



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

April 9, 2019

Call To Order

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

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 Engineer Chad Pieper, Public Works Management Analyst Peter D'Agostino, Village Attorney Brad Stewart and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski

Audience Participation: None at this time.

Administration:

Request for Waiver of Sign Regulations and Enforcement for The Human Race - Presented by Village Administrator Jennifer Clough- Attached please find a letter from Rebecca Stiemke, Executive Director for Volunteer Center McHenry County, 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 April 14, 2019 until April 29, 2019 to advertise the 5K Walk/Run on April 28, 2019.

Intersections:

Ackman & Haligus

Lakewood & Miller

Pyott & Rakow

Algonquin & Pyott

Staff recommends a motion to suspend enforcement activities from April 14, 2019 until April 29, 2019 to allow the installation of temporary signage at the intersections referenced above for the 9th Annual The Human Race 5K Walk/Run on April 28, 2019. Motion was made to place this item on the Agenda.

Compassionate Dental Care/Rejuvenation requesting waiver of Sign Regulations & Enforcement -

Presented by Village Administrator Jennifer Clough- Compassionate Dental Care/Rejuvenation 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 April 11, 2019 until April 19, 2019 to advertise for their Ribbon Cutting Ceremony on April 18, 2019.

Intersections:

NW corner of Virginia & Route 31

SW corner of Pingree & Rakow

SE corner of Virginia & Rakow

NW & SW corners of Pyott & Rakow

NE & NW corners of Pyott & Algonquin

NW corner of Hilltop & Algonquin

SW corner of Polaris & Randall

SW corner of Miller & Randall

NW corner of Swanson & Miller

Northside of Square Barn & Algonquin

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NW corner of Harvest Gate & Algonquin	SW & NE corner of Lakewood & Miller
NW corner of Lakewood & Algonquin	W corner of Frank and Boulder Rd.
SE corner of Frank & Miller	SW corner of Ackman and Lakewood
SW corner of Ackman and Haligus	NE corner of exit in front of Compassionate Dental
SW corner of frontage road between Compassionate Dental care and AMC	

Staff recommends a motion to suspend enforcement activities from April 11, 2019 until April 19, 2019 to allow the installation of temporary signage at the intersections referenced above, within the Village boundaries, for Compassionate Dental Care/Rejuvenation Ribbon Cutting Ceremony on April 18, 2019.

President Ruzanski stated he spoke to the owner of Compassionate Dental Care concerning the amount of signs. He asked if they would remove the request for the signs that are on the same corner that the Human Race is asking for. He believed it would take away too much of the visibility at these intersections. The owner agreed and the change can be put forward at the Village Board Meeting.

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

Boy Scout Troop 369 requesting to park their Canoe Trailer in the parking lot at Nockels Park/LaBahn Hain House - Presented by Village Administrator Jennifer Clough- Boy Scout Troop 369 is requesting permission to park their Slick-Rydr Canoe Trailer, which holds 10 canoes and several kayaks, in the parking lot at Nockels Park/LaBahn Hain House from May 2019 through September 2019. This is the sixth consecutive year that the Village has received this request.

Staff recommends a motion to allow Boy Scout Troop 369 to park their Slick-Rydr canoe trailer in the parking lot at Nockels Park/LaBahn Hain House from May 2019 through September 2019. Motion was made to place this item on the Village Board Agenda.

Annual Video Gaming License Renewal Requests-Presented by Village Administrator Jennifer Clough- Attached please find thirteen annual Video Gaming Terminal Operator applications from the following businesses: The Grove Mart, American Legion Post #1231, Illinois Café & Service Company, LLC d/b/a Dotty's, Stella's Place, 251 Pub Inc. d/b/a Woods Creek Tavern, Lake in the Hills Property Owners Association, Butcher on the Block, JJ Polish Restaurant, D.M. Burgers, 220 Randall Rd Inc. d/b/a Moretti's, Dino's Pizza, Tacos El Norte and Bistro Wasabi, All provisions of Chapter 33, Section 33.31 have been met.

There are no changes in the number of machines each business is requesting.

