



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

## Committee of the Whole Meeting

January 8, 2019

### Call To Order

The meeting was called to order at 7:30pm. Present were Trustees Harlfinger, Huckins, Dustin, Bogdanowski, Bojarski, Artinghelli 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 Services Director Fred Mullard, Village Engineer Chad Pieper, Village Attorney Jennifer Gibson and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski.

**Audience Participation:** Jeffrey Jakubik of Lake in the Hills asked about the plans for the horse farm on Pyott Road and where he can get more information. Trustee Harlfinger stated the land is owned by the Village and will stay vacant for now. The main barn and arena are beyond repair and once funds are available the Village will tear down the house, barn, and arena. The Village will keep one or two of the outbuilding as an ascetic display to the Larson family.

Note: Informational Item concerning a Presentation from Thorntons, Video Gaming & Change of Class Liquor License, was not presented for consideration.

### Administration:

**Raffle License Request for American Legion Post #1231**-presented by Village Administrator Jennifer Clough- The American Legion Post #1231 is requesting a Raffle License for the following Saturdays in 2019 from 6:00 P.M. - 9:00 P.M:

April 13, May 4, August 3, September 7, November 16 and December 14

The raffle prizes will consist of various meat items. Section 31.02 of the Village Code regulates organizations that conduct raffles in the Village. Organizations desiring to conduct a raffle must apply to the Village for a raffle license. All provisions of Section 31.02 of the Village Code have been met. American Legion Post #1231 unanimously voted to request a waiver of the fidelity bond requirement associated with the Raffle Application form.

Staff recommends motion to approve the raffle license request and waive the fidelity bond requirement for American Legion Post #1231. Motion was made to place this item on the Village Board Agenda.

**Request for Waiver of Sign Regulations and Enforcement from the American Legion Post #1231** - presented by Village Administrator Jennifer Clough - The American Legion Post #1231 plans to host the following events in 2019: Soup Cook Off on February 17, 2019, Fish Fries on April 19, 2019, June 14, 2019, July 12, 2019, August 16, 2019, and October 11, 2019; Meat Raffles on May 4, 2019, September 7, 2019, and December 14, 2019; Ham Raffle on April 13, 2019; Charity Bike Run on August 16, 2019; Annual Golf Outing on September 13, 2019; Chili Cook-Off on October 19, 2019; Turkey Raffle on

November 16, 2019; Marine Corps Birthday on November 10, 2019; and the Army/Navy Football game on December 14, 2019. The American Legion Post #1231 is requesting enforcement activities be suspended for two weeks prior to the events to allow the erection of temporary signage in the right-of-way at the intersections listed below:

Intersections:

Oak and Pyott  
Pyott and Rakow  
Algonquin & Crystal Lake

Staff recommends motion to suspend enforcement activities from February 3, 2019 until February 18, 2019, from March 30, 2019 until May 5, 2019, from May 31, 2019 until June 24, 2019, from June 28, 2019 until July 13, 2019, from July 21, 2019 until August 17, 2019, August 24, 2019 until September 14, 2019, from September 27, 2019 until October 20, 2019, from October 27, 2019 until November 17, 2019 and from November 30, 2019 until December 15, 2019 to allow the installation of temporary signage at the intersections referenced above for various events held in 2019 by American Legion Post #1231. Motion was made to place this item on the Village Board Agenda.

**Request for Waiver of Sign Regulations and Enforcement from the Algonquin/Lake in the Hills Chamber of Commerce** - presented by Village Administrator Jennifer Clough- Renee Erling, Executive Director, with the Algonquin/Lake in the Hills Chamber of Commerce is requesting enforcement activities be suspended to allow the erection of temporary signage in the right-of-way at the intersections listed below, within the Village boundaries, from February 8, 2019 until February 24, 2019 for the Chamber's Winterfest on Saturday, February 23, 2019.

Intersections:

Virginia & Rakow  
Pyott & Rakow  
Pingree & Rakow  
Randall & Miller  
Lakewood & Miller  
Miller & Haligus  
Lakewood & Ackman  
Pyott & Algonquin  
Randall & Algonquin  
Hilltop & Algonquin  
Square Barn & Algonquin  
Lakewood & Algonquin

Staff recommends motion to suspend enforcement activities from February 8, 2019 until February 24, 2019 to allow the installation of temporary signage at the intersections referenced above for their Winterfest on February 23, 2019. Motion was made to place this item on the Village Board Agenda.

