



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

## Committee of the Whole Meeting

June 9, 2020

### Call To Order

The meeting was called to order at 7:30p.m. Present were Trustees Harlfinger, Huckins, Dustin, Bogdanowski, Bojarski, Murphy and President Ruzanski.

Also present were Village Administrator Jennifer Clough, Assistant Village Administrator/Finance Director Shane Johnson, Chief of Police Dave Brey, Public Works Director Dan Kaup, Community Service Director Fred Mullard, Village Attorney Brad Stewart and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski.

**Audience Participation:** None

### Public Works:

**Richard Taylor Skate Park and Horner Playground Replacement Awards-** Presented by Public Works Director Dan Kaup- This year, the Village plans to replace the existing skate park equipment at Richard Taylor Park and the existing playground equipment at Horner Park, Echo Park, and Edward Hynes Park.

### Request For Simplified Proposals

In January, Village staff released a Request For Simplified Proposals requesting replacement design concept plans and through this process, Village staff received design concept plans for each location. Village staff then released a survey in February requesting resident feedback on the initial design concept plans. After reviewing the February survey results, one desired feature that was repeatedly mentioned in the survey was a zip-line. As such, Village staff contacted the playground vendors at the end of February, provided them with a copy of the survey results and gave them the option of adding one or more additional design concept plans. The playground vendors responded by providing Village staff with eight additional design concept plans, for a total of 29 design concept plans.

### March 5th Focus Group and Parks and Recreation Board Meeting

In February, Village staff released a press release inviting residents to a March 5th Focus Group Meeting at Village Hall. At the Focus Group meeting, each design concept plan was on display and the public was given an opportunity to comment on each design. Immediately following the Focus Group meeting, the Parks and Recreation Board met and used the public input to select three “final” design concepts for each location. Following the March 5th Parks and Recreation Board Meeting, the vendors that submitted the three “final” design concepts for each location were asked to participate in a Request For Proposal (RFP) process that requested pricing and a final design proposal.

### Request For Proposal (RFP)

On March 9th, the vendors that submitted the three “final” design concepts for each location were invited to participate in a competitive bid process. The RFP opening occurred on March 18th and the RFP bid tabulation is attached as Attachment 1. Although two skate park design vendors were selected as "finalists" for the replacement of the Richard Taylor Skate Park, one vendor decided not to continue to participate in

this process and cited the Illinois Prevailing Wage Act requirement and the costs they would need to bear to travel to Illinois from California as reasons why they decided to not participate in the RFP. It should be noted that Village staff contacted all known skate park vendors in January, encouraged them to participate in this process, but many of the skate park vendors were not willing to participate and cited the distance between their operation and Illinois as a common reason.

Second Village Resident Survey and April 2nd Parks and Recreation Board Meeting

Leading up to the April 2nd Parks and Recreation Board Meeting, a second Village resident survey that included the “final” design concept plans was posted to the Village website and the results of this survey are included as Attachment 2.

On April 2nd, after reviewing the “final” design concept plans as well as the results from the second Village resident survey, the Parks and Recreation Board provided the following recommendations to Village staff:

Location	Second Village Resident Survey	Parks and Recreation Board Design Concept Plan	
	Favorite	Recommendation	Color Choice
Richard Taylor Skate Park	One	One	No changes
Horner Park Playground	One	Three	No Changes
Echo Park Playground	Three	Three	Change colors to earth tone
Edward Hynes Park Playground	Two	Two	Change colors to Island Oasis

Village Board Meetings

After discussing 2020 playground and skate park replacement awards at the April 9th combined meeting, the Village Board decided to delay voting on the contract awards due to the recent economic uncertainty brought on by the COVID-19 pandemic. At the May 14th Village Board Meeting, the Village Board voted to approve the Echo Park and Edward Hynes park playground awards, but choose not to award the other two replacement projects.

At the May 28th combined meeting, the Village Board expressed an interest in reconsidering the Richard Taylor Skate Park and Horner Park Playground submittals at the June 9th Committee of the Whole Meeting and asked Village staff to contact the vendors that submitted the submittals to ask if they would be willing to hold their pricing through the end of June. Village staff are pleased to report that both vendors are willing to extend their pricing through the end of June.

