreement is necessary for the Village to complete the Boyer Road improvements and to maintain the installed infrastructure in the future.

INTERGOVERNMENTAL AGREEMENT
BETWEEN
DUNDEE TOWNSHIP
AND
VILLAGE OF ALGONQUIN

16th - CVG

THIS AGREEMENT is entered into this ~~2nd~~ day of December, 2025, by and between the **DUNDEE TOWNSHIP**, an Illinois Township District (hereinafter referred to as the "TOWNSHIP"), and the **VILLAGE OF ALGONQUIN**, an Illinois home rule municipal corporation (hereinafter referred to as the "VILLAGE") and collectively referred to as "Parties".

WITNESSETH:

WHEREAS, the TOWNSHIP is the owner of certain real property situated in the County of Kane, State of Illinois, known as the 'Boyer Road (The Property) in the Village of Algonquin; and

WHEREAS, the VILLAGE desires to construct the Boyer Road Improvements project (the "Project"). As part of the Project, the Village is looking to resurface the section of Boyer Road that is under the jurisdiction of Dundee Township and also construct a multi-use path, install a water distribution line complete with valves and hydrants, install storm sewer, and perform grading and landscape restoration for positive drainage, a portion of which is located upon the Subject Property as depicted on the Construction and Future Maintenance IGA Exhibit prepared by Chastain & Associates, Inc. dated 10/15/2025, attached hereto and incorporated herein as **Exhibit A**.

WHEREAS, in order to construct said Project, the VILLAGE will require a temporary construction easement and a permanent easement from the TOWNSHIP and the TOWNSHIP has determined that the use of TOWNSHIP property in this manner is proper and wishes to grant a temporary and permanent easements as depicted on Exhibit A allowing for the resurfacing of a section of Boyer Road that is under the jurisdiction of the TOWNSHIP and the construction of a multi-use path, installation of a water distribution line, a storm sewer, and grading and landscape restoration for positive drainage, upon a portion of TOWNSHIP Property as well as to allow the VILLAGE to perform all future maintenance of the multi-use path and water main.

WHEREAS, Illinois compiled Statutes, Chapter 5, Section 220/1 *et seq.*, and Article VII, Section 10 of the Constitution of the State of Illinois, 1970, authorize units of local government, including villages and township districts, to enter into agreements for cooperative use of land and property of each such TOWNSHIP.

NOW, THEREFORE, in consideration of the terms and conditions contained in this Agreement, and other good and valuable consideration, receipt of which is hereby acknowledged, it is agreed as follows:

1. The recitals are hereby incorporated by this reference.

2. The TOWNSHIP grants to the VILLAGE a temporary construction easement as depicted on Exhibit A, to complete roadway resurfacing, aggregate shoulder installation, grading, restoration, and pavement markings on Boyer Road and a perpetual, non-exclusive easement to survey, construct, reconstruct, lay, use, operate, maintain, test, inspect, repair, replace, a multi-use path and water distribution line including all valves, hydrants, and other water-related facilities needed to operate and maintain the water distribution line in, upon, over, under, through, along, and across the Property as depicted on Exhibit A, together with all reasonable rights of ingress and egress over, along, upon, and across the Property necessary for the exercise of the rights granted pursuant to this Agreement, subject to the terms and conditions contained in this Agreement.

3. VILLAGE agrees to fund and coordinate the construction and continued maintenance of the multi-use pedestrian path in accordance with all reasonable and applicable best practices and in compliance with all applicable laws. Maintenance shall include access of any necessary equipment, material, and labor to provide a public function of the multi-use path and water main.

4. The VILLAGE shall submit final Detail Plans to the TOWNSHIP for review and approval to include, but not limited to, trail construction, drainage, grading, restoration or landscaping specifications. TOWNSHIP shall promptly review the Detail Plans and within ten (10) business days after receipt of receiving such Detail Plans shall notify the VILLAGE in writing of any objections to the Detail Plans, which objections shall be limited to objections that the Detail Plans are inconsistent in any material respect with the Final Plans or sound engineering policies or practices.

5. In exchange for the rights granted in Paragraph 2 of this Intergovernmental Agreement, VILLAGE agrees to the following requirements on its part:

a. To construct and maintain the multi-use path, water distribution main, valves, hydrants, and all other facilities required to operate and maintain the water distribution line, and associated above and sub- surface drainage systems in accordance with all reasonable and applicable best practices and in compliance with all applicable laws including the standards of the American Association of State Highway and Transportation Officials ("AASHTO") and the latest Americans with Disabilities Act ("ADA") requirements for bicycle and pedestrian paths;

b. To mow the open grass areas along both sides of the multi-use path for its entire distance across the property;

c. To maintain the multi-use path connections from off-site to the mutli-use path at both the northern and southern boundaries in accordance with reasonable and applicable standards;

d. To save and hold the TOWNSHIP, its officers, officials, employees, and agents,

harmless from all claims, causes of action, suits, damages, or demands that arise directly from the negligence of the VILLAGE or its authorized agents, servants, employees, or contractors in the performance of the Project on the temporary and permanent easement areas except to the extent that any such claims, causes of action, suits, damages, or demands arise as a result of the negligence or willful misconduct of the TOWNSHIP.

e. To name the TOWNSHIP as a certificate holder and name the TOWNSHIP as an additional insured accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, for the multi-use path on VILLAGE's insurance policy(s)in coverage types and amounts acceptable to the TOWNSHIP. VILLAGE's insurance shall be primary insurance as respects the TOWNSHIP. Any insurance or self-insurance maintained by the TOWNSHIP shall be in excess of VILLAGE's insurance and shall not contribute with it.

6. If either party institutes any action at law or in equity against the other party to secure or protect its rights under, or to enforce the terms of this Intergovernmental Agreement, in addition to any judgment entered in its favor, the prevailing party shall be entitled to recover such reasonable attorneys' fees as may be allowed by the court, together with court costs and reasonable expenses of litigation.

7. VILLAGE shall have no authority, express or implied, to act as agent of the TOWNSHIP for any purpose. VILLAGE shall remain solely responsible for all obligations and liabilities of, and for all loss or damage to, the bike path area, any personal equipment or fixtures connected therewith, and for all claims or demands based on damage or destruction of property or based on injury, illness, or death of any person or persons, directly or indirectly, resulting from the use of the area.

8. The temporary easement shall expire 12-months after substantial completion of the Project but in any event not later than May 31, 2028, whichever occurs first. The permanent easement and rights granted in this Agreement, the restrictions imposed by this Agreement, and the agreements and covenants contained in this Agreement will be easements, rights, restrictions, agreements, and covenants running with the land, will be recorded against the Property and will be binding upon and inure to the benefit of the TOWNSHIP and the VILLAGE and their respective successors, assigns, agents, licensees, invitees, and representatives, including, without limitation, all subsequent owners of the Property, or any portion thereof, and all persons claiming under them. If any of the easement, rights, restrictions, agreements, or covenants created by this Agreement would otherwise be unlawful or void for violation of (a) the rule against perpetuities or some analogous statutory provision, (b) the rule restricting restraints on alienation, or (c) any other statutory or common law rules imposing time limits, then such easement, rights, restrictions, agreements, or covenants will continue only until 21 years after the death of the last survivor of the now living lawful descendants of the current President of the United States.

9. The provisions of this Intergovernmental Agreement shall be severable and the invalidity of any provision, or portion thereof, shall not affect the enforceability of the remaining provisions.

10. The persons signing this Intergovernmental Agreement represent that they have all legal authority and power in their respective capacities to bind the TOWNSHIP and the VILLAGE to this Intergovernmental Agreement.

11. This Intergovernmental Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and venue for any lawsuits shall be in Kane County, Illinois.

12. This Intergovernmental Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Intergovernmental Agreement may be recorded by either party.

13. This Agreement shall become effective upon full execution by both the Township and the Village, and shall remain in full force and effect thereafter according to its terms. The temporary construction easement granted herein shall commence upon the effective date and shall expire as provided in this Agreement.

14. Notices. All notices herein required shall be in writing and shall be served on the parties at the following addresses:

To TOWNSHIP: David Schulz Highway Commissioner
Dundee Township Road District
1900 Sleepy Hollow Rd.
Sleepy Hollow, IL 60118

With a copy to:

To VILLAGE: Tim Schloneger Village Manager
2200 Harnish Drive
Algonquin, IL 60102
timschloneger@algonquin.org

With a copy to: ZUKOWSKI, ROGERS, FLOOD & MCARDLE
Kelly Cahill
50 N. Virginia Street
Crystal Lake, IL 60014

The mailing of a notice by registered or certified mail, return receipt requested, by personal delivery, express over-night delivery, email or by telecopier transmittal (fax) to the party or its

attorney shall be sufficient service. Notices shall be deemed served when received if delivered by hand or telecopier or express over-night delivery, or email, and ten (10) days after the date mailed, if mailed as described above.