**Ordinance Amending Chapter 33, Section 33.08B “Number of Licenses Issued” of the Municipal Code** - presented by Village Administrator Jennifer Clough- Ordinance amending Chapter 33, Section 33.08B of the Municipal Code providing for an additional Class A-2 Liquor License for Gingers LITH LLC d/b/a Ginger’s. A Class A-2 license allows for the retail sale, in cafes’, as defined in Appendix A of this Code, of alcoholic liquor for consumption on the premises where sold, provided that there be no exterior

signs or interior signs visible from the exterior of the premises advertising or advising of the sale or presence of alcoholic liquor or video gaming. The current businesses that have a Class A-2 license are: Dotty's and Stella's.

Staff recommends motion to approve an Ordinance amending Chapter 33, Liquor Control and Liquor Licensing, Section 33.08B "Number of Licenses Issued" of the Lake in the Hills Municipal Code to increase the Class A-2 Liquor Licenses allowed within the Village from two to three. Motion was made to place this item on the Village Board Agenda.

**Finance:**

**Purchase Kronos Workforce Ready Software** - presented by IT Specialist Justin Piessens - The Village transitioned to Kronos for timekeeping and attendance in 2012. At the time, this transition included extensive research and ultimately a lengthy and time consuming implementation in order to bring Kronos into our network environment, which included installing new servers on premises to run Kronos. Kronos has been in need of an upgrade since 2016, but has been postponed until now due to the cost of the upgrade. The original plan was to upgrade Kronos with the same "Workforce Central" system, which requires Village owned servers on premise. However, after further conversations with our Kronos representative, there was another option to upgrade our timekeeping solution to the Kronos "Workforce Ready" system, which is a cloud based solution at a reduced cost. Moving our timekeeping software to the cloud has a number of benefits. Among the biggest benefit to our organization is that we will no longer be responsible for costly server upgrades to keep up with the newest versions of Kronos and Java, which is required to run Kronos. Furthermore a cloud solution is in line with the MIS vision of leaner, more agile information systems by reducing the amount of physical devices that rely on our network. Staff researched another timekeeping and attendance solution called ExecuTime, which is provided through New World/Tyler Technologies. This was an attractive option as it would have integrated well with our financial system through New World. However, after our due diligence, it was determined that ExecuTime is a relatively newer solution and not as complete of a product that Kronos offers. ExecuTime was also significantly more costly than Kronos.

**Financial Impact** - The FY19 budget includes \$55,000 for the upgrade of our Timekeeping Software, which includes both Kronos and Telestaff. Telestaff is used solely by the Police Department and will be purchased later in the year. The cost for the Kronos "Workforce Ready" solution is \$20,864.25 and will result in a budget savings from the Kronos "Workforce Central" solution that was budgeted.

Staff recommends to waive competitive bidding and approve the attached order form from Kronos for the upgrade to the Workforce Ready software.

Trustee Dustin asked how the information will be backed up as it is saved in the cloud.

Justin Piessens stated all the servers will be provided by Kronos. The Village only needs an internet connection to access Kronos's database. The database is based in the cloud and Kronos is responsible for the backing it up into their servers. Because of this the Village will not have the responsibility of updating servers every 5 years.

Trustee Bojarski asked if there will be any future expenses for the Village.

Justin Piessens stated the annual cost of Kronos is \$12,000 a year. There is also a maintenance cost, the Village currently pays \$4,000 a year which will now increase to \$8,000. However, the cost for the Village to build its own server would have been \$40,000.

President Ruzanski is this the main time keeping system.

Justin Piessens stated yes.

Motion was made to place this item on the Village Board Agenda.

**Purchase Laserfiche Avante Upgrade** - presented by IT Specialist Justin Piessens - The Village has been using Laserfiche since 2005 as our digital document retention solution. Since that time the Village has not upgraded or made any improvements to this system, except for adding additional user licenses in 2018. As would be expected with 14 year old software, it has its limitations and is no longer able to keep up with current digital document retention demands. Our version of Laserfiche is so antiquated we are among the last remaining organizations supported by TKB Associates, Inc. that still operate on this version. Laserfiche is not an off the shelf software product and can only be purchased through certified resellers. TKB Associates Inc. is the number one Laserfiche reseller in Illinois, which the Village has worked with since our original implementation of Laserfiche in 2005. The Laserfiche Avante upgrade offers several benefits to our organization including expanding the number of administrative user licenses available to staff. This upgrade comes with numerous features previously unavailable, such as a web portal for our end users to quickly search for documents. This web portal will eventually become a public facing resource as a way to better serve residents. This upgrade is in line with the Village's strategic plan initiative of operational excellence.

**Financial Impact** - The FY19 budget includes \$40,000 for the Laserfiche Avante upgrade. The cost provided by TKB Associates, Inc. is \$31,858.00. Staff confirmed with TKB Associates, Inc. that this quote was still valid as of January 3, 2019.