Staff recommends a motion to approve the Video Gaming License annual renewal requests from The Grove Mart, American Legion Post #1231, Illinois Café & Service Company, LLC d/b/a Dotty's, Stella's Place, 251 Pub Inc. d/b/a Woods Creek Tavern, Lake in the Hills Property Owners Association, Butcher on the Block, JJ Polish Restaurant, D.M. Burgers, 220 Randall Rd Inc. d/b/a Moretti's, Dino's Pizza, Tacos El Norte and Bistro Wasabi and issue the number of licenses requested on each individual application. Motion was made to place this item on the Village Board Agenda.

Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing, Sections 33.08A "Classes, Fees", 33.08B "Number of Licenses Issued", Section 33.18 Location Restrictions, Notifications, Section 33.22 Closing Hours and Appendix A of the Lake in the Hills Municipal Code - Presented by Village Administrator Jennifer Clough-In March of 2019, Melody Living approached the Village seeking

to obtain a liquor license for the restaurant and Bistro area that they will be opening within the senior housing development. The restaurant and Bistro area will only be open to residents of Melody Living and their guests, and will not be open to the public. The hours of operation will be from 7am to 9pm. In addition to a Class A-3 liquor license, Melody Living would be required to obtain a Village business license and liquor licensing through the State of Illinois.

Financial Impact: Retail sales of alcoholic beverages sold by the company would generate sales tax revenue for the Village. The annual fee for a Class A-3 license will be \$2,000.

Staff recommends a motion Approve an Ordinance amending Chapter 33 Sections 33.08A, 33.08B, 33.18, 33.22 and Appendix A of the Municipal Code establishing a Class A-3 liquor license. Motion was made to place this item on the Village Board Agenda.

Police:

2019 Dispatch Services Purchase Order - Presented by Chief of Police Brey- The department entered into a five-year contract with Southeast Emergency Communications (SEECOM) for police dispatch services on March 24, 2016. May 1, 2019, to April 30, 2020, is year three of the contract. Purchase order #2019-62 for \$416,769.50 has been requested for required payments.

Financial Impact: The department budgeted \$416,772 in the FY2019 budget for SEECOM dispatch service payments.

Staff recommends a motion to approve FY2019 SEECOM dispatch service payments. Motion was made to place this item on the Village Board Agenda.

Public Works:

Motion to approve a telecommunications lease agreement with E-vergent - Presented by Public Works Management Analyst Peter D'Agostino- As is common with municipal water towers, the Village currently leases space on top of each of the Village's four water towers to at least one large telecommunications company, such as Verizon or AT&T, for the installation of telecommunications equipment for the purpose of providing telecommunications services to their customers. However, since 2005, the Village has also leased space on all four of the Village's water towers, to a small telecommunications company, E-vergent, that only offers its customers internet services. The current lease is due to expire on April 30, 2019. As such, Village staff have been working with E-vergent staff towards execution of a new lease agreement. Important features of the attached draft lease agreement include:

1. The initial term shall be two years but after the initial term, the agreement will be automatically extended for up to five successive two-year terms, unless either party cancels before a two-year renewal. The ability to terminate this agreement every two years is an important feature to have in this agreement – should the Village need space on one or more of its water towers to accommodate a new lease agreement with a larger telecommunications company for higher lease payment amount.
2. The total lease revenue amount for the first year of the contract will be \$27,072.00, and will increase by two percent every year of the agreement. In preparing for this new lease agreement, Village staff surveyed nearby municipalities with similar agreements with E-vergent, and determined that E-vergent is currently paying the Village the largest annual lease payment amount per tower.

3. E-vergent will continue to provide wireless internet services, at no additional cost, to the following Village facilities: Village Hall, Airport, Well House 9 and the Preschool Annex.

4. E-vergent will provide a \$40,000.00 surety bond that would allow the Village to recuperate any/all expenses for removal of E-vergent's equipment, should E-vergent go out of business and abandon its equipment or fail to remove its equipment within 30 days after termination of this agreement.

Financial Impact: If approved, the draft agreement will generate \$27,072.00 over the first year of the agreement and \$363,092.09 total over the next twelve years, if all renewal options occur.

Staff recommends a motion to approve a telecommunications lease agreement with E-vergent of Mount Pleasant, Wisconsin.

Trustee Dustin asked if there is a cost to the Village.

Management Analyst Peter D'Agostino stated no, only opportunity cost. E-vergent is taking the place on the tower that could go to a larger carrier but we can accommodate if need be.

Director Kaup commented in the negotiations a letter of credit was obtained so that if the company would vacate the tower without notice the Village would be covered.