15. Entire Agreement. This Intergovernmental Agreement contains all of the terms, conditions, and agreements between the parties hereto and no alterations, additions or changes hereto shall be valid unless memorialized in a written amendment hereto executed by the VILLAGE and the TOWNSHIP.

IN WITNESS WHEREOF, each of the parties has caused this Easement Agreement to be executed by its duly authorized representative as of the day and year first above written.

DUNDEE TOWNSHIP

By: _____
David Schulz, Highway Commissioner

ATTEST:

By: _____
Jodi Kirstein, Administrative Assistant

VILLAGE OF ALGONQUIN

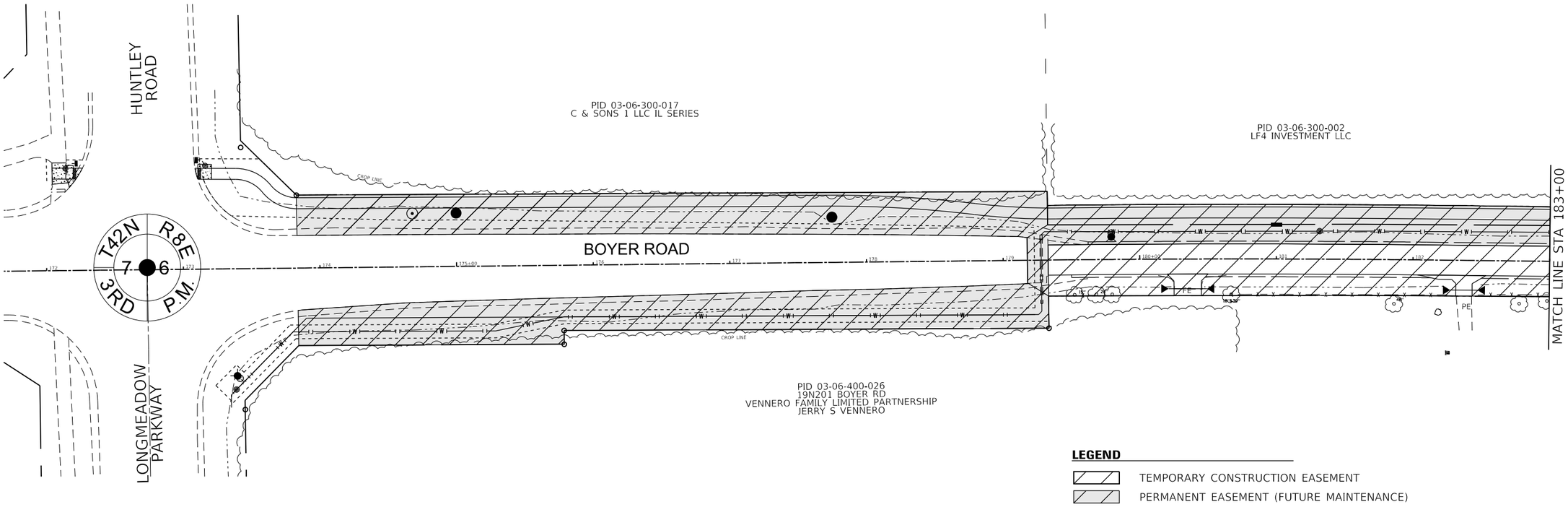
By: _____
Debby Sosine , President

ATTEST:

By: _____
Fred Martin, Village Clerk

EXHIBIT A

FINAL EASEMENT EXHIBIT



MODEL: Default
FILE NAME: H:\Pr Mun\Jal\0303 Algonquin Boyer Road Ph II Improv\CADD\CADD Civil\CADD Sheets\0303 - Township Easement Exhibit.dgn

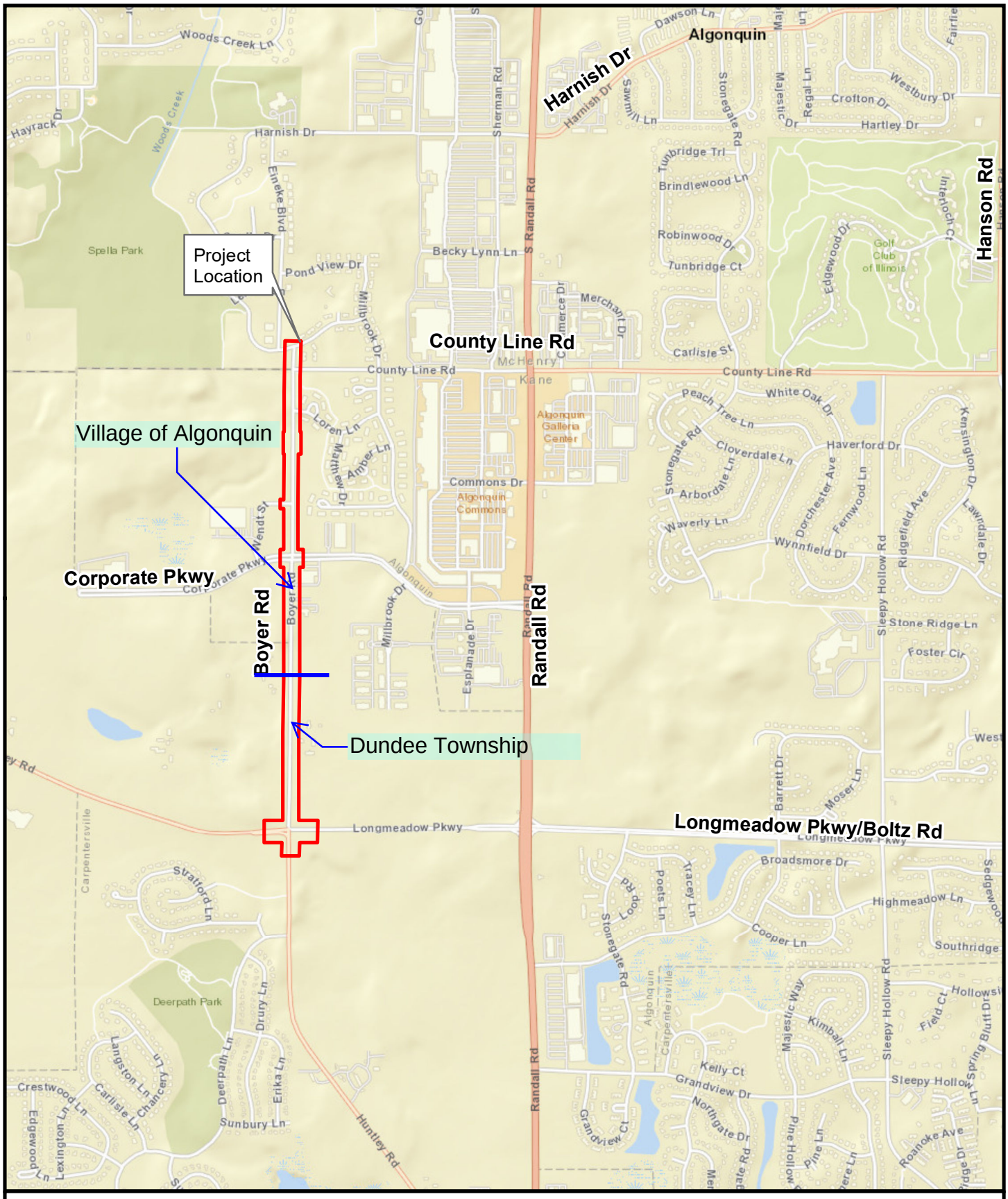
CHASTAIN & ASSOCIATES LLC CONSULTING ENGINEERS	USER NAME = amagsam	DESIGNED -	REVISED -
		DRAWN -	REVISED -
	PLOT SCALE = 80.0000 ' / in.	CHECKED -	REVISED -
	PLOT DATE = 10/15/2025	DATE -	REVISED -

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

BOYER ROAD IMPROVEMENTS
CONSTRUCTION AND FUTURE MAINTENACE IGA EXHIBIT

SCALE: | SHEET OF SHEETS | STA. TO STA.