Staff recommends waiving competitive bidding and approving the attached cost proposal from TKB Associates, Inc. for the Laserfiche Avante upgrade.

Trustee Huckins asked if this is a state requirement.

Justin Piessens stated the software complies with the state requirement for document retention.

Trustee Huckins asked if there are any alternatives.

Justin Piessens stated yes but there are no good alternatives.

Motion was made to place this item on the Village Board Agenda.

**Police:**

**Purchase of two Ford Utility Interceptor Police Squads** - presented by Chief Brey- The police department budgeted to replace four patrol squad cars based on the vehicles reaching the end of their useful service life this budget cycle. The vehicles scheduled for replacement are:

- 2014 Chevrolet Tahoe with 110,437 miles and 22,165 engine idle hours
- 2014 Chevrolet Tahoe with 107,216 miles and 13,165 engine idle hours
- 2012 Chevrolet Tahoe with 149,826 miles; not equipped with an engine idle hour meter
- 2012 Chevrolet Tahoe with 125,841 miles; not equipped with an engine idle hour meter

The department is in the process of changing over from Chevrolet products to Ford and Dodge vehicles. The Suburban Purchasing Cooperative does not have an active contract for the 2019 Ford Utility Interceptor due to a fast changeover to the redesigned 2020 model. Currie Motors has two 2019 Ford Utility Interceptors in stock available for immediate delivery that the department can purchase under the cost of a similar equipped 2020 model. The new base price of the 2020 model without options is \$31,994 with estimated delivery dates in September. The total amount per vehicle quoted with options for the 2019 model is \$28,675. The 2020 model with similar equipment to the 2019 models will cost about \$32,858. The department typically purchases vehicles using the joint purchasing programs from the Suburban Purchasing Cooperative or Illinois State Police but can save a substantial amount of money buying these two vehicles without using a joint purchasing program. The purchase of the remaining vehicles, a Dodge Charger, and a pickup truck, will utilize a joint purchasing agreement.

**Financial Impact** - The 2019 General Fund Capital Budget includes \$ 125,520 for the purchase of four squads. The total cost for the two Ford Explorers is \$57,350. Two other vehicles will be purchased on a later date.

Staff recommends a motion to waive competitive bidding and approve the purchase of two Ford Utility Interceptors from Currie Motors for a total price of \$57,350. Motion was made to place this item on the Village Board Agenda.

#### **Public Works:**

**Purchase one Skid Steer from West Side Tractor Sales of Rockford, IL, through the Sourcewell Cooperative** - presented by Public Works Director Dan Kaup - The Village budgeted for a new skid steer in 2019 to replace the Village's existing 1998 skid steer that has reached the end of its useful life. Staff tested machines from four different manufacturers: Bobcat, Case, Kubota and John Deere. A skid steer has proven to be a necessary piece of equipment for the Public Works Department over the last 20 years and public works staffs believe that a John Deere skid steer best fits the needs of the department. West Side Tractor Sales is the sole John Deere dealership for this region and they provided the Village with a quote for a new John Deere skid street at a cost of \$97,825.00. Staff then checked the cost of the unit through a number of purchasing cooperatives, including US Communities, General Services Administration, National Cooperative Purchasing Alliance, the Sourcewell Cooperative, the Cooperative Purchasing Network, and the Suburban Purchasing Cooperative. The Sourcewell Cooperative offers the lowest price contract for the John Deere skid steer at \$85,781.53, which includes an asphalt sweeper broom box, a hydraulic breaker, a grapple bucket and pallet forks. This is \$12,043.47 below the West Side Tractor quote and \$12,218.47 under the budgeted amount.

This purchase is exempt from the normal bidding process by Section 9.13 of the Village's Municipal Code due to the use of the purchasing cooperative. The John Deere skid steer specifications from the Sourcewell Cooperative are attached for your review and consideration.

**Financial Impact** - The Village's 2019 capital budget includes \$ 98,000.00 for the purchase of the skid steer, and the total cost is \$85,781.53, which is \$12,218.47 under budget.

Staff recommends Motion to approve the purchase of one skid steer from West Side Tractor Sales of Rockford, IL, through the Sourcewell Cooperative for \$85,781.53. Motion was made to place this item on the Village Board Agenda.