**Financial Impact:** The Richard Taylor Skate Park and Horner Park Playground replacements are included in the 2020 Village Budget in the following funds:

Location	Fund	Budget	Award Amount	Under Budget
Richard Taylor Skate Park	General	\$110,000.00	\$110,000.00	\$0.00
Horner Park Playground	General	\$76,500.00	\$76,194.00	\$306.00

If approved, both replacement projects would be funded by Capital Fund Account 490.00.00-80.08. To date, this account is under budget by \$94,475 due to the 1109 Pyott Road and 9017 Haligus demolition project and the parking lot resurfacing project both coming in under budget. Also, it is expected that the Police Station Schematic Design is on hold for FY 2020, which would add another \$230,000 to the budget savings, bringing the total to \$324,475.

It should be noted that if the Village does not decide to move forward with these replacement projects this year, the Village may need to begin closing off certain features if Village staff are unable to obtain replacement components, as components begin to fail.

Staff recommends a motion to award a contract to American Ramp Company of Joplin, MO, for the replacement of the Richard Taylor Skate Park in the amount of \$110,000.00.

Staff recommends a motion to award a contract to the Kenneth Company of Warrenville, IL, for the replacement of the Horner Park Playground in the amount of \$76,194.00. Motion was made to place this item on the Village Board Agenda.

**Sublease Agreement with Joe Standley, d/b/a Pilot Flight Training Courses-** Presented by Public Works Director Dan Kaup- The attached office lease is between the Village of Lake in the Hills and Joe Standley who owns World Resolutions, LLC d/b/a Pilot Flight Training Courses. The lease includes a 11'x11' office space, and use of the common areas that the Village currently leases from S&K Aviation at 8397 Pyott Road. The Village's lease agreement with S&K Aviation allows the Village to sublet.

Mr. Standley has used the space to offer an intensive flight training business, something no other tenant at the airport currently offers. The initial two-year lease term will begin on June 12, 2020, but may be extended for one additional year. A security deposit of \$350.00 was collected during the first lease period.

Required insurance coverage has been obtained and is on file.

**Financial Impact:** The Airport Fund will receive \$4,200.00 each year that Mr. Standley continues his sublease.

Staff recommends a motion to approve the lease agreement with Joe Standley of World Resolutions LLC, for Airport office space. Motion was made to place this item on the Village Board Agenda.

**Finance:**

Assistant Village Administrator/Finance Director Shane Johnson updated the Board on how much revenue the Village has received from the State Sales Tax and Home Rule Sales Tax. He reviewed revenues for 2020 compared to 2019. In August he will present a 6 month budget review and the Board can see the effect of Covid 19 on the Village's budget.

Trustee Dustin commented he would like the staff to present a 5 year plan at the August presentation.

**Board of Trustees:**

Trustee Harlfinger presented P.O.A. Representative Paul Mulcahy with a check for \$2,500. He is glad to see the P.O.A is becoming more active in the community.

Trustee Dustin asked when the playgrounds would be open. Public Works Director Kaup states when the State lifts the ban on high touch areas. There should be an update by the end of the month.

Trustee Huckins asked when a resident sends an email to the Board, should there be more concise messaging and only one response from the Board. Trustee Murphy agreed and stated it may be confusing to receive six different responses. Attorney Stewart explained each elected officials has the right to respond and that he/she cannot be deprived of that. If a uniform response is to be made that normally comes from the Village President.

Trustee Huckins commented the email in question contained a lot of misinformation and the response should have come from one source instead of several board members. Trustee Bogdanowski stated he was surprised he was not chastised for not responding to the email. He believes each Trustee has the right to respond to an email from a resident. He did not respond because President Ruzanski response represented the whole board. Trustee Dustin stated he did respond to the email. President Ruzanski stated he does not mind sending an email that represents the Board's opinion. Before he sends these emails he likes to hear from the Board to send an accurate response. Attorney Stewart commented the only legal concern that could arise is a FOIA violation. Trustee Huckins asked could President Ruzanski "cc" all the members. Attorney Stewart explained that would be a violation of the Open Meetings Act.

Trustee Bogdanowski stated the Sunset Fest Committee will make a final decision on continuing with the festival by the first week of July. He asked if all businesses are complying with the outdoor dining regulations. Community Service Director Mullard stated yes there have been no violations. He reviewed what businesses have expanded outdoor seating.

Trustee Bojarski thanked Chief Brey for his open letter to the residents concerning excessive force by Police. She had many resident comment they were pleased to see a response from our Police Department.

Trustee Murphy commented Trustees should respond to resident's email with at least a thank you but a full response should be forwarded to all board members.

**President Ruzanski:** Trustee Bojarski will read the Pride Month Proclamation on Thursday.

**Audience Participation:** None

**Adjournment:** There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:59 pm.

Submitted by,

Cecilia Carman  
Village Clerk