F.A. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
245	22-00093-00-PV	KANE	1	1
		CONTRACT NO. 61M17		
		ILLINOIS FED. AID PROJECT		



CHASTAIN & ASSOCIATES LLC
CONSULTING ENGINEERS

Boyer Road
Section #: 22-00093-00-PV
Project Location Map
Algonquin, Illinois

N
W E
S

0 750 1,500 3,000
Feet

VILLAGE OF ALGONQUIN

PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: December 1, 2025

TO: Tim Schloneger, Village Manager

FROM: Vince Kilcullen, General Services Superintendent

SUBJECT: Snow and Ice Control Plan Updates

Each year, the Public Works Department reviews and updates the Snow and Ice Control Plan to ensure operations reflect current conditions, equipment, and best practices. The 2025–2026 plan continues the Village's long-standing approach to snow and ice control and primarily includes minor operational updates.

The updated plan maintains the Village's goal of clearing all roadways within eight hours after snowfall ends, with a realistic performance benchmark of 12 hours for most storms. It also reflects the current 137 center-lane miles of roadway, the continued use of salt brine and beet juice pre-treatment, and the ongoing use of contracted services for most cul-de-sacs and the Downtown area to support timely and efficient snow removal.

As part of this year's minor updates, staff revised the mailbox reimbursement section of the plan due to rising replacement costs and resident feedback. For many years, the reimbursement remained at $25 for a post and $20 for a mailbox when it was determined that a plow made physical contact. Under the revised policy, residents now have two options when damage is confirmed to be caused by a plow:

1. The Village will replace the mailbox and/or post with a standard mailbox and 4x4 post as needed; or
2. The resident may replace the mailbox and/or post themselves and receive up to $80 total in reimbursement (in any combination of mailbox, post, or both). Any cost exceeding $80 will be the resident's responsibility.

The updated 2025–2026 Snow and Ice Control Plan will be posted on the Village website for public reference.

Recommendation

Staff recommends approval of the updated plan, including the minor policy revisions noted above.

SNOW AND ICE CONTROL PLAN

Revised November, 2025

VILLAGE OF ALGONQUIN

PUBLIC WORKS DEPARTMENT

110 MITCHARD WAY

ALGONQUIN, IL. 60102

(847) 658-2754

DEBBY SOSINE, VILLAGE PRESIDENT

FRED MARTIN, VILLAGE CLERK

LAURA BREHMER, TRUSTEE

JERRY GLOGOWSKI, TRUSTEE

MAGGIE AUGER, TRUSTEE

BRIAN DIANIS, TRUSTEE

JOHN SPELLA, TRUSTEE

BOB SMITH, TRUSTEE

TIM SCHLONEGER, VILLAGE MANAGER

NADIM BADRAN, PUBLIC WORKS DIRECTOR

VINCE KILCULLEN, GENERAL SERVICES SUPERINTENDENT

SCOTT GOAD, STREETS AND RIGHTS OF WAY SUPERVISOR

VILLAGE OF ALGONQUIN

Snow and Ice Control Plan

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I. SNOW FIGHTING PLAN

The Algonquin Public Works Department General Services Division is responsible for the safe flow of traffic throughout the Village's network of streets. Algonquin's current roadway system, within its maintenance jurisdiction, includes about 137 center-lane miles of pavement. Due to the topography of the Village, these streets include many steep grades and open areas where snow accumulations caused by drifting is extensive. These conditions present some unique obstacles and are managed primarily with three snow and ice control tools. Firstly, pavement treatments may be utilized prior to the event to prevent the initial snow fall from adhering to the road surface, secondly, road salt may be applied before, during, and after a storm, and lastly, roadway plowing is performed to remove accumulations from the roadway surfaces. These three tools may be utilized in various combinations dependent upon the variables of the storm, tool effectiveness in a given circumstance, and financial accountability.

The Illinois Department of Transportation (IDOT) generally plows and maintains the two main State routes (31 & 62) within our corporate limits. However, since we are situated at the edges of two IDOT divisions, we must, fairly regularly, provide service to those routes within our boundaries at times when the State's response is insufficient.

Counties and Townships that overlap our jurisdiction also manage snow and ice control routes within our corporate limits. Such areas include portions of Algonquin Rd., Randall Rd., and Cary Rd. These roads may also occasionally require our attention, as we lie at the outer limits of each respective jurisdiction.

Weather Prediction

Prediction of impending storms is important in the control of snow and ice. The Public Works Department subscribes to a live, internet based, weather radar service, and a 24-hour staffed weather prediction service. The snow and ice control supervisors also keep in contact with the local police department. All of these efforts, and others, as required, keep the Villages snow and ice control supervisors directly aware of the storms impacts and evolution. These types of data access are also used by IDOT and most other communities to provide accurate tracking of storms. Each year our storm data access potential is reviewed and adjusted, especially as technology evolves. An impending storm warning will initiate the assignment of snow and ice control tasks at the discretion of the supervisor in charge. Pending storm data is also related to the snow and ice teams in an effort to best prepare them for deployment.

Plow Routes

To coordinate snow and ice control effectively, the General Services Division has divided the Village into three (3) zones, (Zone A is east of Route 31, Zone B is between Route 31 & Randall Rd., and Zone C is from Randall Rd. to the west end of the Village limits), with snow plow routes assigned throughout the zones. Each truck is assigned a specific plowing route to maintain within a zone. Each plow route has a primary and secondary driver. Plow routes are balanced according to the number of miles serviced and the time required to complete each route. This insures that each route is completed in approximately the same amount of time. Those routes designated to, and serviced by, our largest service vehicles are between ten (10) and fifteen (15) miles long. Those plowed by our smaller service vehicles are between five (5) and eight (8) miles long. All Public Works Department equipment is available for utilization in the snow fighting effort. Most all able equipment is assigned and utilized, with several back up units available should units break down, or the nature of the event require additional deployment. The assistance of an outside

contractor is utilized for servicing many of the cul-de-sacs within the Village, and also our Down Town District. Private contracting of snow and ice services is also available for emergencies.

Whenever conditions call for a full plowing effort, two supervisors will be assigned as the snow and ice control supervisors. They will be charged with the responsibility of keeping pertinent records of the event, responding to calls and concerns from residents or Police Dispatch, and making all decisions related to managing the storm.

Alerting Snow and Ice Control Personnel

Assigned supervisors will manage snow and ice control operations. During daylight hours the Streets and Right of Way supervisor, or his designee, will deploy the snow and ice control teams. During the nighttime the police department will be the primary observers of the start of a storm and notify the person designated as the snow and ice control supervisor for that day. The snow and ice control supervisor will then determine whether snow and ice control teams are necessary and call out the proper personnel.

Plowing Policy

The goal of the Public Works Department is to clear the Village streets as effectively and efficiently as possible by utilizing an effective combination of snow and ice control methods. In the interest of protecting the environment and controlling costs, storm duration application of deicers will be performed sparingly, and typically only when mechanical plowing methods fail to provide desired results, or when hazardous conditions exist. During a snowstorm, the clearing of streets is performed on a priority basis. The roadway system in Algonquin is broken down in to four categories including primary arterial, secondary arterial, collector and local road. These categories provide the utilization hierarchy which allows our plan to identify and service the most crucial Village roadways first. Arterials are generally high volume roadways designed to move traffic through the Village, between various parts of the Village or to move traffic quickly to or from collector roads**.** Collectors are designed to channel somewhat smaller volumes of traffic from local roads to the primary and secondary arterials. Finally, local roads provide direct access to residential, commercial and institutional properties. Local roads form the lesser road system of subdivisions, downtowns and industrial parks, and can take the form of continuous streets, dead ends and cul-de-sacs.

Those streets most heavily traveled are the arterials and collectors, and are therefore considered higher on the list of priority streets and generally serviced first. Once the arterials and collectors are plowed and/or deiced they must be kept open and accessible to traffic. The next order of priority is the plowing and/or deicing of the local roads and cul-de-sacs within the subdivisions. These roads are to be cleared while keeping a watchful eye on the condition and drivability of the arterials and collectors. Municipally owned and maintained parking lots, sidewalks, and bike paths will be on separate routes and will not be considered in this particular priority hierarchy, but will be given appropriate attention based on use and need.

The cul-de–sacs and dead end streets will be kept open by the route drivers during the storm, but, due to the much smaller amount of traffic and the extended length of time necessary to clear the cul-de-sacs and dead end streets, final curb-to-curb clean-up will not take place until arterials, collectors, and local streets are fully cleared and the storm has subsided. A considerable number of cul-de-sacs are cleaned by contract in order to expedite the snow removal and provide more timely service to residents living in these areas. In all snow removal operations, cul-de-sacs are among our greatest operational challenges and public

relations issues. Therefore, we attempt to discourage, and thereby limit the number of cul-de-sacs proposed in new developments.