**Purchase one tractor from A.A. Anderson of Harvard, IL, through the Sourcewell Cooperative** - presented by Public Works Director Dan Kaup - The Village budgeted for a new tractor in 2019 to replace Village of Lake in the Hills Committee of the Whole Meeting

the Village's existing 1990 Kubota tractor that has reached the end of its useful life. Staff reviewed tractors from three different manufacturers: John Deere, Kubota and Case. The tractor has proven to be a necessary piece of equipment for the Public Works Department over the last 28 years and public works staff believe that a Kubota tractor best fits the needs of the department. A.A. Anderson is the sole Kubota sales dealership for this region and they provided the Village with a quote for a new Kubota tractor at a cost of \$58,600. Staff then checked the cost of the unit from a number of purchasing cooperatives, including US Communities, General Services Administration, National Cooperative Purchasing Alliance, the Sourcewell Cooperative, the Cooperative Purchasing Network, and Suburban Purchasing Cooperative. The Sourcewell Cooperative offers the lowest price contract for the same Kubota tractor at \$58,100.62. This is \$499.38 less than the A.A. Anderson quote and a \$9,899.38 under the budgeted amount.

This purchase is exempt from the normal bidding process by Section 9.13 of the Village's Municipal Code due to the use of a purchasing cooperative. The Kubota tractor specifications from the Sourcewell Cooperative are attached for your review and consideration.

**Financial Impact** - The Village's 2019 Capital Budget includes \$68,000.00 for the purchase of the Kubota tractor, and the total cost is \$58,100.62, which is \$9,899.38 under budget.

Staff recommends a motion to approve the purchase of one tractor from A.A. Anderson of Harvard, IL, through the Sourcewell Cooperative for \$58,100.62. Motion was made to place this item on the Village Board Agenda.

**Purchase one dump truck from Rush Truck Center of Huntley, IL, through the Sourcewell Cooperative** - presented by Public Works Director Dan Kaup- The 2019 budget includes \$210,000.00 for the replacement of unit 26, a dump truck used by the Public Works Streets Division. Village staff researched several dump truck brands and equipment and determined that an International brand dump truck chassis outfitted with a Henderson dump body and snow and ice equipment would provide the most value to the Village. After identifying the specifications for the dump truck, Village staff compared the final cost of the truck and dump body through a number of purchasing cooperatives, which are aggregated joint purchasing programs that receive competitive bid prices for vehicles for governmental purchase. Staff determined that the Sourcewell joint bid, awarded to Rush Truck Center of Huntley, IL, offers the lowest pricing for the dump truck that Village staff desire to purchase. The total cost for the dump truck is \$186,849.00, which is \$23,151.00 under the budgeted amount of \$210,000.00.

This purchase is exempt from the normal bidding process by Section 9.13 of the Village's Municipal Code. The dump truck specifications are attached for your review and consideration.

**Financial Impact** - The Village's 2019 Capital Budget includes \$210,000.00 for the purchase of this dump truck, and the total cost is \$186,849.00, which is \$23,151.00 under budget.

Staff recommends a motion to approve the purchase of one dump truck from Rush Truck Center of Huntley, IL, through the Sourcewell Cooperative for \$186,849.00. Motion was made to place this item on the Village Board Agenda.

**Purchase a Ford F-250, a Ford Escape and a Ford Transit** - presented by Public Works Director Dan Kaup- The 2019 budget includes \$25,000.00 for the replacement of unit 78, an SUV used by the Public Works Administration Division, \$35,000.00 for the replacement of unit 172, a van used by the Public Works Public Properties Division and \$38,000.00 for the replacement of unit 75, a pick-up truck used by the Public Works Water Division. Village staff researched different vehicle makes and models and determined that

purchasing a Ford Escape, a Ford Transit and a Ford F-250 as replacement vehicles for units 78, 172 and 75 would provide the most value to the Village. After identifying the specifications for all three vehicles, Village staff compared the final cost of each of these vehicles through a local Ford dealership and a number of purchasing cooperatives, which are aggregated joint purchasing programs that receive competitive bid prices for vehicles for governmental purchase. Staff determined that the Suburban Purchasing Cooperative's joint bids for these Ford vehicle models, awarded to Currie Motors of Frankfort, IL, offers the lowest pricing for all three vehicles. The total cost for all three vehicles is \$92,096.00, which is \$5,904.00 under the budgeted amount of \$98,000.00

**Financial Impact** - The Village's 2019 Capital Budget includes \$98,000.00 for the purchase of these three vehicles and the total cost is \$92,096.00, which is \$5,904.00 under budget.

Staff recommends a Motion to approve the purchase of a Ford F-250, a Ford Escape and a Ford Transit from Currie Motors of Frankfort, IL, through the Suburban Purchasing Cooperative in the amount of \$92,096.00. Motion was made to place this item on the Village Board Agenda.