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

2019 Contract for Thermoplastic Road Striping Services - Presented by Public Works Director Dan Kaup- The Suburban Purchasing Cooperative (SPC) offers local governmental bodies the opportunity to participate in joint purchasing programs. They create specifications and solicit competitive bids for a variety of contracts and each purchase is exempt from the normal bidding process by Section 9.13 of the Village Municipal Code. Superior Road Striping was the lowest bidder for the SPC thermoplastic road striping joint bid last year and they have agreed to extend their contract this year with no price increase. A contract extension letter is attached for your review and consideration. Each year, the Village hires a contractor to replace the thermoplastic roadway striping in 1/5 of the Village, and the 2019 pricing and estimated quantities listed below, will allow the Village to continue its current thermoplastic roadway striping replacement cycle.

Item	Estimated Quantity	Unit	Unit Price	Total
4" Thermoplastic Marking Line	27,448	LF	\$0.52	\$14,272.96
6" Thermoplastic Marking Line	3,207	LF	\$0.76	\$2,437.32
12" Thermoplastic Marking Line	589	LF	\$1.52	\$895.28
24" Thermoplastic Marking Line	1000	LF	\$3.78	\$3,780.00
Thermoplastic Marking Letters & Symbols	509	SF	\$3.51	\$1,786.59
Thermoplastic Marking Removal	4,446	SF	\$0.41	\$1,822.86
TOTAL				\$24,995.01

Financial Impact: The Village's 2019 budget includes \$25,000.00 in the General Fund for thermoplastic road striping. The total expense for 2019 will not exceed \$25,000.00.

Staff recommends a motion to participate in the Suburban Purchasing Cooperative's 2019 joint contract extension with Superior Road Striping of Melrose Park, IL, for thermoplastic road striping services in an amount not to exceed \$25,000.00. Motion was made to place this item on the Village Board Agenda.

Award a Contract for the 2019 Bike Path Resurfacing - presented by Public Works Director Dan Kaup- As part of the Village's bike path replacement schedule, two Village bike paths were approved in the 2019 budget for replacement. The first bike path is located along Lakewood Road, south of Algonquin Road and the second bike path is located between Harvest Gate and Heavens Gate. Village staff authored a Request For Proposal (RFP) and in February, the RFP invitation was sent to 27 resurfacing companies, posted on the Village's website, and published in the Northwest Herald. On March 18, 2019, twelve RFP submittals were received and pricing for both bike path locations ranged from a low price of \$27,200.00 from Patriot Maintenance Inc. of Mundelein, IL, to a high price of \$76,800.00. The low price of \$27,200.00 for both bike path locations is \$29,760.00 under budget.

The Village has not worked with Patriot Maintenance Inc. before; however, the references provided by Patriot, which included municipal projects, were very favorable. As such, Village staff recommend entering into a contract with Patriot Maintenance, Inc., for this project.

Financial Impact: The Village's 2019 budget includes \$20,350 in SSA 3 for the Harvest Gate bike path and \$36,610 in SSA 5 for the Lakewood Road bike path – for a total budget of \$56,960.00. The contract award amount of \$27,200.00 is under budget by \$29,760.00 (\$13,550.00 in SSA 3 and \$16,210.00 in SSA 5).

Staff recommends a motion to award a contract to Patriot Maintenance Inc., of Mundelein, IL, for the 2019 bike path resurfacing contract in the amount of \$27,200.00. Motion was made to place this item on the Village Board Agenda.

Request to waive the competitive bidding requirements and award a contract for the Well 12 Design/Build Project, and purchase commodities to be installed by Village Staff - Presented by Public Works Director Dan Kaup- Last year, staff presented a plan for a multi-year water treatment facility upgrade project for each of the eight Village well houses. In 2018, the Village completed a design/build project for Well 14 on McPhee Drive. The project brought much needed controls and process upgrades to the aging systems at Well 14. The project was completed on time and within budget.

Earlier this year, staff met with representatives from Baxter & Woodman/Concentric Integration, the Village water resources and controls engineer, to design the Well 12 and Well 6 improvements that are budgeted in FY19. Similar to the upgrades performed at Well 14, this year's projects consist of two components; upgrading the SCADA system controls, and replacing and upgrading the mechanical valves and actuators. During the design discussions for Well 12, staff determined there was an opportunity to reduce the cost by splitting the project, allowing Concentric Integration to replace the SCADA system controls componentry, and purchasing the mechanical valves and actuators through the bid process and installing them with in-house staff.