When plowing operations begin, the driver will "open" the arterials, followed by the collectors, etc. Opening a typical street consists of making one pass with the plow in each direction. This procedure may be done on several streets before the plow returns to push back the remaining snow accumulation to the approximate curb line. If a snowstorm is extremely heavy this procedure may be repeated many times before the streets can be cleared completely, or curb-to-curb as it is often referred. Collectors and local roads may be opened in this manner before arterials are completely cleaned. This decision will be left largely at the discretion of the driver, in consultation with the snow and ice control supervisor.

The amount of snow, weather conditions, and the travel time required between subdivisions within the route may dictate the need for some modification of the plowing routines in actual practice.

During regular working hours the Streets and Rights of Way Supervisor, or his designee, will coordinate the snow fighting effort. Utilizing our weather prediction resources, the supervisor will track the storm as well as possible and provide pertinent updates to field personnel. An assigned supervisor will drive the streets to appraise the plowing activities, monitor progress, and assist with emergency repairs and breakdowns, as they occur. An assigned supervisor will assist with parking lot plowing and help where needed with a pick-up and plow, as the aforementioned duties allow. These functions will aid in the more efficient and timely clearing of the Village streets and properties. For those hours other than regular working hours a designated snow and ice control supervisor will fulfill all these functions.

Salting Policy

The Village of Algonquin utilizes a two thousand two hundred (2,200) ton salt storage facility located at the Public Works Complex at 110 Mitchard Way. This facility allows the Public Works Department the necessary reserves of salt. In our commitment to protecting the environment and controlling costs, salt is applied as sparingly as able, typically two to three hundred (200-300) pounds per lane mile, as needed. With the addition of a mix of salt brine & beet juice (70% salt brine & 30% beat juice) added to our salt product, we have increased our ability to deal with colder temperatures, but often a combination of tire traffic and/or sunshine is needed to enhance the workability of these treatments. For this reason, cul-de-sacs are salted only in extreme cases. The increased ability to melt snow and ice is still not unlimited. Salt alone is effective to fifteen (15) degrees Fahrenheit. If street surface temperatures drop below this temperature, salt becomes ineffective. If the salt is treated with our brine and beet juice solution, it provides our salt product the ability to be effective down to a road surface temperature of five (5) degrees Fahrenheit. For this reason, most all of our salt capable units are able to apply this solution to the salt product as it is distributed upon the roadway.

The Village of Algonquin also employs a pre-storm surface treatment application strategy. This is where an anti-icing product is applied to the pavement prior to the storms arrival. There are a couple of ways this is done, and there are a couple conditions that must be present in order for the treatment to be effective. The pavement temperature cannot be below fifteen (15) degrees Fahrenheit, the humidity cannot be over seventy (70) percent, and there cannot be any chance of rain. The most common, longest lasting, and cost-effective process is to apply a salt brine/beet juice liquid mix to the roadway at a rate of forty (40) gallons per lane mile as disbursed via a vehicle mounted boom sprayer system. This application will dry and remain on the pavement ready to work for up five (5) days without the need for

reapplication. The other option is to apply salt brine and beet juice treated salt to the roadways. This can only be done a few hours ahead of a storm. Both applications begin to melt the snow as soon as it contacts the roadway surface, which prevents the snow and ice from bonding to the pavement. This provides great opportunity in better managing a storm right from the start. To reiterate, a pre-storm surface treatment application can only be performed if the appropriate conditions exist, and may not be prescribed for many of the events that occur.

Municipal Lots, Sidewalks, Downtown, and Bike Paths

Routes are assigned under this current plan to handle snow removal from all municipally owned parking lots, and sidewalks abutting municipally owned properties. Additionally, clearance of parking spaces and sidewalks in our downtown area, as well as selected bike paths are also serviced.

The Ganek Municipal Complex route will be handled as a 24-hour responsibility. Assigned snow and ice control teams will first provide access clearance to the Police Department parking lot and ensure safe ingress and egress to the facility from Stonegate Drive. Depending on the time of day or night, teams may either shovel and deice the walkways, as required for 24-hour access to the lower level Police Department, or choose to go immediately to the upper level parking lot and open it up to prepare for the days business. Once all critical areas of the facility are opened up for reasonable access, the teams will rotate between assigned locations on the route while insuring that the Ganek Municipal Complex is maintained in a manner that provides consistently reasonable access for employees and the general public. Once the event is substantially complete, teams will push snow back to the curbs, perform a final detailing of all site walkways at the Ganek Municipal Complex, before proceeding to the final clean-up of other sites on the route.

The other routes are designated as post event routes and are the last sites to be serviced. There are routes that service the municipal properties throughout town, routes that service municipally owned sidewalks and bike paths, and a route that services the parking and walkways in the greater downtown area. These routes will be serviced within 24-hours of the substantial completion of a snow and ice control event.

Desired Results

All communities that publish a *Snow and Ice Control Plan* utilize this document to set a goal, or standard, for their specific operation. In actuality, that standard is generally a measurement of effectiveness on how quickly the roadways within the jurisdiction can be cleaned to bare pavement after all snowfall has ceased.

Although we strive to clear all roads down to bare pavement, curb-to-curb, we are unable to guarantee this due to extreme conditions and limits to manpower and equipment.

To that end, we need to cautiously set our standards high, but consider our current limitations. Algonquin's overall goal in this *Snow and Ice Control Plan* is to clear all of its roadways, from arterial to local road, of all snow accumulation within eight (8) hours after the snow has stopped. This policy dictates curb-to-curb snow removal on all roadways, with an additional standard of bare pavement on all arterial and collector roads, hills, curves and intersections, within the specified eight (8) hour period. Mid-block hard pack snow, bladed to a minimum thickness, is acceptable on most local roads

Ideally, this axiom would be met every time; however, because of many uncontrollable variables, a truly attainable result would be to meet the standard of a 12 hour completion for 80% of the storms in any

given season. Performance evaluation feedback is built into the reporting system; hence, the results of the snow fighting operation will be evidenced shortly after implementing the plan.

Property Damage

Throughout the course of operations of snow and ice removal, a certain amount of damage may occur due to the plow riding up over the curb. The Public Works Department will repair parkway damage with the use of pulverized dirt and seed in the spring, when weather permits. If the sod is rolled back in such a way that it could be restored, this will be done by the repair crews. The responsibility of watering repairs will fall to the adjacent homeowner. Damage to sod due to the inadvertent splashing of salt brine will not be treated by the Village.

If a mailbox is damaged by snow removal operations, a Public Works representative will be sent to inspect the damage. A letter will be sent out within 72 hours determining what kind of damage occurred. If there is evidence that the plow made physical contact with the mailbox, a letter will be sent with two options for repair and replacement.

1) The box and/or post will be replaced with a standard type box and/or 4x4 post as needed.
2) The resident can replace the box and/or post themselves and receive the above reimbursement. The resident understands that they are allotted up $80.00 total for the replacement (any combination of mailbox, post, or both). If the resident exceeds this amount, the extra cost will become the resident's responsibility.

If there is no evidence of physical contact by the plow, and the force of the snow caused damage to the mailbox, the permanent repair is the responsibility of the homeowner.

In either case Public Works personnel will take whatever steps necessary to make the mailbox functional, or supply a temporary mailbox to insure mail delivery throughout the rest of the winter. By May 1st, the Village will either pick up the temporary mailbox or the resident can drop it off at the Public Works Department after permanent repair or replacement has been made. After the May 1st date, and removal of the temporary mailbox, mail delivery will become the responsibility of the homeowner.

Assistance to Private Property

Under no circumstances will a Village employee be allowed to use a Village vehicle to push, pull, or tow a private vehicle. The Village team member should notify the snow and ice control supervisor if there is any possibility of a hazard. Likewise, under no circumstances should a Village vehicle be used to clear snow from private or commercial property, and no employee is allowed to use privately-owned equipment during working hours.

Departure from Policy

In recognition of the possibility of unusual or unexpected conditions, the Village authorizes departure from these general policies. In extreme cases where conditions warrant, the Public Works Director in consultation with the Village Manager, or his/her representative, may order departure from these general rules.

No Duty or Right Created

The purpose of this policy is to establish goals for snow and ice control. It is not to be construed to create any duty to any individual or entity. The policy does not provide or promise any special protection or

service to any particular individual or group of individuals. No additional rights shall be granted any individual or entity by adoption of strikes, equipment breakdown, weather conditions, inadequacy of equipment, state or federal regulations, shortage of personnel, and any unforeseen, uncontrolled or unanticipated acts.