**Purchase Two F350 Pickup Trucks** - presented by Public Works Director Dan Kaup- The 2019 budget includes \$49,000.00 for the replacement of unit 66, a pick-up truck used by the Public Works Water Division and \$49,000.00 for the replacement of unit 81, a pick-up truck used by the Public Works Streets Division. Village staff researched several pick-up truck brands and determined the Ford F-350 model pick-up truck would provide the most value to the Village. After identifying the specifications for both pick-up trucks, Village staff compared the final cost of the trucks through a local Ford dealership and a number of purchasing cooperatives, which are aggregated joint purchasing programs that receive competitive bid prices for vehicles for governmental purchase. Staff determined that the Suburban Purchasing Cooperative joint bid for Ford F-350 pick-up trucks, awarded to Roesch Ford of Bensenville, IL, offers the lowest pricing for the pick-up trucks that Village staff desire to purchase. The total cost for both pick-up trucks is \$96,811.00, which is \$1,189.00 under the budgeted amount of \$98,000.00

This purchase is exempt from the normal bidding process by Section 9.13 of the Village's Municipal Code. The pick-up truck specifications are attached for your review and consideration.

**Financial Impact** - The Village's 2019 Capital Budget includes \$98,000.00 for the purchase of these two pickup trucks, and the total cost is \$96,811.00, which is \$1,189.00 under budget.

Staff recommends a motion to approve the purchase of two pick-up trucks from Roesch Ford of Bensenville, IL, through the Suburban Purchasing Cooperative for \$96,811.00. Motion was made to place this item on the Village Board Agenda.

**Purchase a Ford Escape** - presented by Public Works Director Dan Kaup - The 2019 budget includes \$25,000.00 for the replacement of unit 69, an SUV used by the Community Services Department. Village staff researched different vehicle makes and models and determined that purchasing a Ford Escape would provide the most value to the Village. After identifying the specifications for the vehicle, Village staff compared the final cost of the vehicle through a local Ford dealership and a number of purchasing cooperatives, which are aggregated joint purchasing programs that receive competitive bid prices for vehicles for governmental purchase. Staff determined that the Suburban Purchasing Cooperative's joint bid for Ford Escape vehicles, awarded to Currie Motors of Frankfort, IL, offers the lowest pricing for the vehicle that the Village desires to purchase. The total cost for the vehicle is \$22,298.00, which is \$2,702.00 under the budgeted amount of \$25,000.00.

**Financial Impact** - The Village's 2019 Capital Budget includes \$25,000.00 for the purchase of this vehicle and the total cost is \$22,298.00, which is \$2,702.00 under budget.

Staff recommends a motion to approve the purchase of one Ford Escape from Currie Motors of Frankfort, IL, through the Suburban Purchasing Cooperative in the amount of \$22,298.00. Motion was made to place this item on the Village Board Agenda.

**Waive the competitive bidding process for the purchase of water meters** - presented by Public Works Director Dan Kaup - In order to support projected growth and necessary maintenance throughout the year, the Village's water system will require new water meters, replacement water meters, and replacement parts. These water meters and parts will be used for new developments, equipment replacements, and refurbishment of existing meters. The number of meters, parts, and equipment needed for 2019 was determined based on 2018 meter replacement information and projected growth estimates from the Community Services Department. Water Resources Inc. is the sole regional supplier of the Neptune E-Coder R900i water meters that are compatible with the Village's water meter reading system. A recommendation memo and 2019 water meter price list is attached for your review and consideration.

**Financial Impact** - The 2019 budget includes \$37,475.00 in the Water Fund for the procurement of new water meters, replacement water meters, and replacement parts.

Staff recommends a motion to waive the competitive bidding process and approve the purchase of new water meters, replacement water meters, and replacement parts from Water Resources Inc. of Elgin, IL, for fiscal year 2019 in the amount of \$37,475.00.

Trustee Dustin asked if the Village purchases these items on as needed basis.

Public Works Director Dan Kaup stated yes, the Village purchases the meters when the shelves are depleted or when a Builder applies for a tap on.

Motion was made to place this item on the Village Board Agenda.

**2019 Grounds Maintenance Services Contract Extension** - presented by Public Works Director Dan Kaup - In 2018, the Village issued an RFP for grounds maintenance services at various locations throughout the Village. The RFP requested pricing for services in 2018 as well as 2019 and 2020. On February 22, 2018, the Village Board awarded a grounds maintenance services contract to Ryco Landscaping of Lake in the Hills, IL, through December 31st of 2018. At the start of the 2018 contract, Ryco Landscaping had difficulty meeting the service levels prescribed in the contract; however, Ryco Landscaping improved their performance as the year progressed and overall, Village staff have been satisfied with the services that Ryco Landscaping performed in 2018. As such, Village staff recommends awarding a one-year contract extension to Ryco Landscaping through December 31, 2019. The 2019 contract award amount of \$432,681.00 represents a zero percent increase from 2018.