The Village requested proposals for the mechanical valves and actuators. Core and Main of Carol Stream, Illinois provided the lowest responsive bid for supplying the necessary mechanical valves and actuators at a cost of \$35,090.00. The Baxter and Woodman/Concentric Integration portion of the project has been priced at \$79,980.00.

Financial Impact: The Village's 2019 budget includes \$25,000.00 for professional engineering oversight and \$250,000.00 for the electrical and mechanical componentry upgrade work for both Wells 12 and 6, or \$137,500.00 per treatment facility. If approved, the contract with Concentric Integration would be in the amount of \$79,980.00 and the Core and Main commodities would cost 35,090.00 for a total cost of \$115,070.00 – which is \$22,430.00 under the \$137,500 budget.

Staff recommends a motion to waive the competitive bidding requirement and award a contract to Concentric Integration, LLC for the SCADA system upgrade portion of the Well 12 Design/Build project in the amount of \$79,980.00.

Staff also recommends a motion to approve the purchase of control valves and actuators from Core and Main in the amount of \$35,090.00. Motion was made to place this item on the Village Board Agenda.

Ordinance Proposing the Establishment of a Special Services Area in Unincorporated Lake in the Hills - Presented by Public Works Director Dan Kaup and Village Administrator Jennifer Clough and Assistant Village Administrator /Finance Director Shane Johnson - Last year, the Village Board considered the sale of a portion of the Village's water system situated in unincorporated McHenry County. In light of concerns expressed by water system customers, the Village made the decision to not sell the system, and instead chose to consider a Special Service Area (SSA) to finance the installation of a new water system. In November of 2018, the County of McHenry consented to the Village of Lake in the Hills' establishment of an SSA in its incorporated jurisdiction in response to the Village's desire. Subsequently, in December of 2018, the Village Board adopted the Fiscal Year 2019 budget, which included expenditures from the Water Fund for the engineering necessary to design the infrastructure improvements as well as for associated legal expenses. Most recently, in February of 2019, the Village Board was presented with a conceptual timeline for the project and authorized staff to proceed with its initiation. Also in February, the Village awarded preliminary design engineering services for the new water system.

To that end, staff and the Village Attorney have prepared an ordinance proposing the establishment of a Special Service Area to encompass the unincorporated area, as well as one parcel within the Village's corporate boundaries. The SSA Tax Law provides that the Village establish maximum parameters regarding financing of the special services. This is due to the fact that there are certain unknown factors within the project which include:

- The actual construction costs, which will not be determined until the project is awarded in late fall of 2019. The engineer's not-to exceed estimate includes a very conservative 25% contingency;
- The type of bond, the interest rate at which it is issued, and the term of the debt service. These will require future consideration by the Village Board. The maximum amount included in the proposed ordinance is \$2,891 annually for each parcel within the SSA. If the SSA is adopted, the Village will agree to pay the SSA levy imposed on those parcels situated within the corporate boundaries of the Village. This includes the property currently occupied by the American Legion. The rationale is that the Village does not charge residents for repair and reinstallation of the water main system. At the same time too, the Village staff believes that this is the fair and appropriate course of action because this property would benefit from the new water main system.

If the Board adopts the proposing ordinance, a public hearing on the proposed SSA would be held on June 11 before the Village Board with notice of same published in the newspaper and sent to the taxpayers within

the special service area. Besides such public notice, it is anticipated that other means of communicating information regarding the SSA would be provided to customers in the meantime.

The SSA Tax Law provides that within 60 days of the adjournment of such public hearing, if an objection petition signed by 51 % of the voters and 51 % of the owners of record within the proposed SSA is filed objecting to the SSA, the SSA will not be established. If an objection petition is not filed, or if a petition is filed but does not meet each of two criteria necessary to "veto" the SSA, the Village Board is authorized to adopt an ordinance establishing the SSA after such potential objection period.

Staff recommends a motion to adopt the ordinance proposing the SSA 51 Water Main Project.

Trustee Harlfinger stated he had no concerns.

Trustee Huckins stated it was a solid presentation and asked how long the project would take.

Village Engineer Chad Pieper stated one construction season; from spring until Thanksgiving.