II. SNOW REMOVAL RESPONSIBILITIES

Responsibility for snow and ice control is shared by everyone throughout the Village. The most efficient snow removal plan requires coordination of all Village personnel as well as the cooperation of local businesses and residents.

A. POLICE AND EMERGENCY DISPATCH

The Police Department and Southeast Emergency Communications (SEECOM) perform an important and integral role in the snow fighting operation. Their critical functions include:

- Notifying the Public Works Department when street conditions become slippery and dangerous, especially when this occurs after hours, and;
- Assisting in keeping streets clear of parked vehicles during snow removal.

The SEECOM Dispatch Center, in constant communication with patrolling officers, is the first line of communication to the Public Works Department for reporting unsafe roadway conditions in the wake of a snow and ice event.

Notification

The prompt notification of the Public Works Department is critical in the snow fighting and ice control operation. When conditions warrant, the Police Department personnel should implement the *Public Works Department On-Call Procedure* by contacting the proper on-call snow and ice control supervisor, in order to provide timely notification and details concerning the situation at hand. The Public Works on-call snow and ice control supervisor will determine the proper response.

All unsafe roadway conditions must be relayed to the Public Works Department, General Services Division. Unsafe conditions include glare ice, accumulated snow, blowing and drifting snow blocking travel lanes, freezing rain, and select other conditions that may create a need to provide risk reduction. Police officers should make frequent checks of cornering traction, braking traction, and general driving confidence; notification should be immediate when it is determined these activities become difficult or impaired. The Public Works Department should always be alerted before greater than one (1) inch of snow has been allowed to accumulate on roadway surfaces.

The Public Works Department urges the Police Department to lean to the conservative when making assessments of weather-related conditions. It's better to notify the General Services team if the situation is questionable, and let the supervisors decide to take, or not to take action. This assists in preventing an easily treated situation from getting much more challenging. Conferring between officers and/or sergeants and shift commanders may assist in making an appropriate judgment on street conditions and when to initiate notification to the General Services team. It is the intent of the Public Works Department to make our roadways safe for travel as soon as practically possible following the occurrence of a snow or ice event.

Once the plow drivers are servicing the roadways, the SEECOM Dispatch Center keeps them informed of further problem areas. In the event the plow drivers or the Police personnel feel the situation requires more attention, they should contact the snow and ice control supervisor, who will determine what further response is possible or required. The Police Department can also assist the plow drivers by supplying important information about changing weather conditions, traffic back-ups, and accidents. Such helpful information assists our department in keeping the operation running smoothly.

Finite quantities of ice control materials and/or conditions that may render ice control ineffective, make for extremely difficult decisions about when, where, and how much material to apply. These decisions must ultimately rest with the snow and ice control supervisor, or his representative. The supervisor will attempt to respond to all problem areas, but sufficient stores of material must be preserved for the more dangerous hills and more heavily traveled roadways.

Parking

Parking is regulated by the Police Department in two separate sections of the *Algonquin Municipal Code* that can be related to winter roads. They are as follows:

- *41.03* ***ALL NIGHT PARKING***

  No person shall park any vehicle on that part of Illinois State Route 31 and Illinois State Route 62, lying within the Village limits between the hours of 2:00 a.m. and 5:00 a.m. on any day, except physicians on emergency calls. No person shall park any vehicle on any other street within the Village for a period of time longer than 15 minutes within the hours of 2:00 a.m. and 5:00 a.m. on any day from October 31st of each and every year until April 15 of each and every succeeding year, except physicians on emergency calls.

- *41.10* ***PARKING AFTER A SNOWFALL***

  1) *It shall be unlawful for any person, firm or corporation to park or cause to be parked any vehicle on any public street within the corporate limits of the Village at any time after a snowfall of two inches or more has occurred, unless said public street has been cleared of snow and snow removal operations have been completed.*
  2) *Members of the Police Department and those Village employees designated by the Manager are authorized to remove and tow away, or have removed and towed away, any car or other vehicle illegally parked that prevents or obstructs snow removal form public streets.*
  3) *Cars or vehicles so towed away for illegal parking shall be stored in a pound designated by the Police Department and shall be restored to the owner or operator of such vehicle upon the payment of all towing and storage fees.*

Working in concert with the Police Department to ensure motorist safety will make all of our jobs much easier and our snow removal efforts more timely and efficient. Our program cannot be a success without the complete commitment of the Police Department and SEECOM Telecommunications personnel. The Police Department's commitment to assisting to provide safer roads will make the Public Works Department's snow and ice removal operations that much stronger.

B. PUBLIC WORKS DEPARTMENT

All Public Works staff is considered an important part of the snow and ice control efforts of the Village. As required, all employees are expected to participate in this important aspect of this public work.

Snow Fighters

For the purpose of this *Snow and Ice Control Plan*, there are two categories of snow-fighter. There are primary drivers and secondary drivers (which back up the primary drivers, as required). The type of storm, anticipated weather conditions, and the general use of the Public Works Department On-Call Procedure will determine who and how many employees are called in to respond to a particular situation. In order to achieve this goal, it is the policy of the Public Works Department that during snow season (that period defined as between the Saturday following the last Friday in September and the Sunday prior to the first Monday in May) no more than one primary snow-fighter from the driver list and two secondary snow-fighters from the driver list may have the same scheduled benefit hours off. The driver must secure a replacement that is acceptable to the Streets and Right of Way Supervisor and the driver's supervisor. Salting situations will utilize employees, designated by seniority, from individuals assigned to the primary driver list, while plowing situations will dictate an all-call notice going out to all primary route drivers. Most storms will result in a combination of the two call-out procedures, as salting generally precedes most plowing operations.

The primary snow-fighters will proceed to their plow routes, or zones, and proceed to clear the snow in the method described in Section I of this document, *Snow Fighting Plan***.** Snow-fighters will remain on the routes until one of the following occurs:

- All routes or assigned areas are completely serviced
- An individual driver has plowed for approximately 12 hours
- An individual driver is too tired to plow

If called out, the secondary snow-fighters will continue to plow their designated routes, or any areas assigned by the snow and ice control supervisor, or his designee, until one of the following occurs:

- All routes or assigned areas are completely serviced
- An individual driver has plowed for approximately 12 hours
- An individual driver is too tired to plow

When a driver finishes his assigned area, he will check with the snow and ice control supervisor for reassignment until all routes are cleared. A snow and ice operation is not considered complete until all streets are cleared of snow, curb to curb, intersections are pushed back for visibility, and all critical municipal properties are accessible. When plowing and/or salting is completed, the driver shall wash the salt off the outside of his truck, remove any trash and debris from the cab interior, and make sure that the truck is loaded with salt and fuel, if necessary, for any more predicted storms. If no further winter weather is anticipated, the trucks should be left clean and empty of salt, making sure that the auger, spinner and box are completely free of salt and residue, and that the pre-wetting equipment has been purged and washed, as required. Once the truck has been stowed properly, the driver should check-in with the snow and ice control supervisor prior to leaving for home.

During snow and ice removal operations, the assigned driver will be responsible for general maintenance of trucks and equipment and will help the Village's Internal Services Supervisor, or his designee, do minor

repairs as needed. The snow and ice control supervisor may assign the driver to another truck if the repairs are not minor and require too much time to get the truck back on the road.

Supervisors

For the purpose of managing the snow and ice control responses, General Services Division supervisors are assigned responsibility for snow and ice control events on a rotating basis. There are also zone captains assigned from the ranks of the primary drivers. During snow plowing operations, a snow and ice control supervisor will be assigned to oversee all activities during a snowstorm event. When a storm can be handled simply by salting, the zone captains will be in charge of completing all areas within their zone. This will provide both the snow and ice control supervisor and the drivers with a definitive "go-to" person for questions or problems related to the storm, either during or after the event.

During a snow event, the snow and ice control supervisor will be charged with the responsibility of keeping pertinent records of the event, responding to the calls and concerns from residents, the Police Department, or SEECOM, and making all decisions related to managing the storm. The supervisor will also be expected to patrol the Village during the operation to look for problem areas, assist where and when needed, and stay in constant communication with the drivers to determine progress of the snow removal effort. The current phone system allows voice messages to go directly to the Streets and ROW supervisor's voice mail. He, or his designee, will check the contents of the voicemail during events at a maximum of three (3) hour intervals throughout the storm. Adequate response to each call will be provided by either ensuring that the problem is resolved or by contacting the caller personally to provide information relative to their concern.