**Financial Impact** - The Village's 2019 budget includes \$432,681.00 (\$66,918.00 in the General Fund, \$12,582.00 in the Water Fund, \$189,652.00 in the Special Service Areas Fund, and \$163,529.00 in the General Fund) for this contract. The total expense for 2019 is \$432,681.00.

Staff recommends a motion to approve a one-year contract extension, from January 1, 2019 until December 31, 2019, for grounds maintenance services with Ryco Landscaping of Lake in the Hills, IL, for \$432,681.00.



President Ruzanski asked if the issues with Ryco's service were resolved.

Public Works Director Dan Kaup stated yes all the concerns the staff and residents had were addressed and Ryco Landscaping is now meeting expectations.

Trustee Bojarski asked if this service normally uses the competitive bidding process and if this is just a one year extension.

Public Works Director Dan Kaup stated yes the Village normally bids for a one year term with options to extend for two years. This is the first year of the extension.

Motion was made to place this item on the Village Board Agenda.

**2019 Pavement Rejuvenator Contract Extension** - presented by Public Works Director Dan Kaup - The Village relies on Motor Fuel Tax (MFT) revenue from the State of Illinois as the primary funding source for pavement replacement projects and over the years, MFT revenues have gradually declined. This decline in MFT revenue along with consistent annual pavement replacement project cost increases have challenged Village staff to investigate new ways of prolonging pavement lifecycles, one of which is pavement rejuvenator products. These products are usually petroleum based and if applied to one-year old pavement, are expected to penetrate and rejuvenate the pavement surface to prolong the life of the pavement.

In recent years, Village staff received positive reviews from surrounding municipalities concerning Corrective Asphalt Materials (CAM) brand pavement rejuvenator product. As a result, the Village is in the third year of a five-year pilot program to determine whether there are positive benefits in utilizing CAM's product to help prolong the lifecycle of its pavement. After the pilot program term, Village staff will determine whether the product has delayed the pavement failure and decide whether to continue to use the product.

The Village, along with other surrounding municipalities, joined with the McHenry County Municipal Partnering Initiative (MPI) in their 2017 Pavement Rejuvenator Joint Contract Proposal. CAM, as the sole bidder of this product in Illinois, was awarded the MPI contract, and in their proposal, provided pricing for 2017, 2018 and 2019. The 2019 cost for CAM's product is \$0.84 per square yard and includes sweeping, cleanup, traffic control and resident notification.

In 2019, Village staff plan to apply CAM's product to 100% of all resurfaced roadways from the previous year. As such, if the contract extension is approved by the Village Board, all 64,285 square yards of pavement resurfaced in 2018 will receive the CAM product in 2019. The 64,285 square yards include sections of pavement on the following roads: Old Pyott Road, Spencer Place, Lakewood Road, Hillsboro Lane, Waterford Lane, Crossview Court, Haddon Court, Winslow Way, Bordeaux Drive, Prides Run, Briarfield Lane, Ferryville Drive, Chadwick Lane, Starwood Pass, Grafton Farm Drive, Marie Avenue, Ellis Road, Noelle Bend, Sullivan Pass, Brisbane Drive, Banbury Lane and Woody Way.

**Financial Impact** - Village's 2019 General Fund Budget includes \$54,000.00 for pavement rejuvenator services. The total expense for 2019 is \$54,000.00.

Staff recommends a motion to approve a one-year contract extension, from January 1, 2019 until December 31, 2019 for pavement rejuvenation services with Corrective Asphalt Materials of Sugar Grove, IL, for \$54,000.00. Motion was made to place this item on the Village Board Agenda.

**HR Green, Inc. Professional Engineering Master Contract** - presented by Public Works Director Dan Kaup- The proposed master contract between the Village of Lake in the Hills and HR Green, Inc. for 2019 professional engineering services serves as a base document for all engineering services provided to the Village. This contract provides the basis for the Village's interactions with HR Green, Inc. as the Village's General Engineer Consultant. The contract is the same as previous master contracts with HR Green, Inc. All rates remain the same except for rate increases for some of the senior professional staff; however, in order to ensure cost control, Village staff will seek proposals for engineering services on large projects from additional firms.

HR Green, Inc. has served as the Village's General Engineer Consultant since 2001. The Public Works Department is satisfied with their performance.

Staff recommends a motion to approve the master contract with HR Green, Inc. for Professional Engineering Services during 2019. Motion was made to place this item on the Village Board Agenda.

**Baxter & Woodman, Inc. Professional Engineering Master Contract** - presented by Public Works Director Dan Kaup - The proposed master contract between the Village and Baxter & Woodman, Inc. for 2019 professional engineering services serves as a base document for all water-related engineering services provided to the Village. This contract provides the basis for the Village's interactions with Baxter & Woodman Inc. as the Village's Water Resources Consultant. The contract is the same form as previous master contracts with Baxter & Woodman. Baxter & Woodman, Inc.'s rates have not increased from last year.

Baxter & Woodman Inc. has served as the Village's Water Resources Consultant since 2007. The Public Works Department is satisfied with their performance.

Staff recommends a motion to approve the master contract with Baxter Woodman, Inc. for Professional Engineering Services during 2019. Motion was made to place this item on the Village Board Agenda.

**Crawford, Murphy and Tilly, Inc. Professional Engineering Services Standard Schedule of Hourly Charges** - presented by Public Works Director Dan Kaup - The Village currently retains Crawford, Murphy and Tilly, Inc. ("CMT") of Springfield, IL, for airport consulting services. The original master contract between the Village and CMT was approved on March 27, 2014 and is in effect through March 27, 2019. Annually, CMT requests rate increases and Village staff bring these proposed rate increases to the Village Board for consideration. Enclosed is a proposed Ordinance increasing CMT's rates from January 1, 2019 until the end of the current contract, March 27, 2019. CMT has informed Village staff that it charges the same rates to all its clients. In 2019, the average CMT rate increase is 3%. CMT's rates are only used for on-call hourly assignments as Illinois Department of Transportation rates are used for all federally funded grant projects. CMT has served in a consulting capacity for the Airport since 2012. The Public Works Department is satisfied with their performance.

Because the current contract with CMT for airport consulting services is set to expire on March 27, 2019, Village staff began a Request for Qualifications process in 2018. In the coming months, Village staff will bring forth a recommendation for airport consulting services after March 27, 2019.

Staff recommends a motion to approve the ordinance amending the rates for the 2014 Master Contract with Crawford, Murphy and Tilly, Inc., for Professional Engineering Services at the Lake in the Hills Airport through March 27, 2019.

Trustee Harlfinger asked if another company will be in place after the contract ends.

Public Works Director Dan Kaup stated Trustee Huckins and staff will be researching other companies.

Trustee Harlfinger commented that is it a wise decision to maintain Crawford, Murphy, and Tilly due to the difficulty of getting a new engineering company acclimated. The Village used Hansen Engineering for many years and it was not a smooth transition to CMT. He asked Community Service Director Mullard to comment.

Community Service Director Mullard stated the problem was with the transfer of materials. The old engineering firm had ten years of drawing and it took an extended period of time for CMT to receive the documentation.

Public Works Director Dan Kaup stated his department will put this to consideration when deciding on extending the Village's contract with CMT or using a new engineering firm.

Motion was made to place this item on the Village Board Agenda.

**Solar Project Lease Option Agreement Extension** - presented by Airport Manager Mike Peranich- The Village of Lake in the Hills and Cenergy Power, a solar energy company based in Carlsbad, California, entered into a lease option agreement in December 2017 for due diligence engineering and other research necessary for the parties to enter into a twenty-one year lease agreement for the construction and operation of a solar power farm on Lake in the Hills airport property. The term of original agreement was for one year based on the anticipated lead time necessary for Cenergy to obtain all the necessary State and Federal permits and incentives to proceed with the project. This included Cenergy securing necessary incentives through the Illinois Adjustable Block Program, which is the grant funding program for these types of solar projects. While the program was originally scheduled to be released during the summer of 2018, the Illinois Power Agency delayed the release of the initial application block until mid-January of 2019. Cenergy now expects to learn of the results of the incentive program in the Spring of 2019. Due to this delay, Cenergy is requesting a one year extension of the agreement. The terms of the diligence period are identical to what was previously approved by the Board of Trustees, with the exception of the term extension.

Staff recommends a motion to approve the Amended and Restated Lease Option Agreement between the Village of Lake in the Hills and LITH CS LLC.

Airport Manager Mike Peranich gave an update on the solar farm's progress. There are some delays due to programming and lay out of the solar farm. The FAA was concerned that the solar farm would be permanent. After a face to face meeting the Village confirmed with the FAA the land will be on a temporary lease and can be easily converted to aviation use if need be. Now with the government shutdown the FAA district office is on furlough. The Village is waiting for their soft approval of the airport layout. After the approval there will be an environmental study of the land by engineers to ensure a solar farm is feasible.

Trustee Harlfinger asked if this is prime free. Community Service Director Fred Mullard confirmed it is still prime free.