Utilities Division

Utilities Division personnel are expected to participate in snow and ice control activities as required. While many of the team members will be assigned a roster position as part of the annual plan, those individuals who are not assigned specific roles at the beginning of the season are expected to support this effort at any time assistance is deemed necessary.

C. HOME AND BUSINESS OWNERS

Snow and Ice Control Plans are valuable tools adopted by Public Works agencies to define snow and ice removal standards for Village rights-of-way under their direct control. However, the operation is only partially successful if it is not supported with a cooperative effort from of each resident and business owner within the community. The Algonquin Municipal Code requires individuals to maintain snow and ice free public walks in the following section:

- *5.08* ***SNOW ON SIDEWALKS***

  The person occupying the ground floor of any building, the user of any lot without a structure thereon, and the owner of any vacant building or other premises shall remove the snow and ice accumulating on the abutting sidewalks within 24 hours after any snowfall has ceased. If snow or ice cannot be removed the surface shall be sanded or otherwise treated to lessen the hazard for pedestrians until the climate permits removal.

Home and business owners must also refrain from depositing snow or ice from private property or public aprons on to streets or alleys at any point in time. This practice creates an unnecessary hazard for motorists and pedestrians, and costs the Village taxpayers additional expense to send drivers back into areas to remove such deposits. Algonquin Municipal Code states the following:

- *5.06* ***DEBRIS ON STREETS, Item C – Snow and Ice***

  It shall be unlawful for any person to remove snow or ice from any private property, driveway approach, or parkway and deposit the same upon any public street, alley, or public part thereof.

D. MOTORISTS AND PEDESTRIANS

We demand that our plow drivers follow all of the rules of the road, at a minimum, and take extra caution as conditions and situations demand. The motorist, on the other hand, may be at the end of an already long commute and wants nothing more than to get home, not to be caught behind a "lumbering" plow truck. Poor decisions on the part of motorists to pass, tailgate and even cut-off a snow plow vehicle often create considerable danger for the motorist and the plow driver. Snow equipment operators must be aware of the road around them at all times and be ready to defend against mistakes and random acts of indiscretion by the motoring public.

It is in everyone's best interest for snow removal to be completed as quickly and safely as possible. The best decision a motorist can make in a winter storm situation is to not be a motorist at all. Stay at home whenever possible, until the road conditions allow for safe travel. When driving during a winter storm is a must, please remember to use extra caution and leave plenty of additional time to reach your destination; rushing in treacherous conditions is always a mistake. Motorists are asked to adhere to the following:

- Maintain a safe distance between snow removal equipment and your vehicle.
- Give snow removal equipment the right-of-way whenever possible.
- Never attempt to pass snow removal equipment on a Village roadway! The only safe time to pass a plow vehicle is on a multiple lane highway, when there is an open travel lane to the left side of the equipment. When passing snow removal equipment, check to make sure that the driver is aware of your presence and that you leave sufficient distance from the equipment to your vehicle before moving back in front of the plow.
- Do not use high beams when driving behind snow removal equipment as the bright light can shine in the driver's side mirror and interfere with the operator's vision.
- Do not park on Village Streets overnight or when snow accumulation exceeds 2-inches.
- Residents should keep all vehicles in private driveways.
- Snowmobiles and all-terrain vehicles are prohibited from being operated on Village roadways and properties. The dim lighting and erratic operation of such vehicles can easily confuse a plow driver and presents an unnecessary hazard for all concerned.

Pedestrians, particularly children, should observe the following precautions in winter storm conditions:

- Walk during the daylight hours whenever possible. If walking at night, wear bright or reflective clothing to stand out against the surroundings. Do not walk during blowing and severe conditions when visibility is decreased. Stay back from roadways, use designated sidewalks and bike paths, and where possible use walking routes with less roadway traffic.

- Shovel snow to the right side of your driveway (as you face the street). This will limit the amount of snow that the plow deposits in your driveway as the streets are cleared of snow. The pile of snow, being on the right side of your driveway, will not block site lines from oncoming traffic moving along your street. For everyone's safety, stockpile snow as far away from the curb-line as practicable.
- Discourage children from playing on, and around snow piles near the street. Backyards are the best location for children during, and after winter storms, particularly when snow removal operations are underway.

III. MANPOWER AND EQUIPMENT

This *Snow and Ice Control Plan* is only as valuable as the people who implement it, and is simply rhetoric without the proper equipment to perform the tasks at hand. The Village of Algonquin has made great strides forward in hiring top-notch personnel to perform the duties laid out in this document. The Village Board has been committed to replacing and modernizing the snow and ice removal fleet. Both practices, hiring talented individuals and purchasing quality equipment, must continue as a matter of practice and policy in order to provide a safe experience for the motoring public, while continuing to work to minimize our impacts to the environment. The Public Works Department continues to monitor and assess its snow and ice removal program in an effort to consistently improve practices, policies, and procedures. Only in consistent assessment will be continue to provide the most effective and responsible service to our citizens.

Personnel

As previously stated, snow and ice control is the responsibility of every employee of the Public Works Department, as required. All drivers, primary and secondary plow drivers, are equipped with cell phones and two-way radios. All Public Works supervisors also have cell phones and two-way radios for enhanced communication during snow plowing operations.

Vehicles and Equipment

Various equipment is assigned to manage the effort Village-wide.

To ensure that equipment will be available to meet the goals and standards set forth in this *Snow and Ice Control Plan*, the following parameters should be established and followed in the future:

- Vehicles should be replaced, ideally, on a twelve-year cycle due to the highly corrosive environment and adverse conditions in which they operate.
- A one ton truck is required for every additional thirty cul-de-sacs, whether that one ton is owned by Algonquin or by a contracted service
- A truck capable of plowing residential streets is required for every addition ten to fifteen lane miles of roadway.

To prepare for the winter season, each year, during the month of October, the General Services team, in a cooperative effort, will inspect, repair and otherwise prepare all snow removal equipment for service potentially beginning in October. Snow plows, salt spreaders and spreader boxes should be attached to the trucks, calibrated and tested no later than November 1st of each year. Once all equipment has been inspected, mounted, tested and is certified as ready for operation, the assigned drivers should operate the vehicles over their routes. This will typically take place as part of the annual snow and ice control

training meeting held in October. All equipment should be tried and tested on a dry run in good weather to ensure that it is ready for service when the weather turns foul. Any equipment failures or suspected problems should be written up and reported immediately to the Internal Services Supervisor via current work order submission processes. Repairs should be initiated as soon as possible and equipment retested.

Spreader Calibration

No later than November 1st of each year, each and every salt spreader must be calibrated and the calibration settings loaded into the current computer operating system in each truck. Calibration is essential for controlling application rates. Different materials will spread at different rates, so spreaders should be calibrated with the material intended to be used. Each spreader must be calibrated separately because even the same model spreaders can vary widely in their performance and spreading capacity. Spreaders operate in a very hostile climate (low temperatures, excessive moisture, and corrosive chemicals) so they must be cleaned and checked regularly to guarantee proper operation.

For a detailed discussion of calibration and instructions on how to properly calibrate a salt spreader, refer to the section of this document titled *Use of Deicing Chemicals*.

Route Marking

When drivers hit the field for their annual dry runs, they should be familiarizing themselves with the designated route course and looking for any potential problems that will not be apparent when the route is blanketed with snow. Both primary and secondary drivers should drive the route together with route sheets and route maps in hand and discuss the most efficient and effective method for attacking the route. Any proposed changes to the route order-of-priority should be recorded on the route sheet and discussed with the Streets and ROW Supervisor following the dry run. Approved changes can then be made to the route sheets and maps, only with the concurrence of the supervisor.

Plowing hazards should be noted during the dry run, marked on the route map and recorded in a list for future reference by any substitute, or alternate drivers who may need to plow that particular route. Such hazard may include raised manholes, broken curb, offset intersections, vertically-shifted pavement, potholes, bridge approach expansion joints and any number of other roadway anomalies that could unexpectedly catch a plow blade during an actual snow removal operation. These areas of concern should be marked with flexible, reflective markers prior to the time the snow flies. These markers should be inspected and maintained by the route drivers throughout the winter season.

Contracted Services

The Village of Algonquin currently contracts on an annual basis with a private company for the clearing of snow from a large percentage our two hundred and forty five (245) cul-de-sacs and our eighty one (81) eyebrows. This contractor is required to respond to the Village and begin work within one (1) hour of being contacted by the snow and ice control supervisor, and complete the entire clean-up within and eight (8) hour period.

The Village of Algonquin currently contracts on an annual basis with a privet contractor for the clearing of snow for the Down Town Business District. This contractor is required to respond to the Village and begin work within one (1) hour of being contacted by the snow and ice control supervisor, and complete the entire clean-up within and eight (8) hour period.

Two-way Radios

All snow removal equipment is outfitted with two-way radios for communicating between drivers, the snow and ice control supervisor, and the Public Works Department offices.

Driver Notification

Each Public Works field employee is required to have a cell phone which will accept messages from our current emergency notification system (currently the IAMRESPONDING internet based system). This will allow text message and email communication to the employees. The snow and ice control supervisor can use a cell phone, or any internet-enabled computer to send specific snow and ice removal instructions to all, or any individual, employee, no matter what their location.

Smart Phones

The snow and ice control supervisors have smart phones to expedite communication during a snow or ice event. These devices are invaluable for calling in truck repairs from the field, requesting towing services, or communicating directly with the public works offices or the Ganek Municipal Complex. Each device has many different venues of communication allowing for expedited services.

Customer Service Requests

The Public Works Department also has a digital phone system with voice mail capability. The main number for citizens to contact with snow-related concerns or questions is **(847) 658-2754**. This number will be staffed by Public Works Administration personnel Monday through Friday, 7:30 a.m. to 4:00 p.m. The current phone system allows voice messages to go directly to the Streets and ROW supervisor's voice mail. He, or his designee, will check the contents of the voicemail during events at a maximum of three (3) hour intervals throughout the storm. Additionally, customers may also submit requests via the "Algonquin Fix It" digital application. Adequate response to each call will be provided by either ensuring that the problem is resolved or by contacting the caller personally to provide information relative to their concern. During major events the Public Works Department request systems may be staffed during off hours at the discretion of the Public Works Director.

IV. USE OF DEICING CHEMICALS

The Village of Algonquin contracts to purchase rock salt (sodium chloride) through a joint purchasing agreement with McHenry County this year. Additionally, from time to time, the Village may contract with a private supplier or other consortium as current season pricing dictates. Salt has proven over time to be the fastest, cheapest and most effective deicer for winter pavement management. Most Public Works managers will agree that we are not in the snow plowing business, we are in the "bond breaking" business and rock salt is the product of choice to make us successful in that venture. Rock salt, in addition to being an effective deicer, is also an abrasive that provides improved traction for vehicle tires when applied to road surfaces.

Once bonded to pavement, ice cannot be removed by plowing without damaging the road surface or plowing equipment. Salt is used as a deicer because it lowers the freezing point of water. It is usually applied in conjunction with plowing because it will penetrate snow and ice left on the pavement. Brine prevents water from freezing into ice and bonding to the pavement. Salt must sometimes be used alone when there is insufficient snow accumulation to permit plowing. The action of vehicle tires passing over brine and hard snow or ice will break up surface ice and gradually move it toward the pavement's edge.

Most ice storms and snowstorms occur between twenty-six (26) and thirty-two (32) degrees Fahrenheit. Often after the storm ends, high pressure weather systems move into the Chicago area and temperatures drop dramatically, sometimes reaching well below zero (0). Therefore, it is important to apply salt early in the storm when it will be most effective as a melting agent and will prevent ice and hard pack snow from bonding to the pavement. Rock salt is effective down to a temperature of fifteen to twenty (15-20) degrees Fahrenheit, and, if it is pre-wetted with a mix of seventy (70) percent salt brine, and thirty (30) percent beet juice it is effective in melting ice down to approximately three (3) degrees Fahrenheit. The Village of Algonquin has eleven (11), one hundred (100) gallon (minimum) pre-wetting units. Additionally, the Village has one (1), ten thousand (10,000) gallon final storage tank, as well as, three (3), five thousand (5000) gallon tanks for salt brine & beet juice. These products can be mixed as needed.

The application of the liquid products (salt brine and beet juice) is done by a spray bar, directly sprayed on the rock salt as it leaves the salt spreader, just before it is distributed on the roadway surface. These systems utilize a chemical feed pump that is calibrated to apply the exact volume of liquid to the proportionate quantity of rock salt being applied to the roadway. The electronically controlled hydraulic salt spreaders that the Public Works Department utilizes have the capability to control both an on-board pre-wet system and the salt spreader simultaneously, based on the relative ground speed of the vehicle.

Pre-wetting the salt improves ice-melting capacities in a number of ways. First, it supplies moisture to the rock salt speeding the melting process. Second, it causes the rock salt to stick to the ice, snow and pavement instead of being thrown off of the road, thereby eliminating waste. Finally, the chemical properties of pre-wetting products cause it to melt snow and ice at lower temperatures than rock salt alone.

The purpose of a good snow and ice removal plan is to make the roadways safe and passable for the motoring public and public service vehicles; however, there is a general awareness that some ice melting products have a negative environmental impact on nearby soils, vegetation, and waterways. Additionally, some products may also have corrosive effects on vehicles and distribution equipment. It is therefore our policy to consistently review our application products and rates to insure the highest quality of program result, while being sensitive to the effects these products may have on our environment and equipment assets.

Spreading Chemicals

Chemicals are usually applied as soon as there is a definite indication of snow sticking to the pavement or the formation of ice. The initial application is very critical because the promptness of the application and the amount of chemical applied will determine if the snow will stick to the pavement. When the pavement is wet, it may be practical to make a chemical application slightly ahead of the storm to speed the melting process and to prevent the development of a slippery condition.

Caution should be exercised in the use of chemicals during periods of extreme temperature drops because slush and brine may refreeze (also known as Freeze back). When precipitation has stopped, all slush should be plowed promptly from the road surface.

Anti-icing efforts involve applying liquid chemicals to the pavement prior to the storms arrival. There are a couple of ways this is done, the most common, longest lasting, and cost effective is to apply the salt brine/beet juice liquid to the roadway at a rate of forty (40) gallons per lane mile, utilizing a truck-mounted boom sprayer system. This liquid will dry and remain on the pavement ready to work for up to

five days without reapplication. The other way is to apply pre-wetted salt to the roadway. Pre-wetting helps to hold the salt to the pavement and it begins working as soon as the storm begins. This can only be done a few hours ahead of a storm. Both applications start to melt the snow as soon as it begins and prevent the snow and ice from bonding to the pavement.

Chemical Application Guidelines

Because air temperature, type of precipitation, and road surface condition affect snow fighting operations, the following guidelines have been instituted to assist with the decision making process concerning chemical application:

CONDITION 1 **Temperature near thirty (30) degrees Fahrenheit; precipitation of snow, sleet or freezing rain; road surface is wet.**

- If snow or sleet, apply wetted salt at a rate of one-hundred (100) pounds per lane mile. If snow and sleet continues and accumulates, plow and salt simultaneously.
- If freezing rain, apply wetted salt continuously at a rate of two-hundred (200) pounds per lane mile. If rain continues to freeze, reapply salt at a rate of two-hundred (200) pounds per lane mile, as required.

CONDITION 2 **Temperature below thirty (30) degrees Fahrenheit or falling; precipitation of snow, sleet, or freezing rain; road surface is wet or sticky.**

- Plow snow and apply salt at a rate of two-hundred (200) pounds per lane mile depending upon accumulation rate. If freezing rain, continually apply wetted salt at a rate of two-hundred to three-hundred (200-300) pounds per lane mile.

CONDITION 3 **Temperature below twenty (20) degrees Fahrenheit and falling; precipitation is dry snow; road surface is dry.**

- Plow as soon as possible. Do not apply salt. Continue to plow and check for wet, packed or icy spots and treat them with wetted salt applications at a rate of two-hundred to three-hundred (200-300) pounds per lane mile.

CONDITION 4 **Temperature below twenty (20) degrees Fahrenheit; precipitation of snow, sleet or freezing rain; road surface is wet.**

- Apply wetted salt at a rate of two-hundred to three-hundred (200-300) pounds per lane mile, as required. If snow or sleet continues and accumulates, plow and salt simultaneously. If temperature starts to rise, apply salt at a rate of two-hundred to three-hundred (200-300) pounds per lane mile and wait for wetted salt to react before plowing. Continue until safe pavement is obtained.

CONDITION 5 **Temperature below ten (10) degrees Fahrenheit; precipitation of snow or freezing rain; road surface has accumulation of packed snow or ice.**

- Apply wetted salt at a rate of two-hundred to three-hundred (200-300) pounds per lane mile, or utilize salt treated abrasives (anti-skids) at a rate of one-hundred fifty to two-hundred (150-200) pounds per lane mile. When snow or ice becomes mealy or slushy, begin plowing. Repeat applications and plowing as necessary.