Airport Manager Mike Peranich continued the update and stated the results of the lottery to enter the power grid with Com Ed have not been announced. Cenergy will let the Village know the results. The benefits of the solar farm will be non-aeronautical revenue of \$15-20,000 a year and the airport can buy energy by a

cost savings of .02-.03 cents per kwh hour. The Village's next steps are the land use agreement with the FAA, the 21 year lease agreement with Cengery and the environmental study of the land use.

Motion was made to place this item on the Village Board Agenda.

**Community Service:**

**Lake in the Hills Historical Society Labahn-Hain House Agreement** - presented by Community Service Director Fred Mullard - Staff proposes execution of an agreement with the Lake in the Hills Historical Society for their use of the Labahn-Hain House. The Village Board approved a similar agreement on January 11, 2014. Similar agreements have been in place since 2002.

The agreement allows the Society use of the upper level of the Labahn-Hain House for storage and office space for no charge. It allows the Society to use the facility at no charge for meetings. It also requires the Society maintain the display case on the main level. The Village is required to operate and maintain the facility and to consult with the Society regarding any renovation. Both parties agree to indemnify, hold harmless, and defend the other except in cases of negligence.

The agreement is for a period of five years but may be terminated with 30 days written notification.

Staff recommends a motion to approve an agreement with the Lake in the Hills Historical Society for use of the Labahn-Hain House. Motion was made to place this item on the Village Board Agenda.

**Variation to Various Sections for 100 through 212 North Randall Road** - presented by Community Service Director Fred Mullard - The applicant, Randall Algonquin Plaza, LLC, requests multiple variations to the Zoning Ordinance to ensure the property located at 100 through 212 N Randall Road complies with the Zoning Ordinance following transfer of portions of the property to support the Randall Road Improvement project. This action is similar to the variations granted on 23 other properties along Randall Road in February 2018

The variations include:

- Table 8.4 to reduce the front yard building setback from fourteen feet to zero feet along Algonquin Road.
- Table 16.11 to reduce the sign setback from ten feet to zero feet along Algonquin Road.
- Table 16.11 to increase the maximum sign height from sixteen feet to twenty-three feet along Algonquin Road.
- Section 18.6-2 to reduce the front yard parking setbacks from eight feet to zero along Algonquin Road and Randall Road.
- Section 26.5 to reduce the front yard landscaping setback from thirty feet to zero and eliminate landscaping requirements along Algonquin Road and Randall Road.
- Section 26.6 to reduce the side yard landscaping setback from ten feet to zero and eliminate landscaping requirements along the north and west side lot lines.

The front yard building, parking, and landscaping setbacks are directly attributed to the loss of property to be converted to right-of-way for the Randall Road Improvement project.

The sign setback is also required due to this loss of property. Because the sign must be relocated into the existing parking lot, the applicant also requested a variation to the height of the sign. The sign will remain the same size but will be elevated eight feet to make it visible above parked vehicles. The top of the new sign would be 23 feet, which would be similar to the U-Haul / At Home sign across Randall Road.

The two side yard landscaping setbacks are necessary to bring the parcel into compliance. They were constructed with no setback, but are no longer in compliance as they exist.

The Planning and Zoning Commission conducted a public hearing on December 11, 2018. There were no public comments on the proposed actions. The Commission recommended approval by a vote of 5-0.

Staff recommends a motion to approve an ordinance granting variations to front yard building setbacks, front yard parking setbacks, front yard landscape setbacks, side yard landscape setbacks, sign setback, maximum sign height and at 100 through 212 North Randall Road on Parcel 19-30-200-016.

Trustee Dustin asked if there will be a loss of parking spaces.

Community Service Director Mullard stated yes but there still will be a surplus of spots accordingly to the planning and zoning ordinance.

Trustee Harlfinger stated this is the type of information the county engineers need to inform local businesses about. He stated he will always vote no for any Randall Road improvement projects because he believes the original plan is outdated and the County is making changes that are unnecessary.

Motion was made to place this item on the Village Board Agenda.

**Board of Trustees:**

Trustee Harlfinger stated he would like to have an airport committee to help market it and to be a voice for the airport. These need to be public meetings that will give updates to the Board to ensure transparency and clarity.

Trustee Dustin – None at this time.

Trustee Huckins - None at this time

Trustee Bojarski - None at this time

Trustee Bogdanowski - None at this time

Trustee Artinghelli - None at this time

**President Ruzanski** stated on Thursday he will read the School Choice Proclamation and present the Gordon Larson Awards to 3 local businesses.

**Audience Participation:** None

**Adjournment:** There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:10pm

Submitted by,

Cecilia Carman  
Village Clerk