Use of Abrasives

The Public Works Department stockpiles torpedo sand for the purpose of providing traction control during severe situations and extreme cold, when rock salt, and other deicers become mostly ineffective. Use of abrasives will also be initiated should our stockpile of rock salt diminish during extended snow and ice control operations, or should suppliers of rock salt not be able to keep up with our demand.

The spreading of abrasives for traction control will be kept to a minimum due to numerous problems and hidden costs related to its use. Sand is an inert substance and will not breakdown and dissolve in the environment. While a layer of sand may improve traction in snow and ice conditions, the thin layer of sand left after snow and ice melts can alter the traction on the roadway surface, and must be cleaned up directly. A buildup of abrasives can smother roadside vegetation, silt up waterways, and block drainage. The cost of sweeping abrasives off roadways and from curb lines, and the time required to vacuum these materials from catch basins, tend to make their use less attractive. Therefore, for the purpose of this plan, abrasives remain a last-ditch effort in maintaining our streets in a safe and passable condition during winter weather situations.

V. STORM CLASSIFICATIONS

Snow and ice removal operations are nothing more than a battle against the weather. As unpredictable and unstable as Chicago-area weather patterns tend to be, the Public Works Department needs to take whatever advantage it can to win the upper hand in proper management of the events. Satellite weather tracking, the Internet, and Cable TV are all sources utilized to ensure that we stay apprised of developing storm conditions. Also, for the purpose of record keeping, the Village will utilize the National Salt Institute's system of snow storm classification. This will provide a consistent bench mark against which we can gauge the severity of each event and our performance in each case.

The Public Works Department will classify all storms into one of the three following categories:

CLASS A

A *Class A* storm is characterized by any storm event with two or less inches of accumulation and it involves salting operations with limited plowing.

In the event of a ***Class A*** storm, the snow and ice control supervisor will only provide the equipment and manpower necessary to keep the roads clear and safe in accord with the *Snow and Ice Control Plan*. During a freezing rain, additional trucks with spreaders may be dispatched to salt all roadways. (If the rain is too heavy and is washing the salt away, treated sand may be used.)

CLASS B

A ***Class B*** storm is characterized by a storm event or an expected storm event with snowfall accumulations of between two and eight inches. A ***Class B*** storm involves both plowing and salting operations.

In the event of a ***Class B*** storm, all primary manpower and equipment will be working on clearing each zone as specified by the snow and ice control supervisor. The snow and ice control manager will assess any manpower shortages and equipment breakdowns as soon as possible. This is so that planning can take place for the use of alternate drivers, second shift personnel, and contractors. Because contractors require a one hour notification before starting, analyzing storm data and expected personnel demands is critical. The use of contractors (typically for cul-de-sac clearing) will be expected in a ***Class B*** storm event. Before the storm arrives, the snow and ice control supervisor will have as many trucks as possible loaded with rock salt and stored in the Public Works Garage. In this way, the salt will be warm and facilitate the melting of snow as it is applied.

CLASS C

A ***Class C*** storm will be triggered by a storm event, or an expected storm event, with eight (8) or more inches of accumulation in a twenty-four (24) hour period. A ***Class C*** storm event can create a severe situation. Life threatening situations can arise because the movement of emergency vehicles can be restricted by accumulating snow.

If an impending ***Class C*** storm appears imminent, the Public Works Director, General Services Superintendent, and the snow and ice control supervisor will remain constantly informed of its activity. Preparation for handling the storm will begin as soon as possible. Snow fighting crews will be called out as soon as it appears that they can be useful, and most, or all, contractors will be notified that their services will soon be needed. If possible, deicing operations will begin before the storm arrives in order to create a brine solution which will keep the snowfall from being packed down by traffic. This will help as the storm progresses, and in subsequent clean-up operations. As the storm progresses, the snow fighting effort will concentrate on keeping major roadway arterials and intersections clear until the storm activity slows. Those roadways with a lower priority will be serviced less by the snow fighters.

Public Works Administration, located at 110 Meyer Dr., will serve as the Snow Command Center during a ***Class C*** storm to answer residents' inquiries, and to communicate any emergency information to snow fighting teams. After the storm, snow clean-up procedures will begin as soon as possible. This may include hiring contractors for hauling large piles of snow out of the downtown area, or other critical locations, and continued plowing and salting operations until all roadways are clear.

Snow Alerting Procedures

Because effective snow and ice control begins with a good prognosis of road and weather conditions, the Public Works Department has contracted with an internet based weather service to provide accurate and detailed storm and road condition warnings. When a storm is expected, the snow and ice control supervisor can analyze weather conditions by viewing the up-to-the-minute information provided by the weather tracking service. Depending upon the severity of the storm, the snow and ice control supervisor will decide at what point the snow fighting operations will begin. At times, snow fighting may even begin with a salt spreading application before the storm arrives.

VI. ACCIDENTS AND SAFETY

Collision with Another Motor Vehicle

If a team member is involved in an accident while driving a Village owned vehicle, they must contact the snow and ice control supervisor immediately. The supervisor should be notified of any injured victims.

The supervisor will contact the Police Department to request that the police, and, if necessary, the paramedics respond to the scene. The team member should make sure that any injured persons are comfortable and protected from traffic; however, do not move an injured person. Reassure the person(s) that a rescue vehicle will be arriving shortly. Don't move vehicles unless directed by the police, or a public works supervisor. Write down any details of the accident that you can remember while waiting for the police to arrive. For insurance reasons, do not discuss the accident with the other party. The snow and ice control supervisor should notify the Public Works Director and the Human Resource Director of the incident as soon as possible. A complete accident report will have to be completed per the Village's current Accident/Injury Reporting Policy. If any parked vehicle is struck, the same procedures will apply. As CDL drivers we are subject to the Village policy on accidents by CDL drivers in relation to drug testing and procedure. This policy will be followed in any incident that occurs.

Collision with Other Objects

If garbage cans, mailboxes, or other such small objects are damaged by team member operating a Village vehicle, the team member shall document the occurrence and submit the information to the snow and ice control supervisor at the next convenient moment, but no later than the end of the shift. Data provided should include the address, the time the damage occurred, and an explanation of what happened. If the damage involves other than minor incidental snow and ice control incidents, the situation must be immediately communicated to the snow and ice control supervisor.

Requests for Reimbursement

If a resident inquires about damage to their property potentially caused by a snow fighting effort, this information shall be related immediately to the snow and ice control supervisor. The information shall include the complainant's name, address, phone number, and a summary of the claim. The snow and ice control supervisor will investigate the claim, make the appropriate notifications to the Public Works and Human Resources Directors, file appropriate paperwork, and insure timely follow up with the resident.

Safety

The following safety procedures shall be followed:

1) Prior to operation, team members will always thoroughly inspect vehicles and equipment.
2) Team members shall report all mechanical problems to their supervisor immediately.
3) Team members shall obey all traffic laws, and will not exceed the speed limit or use excessive speed, and will be certain to stop for all stop signs and traffic signals.
4) Team members shall be as helpful and courteous as possible to those who are stranded or those stuck in the snow. Team members shall not pass up a stranded motorist without offering some type of assistance or ensuring that they have help on the way. In an effort to insure the safety of the motorist, team members shall immediately notify the snow and ice control supervisor if the situation requires a police or fire department response. **Drivers shall not risk injury by attempting to manually push a vehicle out of the road. Team members shall never use a Village vehicle to push or pull a privately owned vehicle that has become stuck or stranded.**
5) Plowing speeds shall not exceed fifteen (15) to twenty (20) miles per hour (25 is allowed on outskirt streets away from residences). Plowing speed along the curb should be reduced to ten (10) miles per hour. Salt spreading speed should not exceed twenty (20) miles per hour. Driver performance must insure the safety of the public and the diligent minimization of potential damage to the equipment.

6) As a matter of policy, no public works snow and ice control driver shall drive for more than twelve (12) hours without at least eight (8) hours off of work.

Drug and Alcohol Testing Procedures

Drug and Alcohol testing is performed per the Village's current Drug and Alcohol Testing Policy.

For the purposes of snow and ice control operations, when an accident occurs, anytime someone is injured and/or there is property damage in excess of five-hundred (500) dollars, the driver must be taken by a supervisor for a drug and alcohol test. Supervisors will document the incident via the current Accident/Injury Reporting Policy.

References

Due to the fact that drivers, routes, maps, and policies are reviewed and adjusted with frequency, they are not included in this document, but are available upon request.