Trustee Harlfinger asked if the Village will need to be in an IGA with the County for any easement work in the future.

Director Kaup stated no the Village will obtain easements during the project.

Trustee Huckins asked if what is plan for the open parcels.

Director Kaup explained all empty parcels have been identified and they will have access to the water main. If these parcels are built on in the future, this will reduce overall cost for all residents in SSA.

President Ruzanski recognized Rachel Zastrow of Lake in the Hills.

Rachel Zastrow thanked the Board and staff for all their hard work. She asked if there was an estimate they received from HR Green.

Director Kaup explained the cost is approximately 1.3 million for construction plus a 25% contingency budget.

Rachel Zastrow asked if now the plan is estimated to be 1.3 million but could reach 2 million.

Director Kaup stated estimated cost will not exceed 2 million.

Rachel Zastrow again thanked the Board and staff and asked anything the Village can do to decrease the burden of herself and her neighbors would be appreciated.

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

Community Service:

Waive Competitive Bidding and Award a Contract to Clarke Environmental for Mosquito Abatement Services - Presented by Community Service Director Fred Mullard- The Community Services Department recommends waiving competitive bidding and accepting the proposal from Clarke

Environmental for mosquito abatement services for calendar years 2019 through 2021. Clarke has provided mosquito management for the Village of Lake in the Hills since 1997. The company also provides services for the majority of our surrounding communities, including Huntley, Crystal Lake, and Algonquin and McHenry Townships. This relationship allows Clarke to coordinate services among the municipalities to enhance the overall effectiveness of mosquito abatement operations across municipal boundaries.

Clarke was awarded a 4 year contract in 2008 that was then extended, at the same price, for 2012, 2013, and 2014. A request for proposals in 2015 resulted in receipt of only one submission, which was from Clarke. Clarke's professional services provide the Village with general services such as public relations and education, citizen response hotline, consulting and reports, surveillance and monitoring, larval control, and adult control.

Community Services recommends program option 1, for \$36,000 that expands the program to nearly twice the amount of breeding site coverage, and increases coverage for larviciding with 15 additional acres by helicopter and 25 additional acres by hand. The past few years have seen an increase in resident concerns about the impact of mosquitos on their ability to be outdoors in the evening. By adding additional monitoring sites, Clarke will be able to adjust and target their open space treatments to our greatest advantage. As in past years, Clarke will provide four community wide spray treatments and six special event treatments.

To continue the program we have previously used, the proposed cost is \$30,860.00 annually. Either option will hold 2019 pricing for the entire three year contract term. Both options also include a fixed rate of \$5,900 for any additional village-wide sprays that are needed beyond the contracted plan. Regardless of proposal accepted, Public Works will continue to provide larvicide treatments of catch basins in the Village's storm water collection system.

Financial Impact: The 2019 budget includes \$39,000 for Village wide mosquito abatement services.

Staff recommends a motion to waive the competitive bidding process and award a contract to Clarke Environmental Mosquito Management, Inc. to provide mosquito abatement services for three years at an annual cost not to exceed \$36,000.00. Motion was made to place this item on the Village Board Agenda.

Board of Trustees:

Trustee Harlfinger began a discussion concerning Dino's Pizza. In the past there was a sign for their business on the corner of Miller and Randall but has now disappeared. The business owners would like to be able to put more signs up to promote the business. He advised them to apply for a sign variance. He would like the Village to allow them to place a sign on Miller and Randall again.

President Ruzanski stated he agreed however, he would not like to see signs to promote gambling.

Trustee Harlfinger stated he agrees with President Ruzanski and will work with the business for a permanent solution. He believes the Village needs to support small businesses.

Trustee Huckins asked Trustee Harlfinger to clarify what he is asking for.

Trustee Harlfinger stated to allow the signage to be placed on Miller and place a moratorium to allow signage for businesses.

Trustee Huckins stated he does not see a problem with allowing the signs to be placed.

Attorney Stewart asked how long is Trustee Harlfinger asking for this moratorium to be placed.

Trustee Harlfinger stated for 30 days.

Community Service Director Mullard asked if this would be only for Dino's Pizza or for other businesses as well.

President Ruzanski stated only for Dino's Pizza and Village would look at other businesses at a later time.

Director Mullard stated other businesses have placed feather banners that are against the ordinance and in most cases they have been removed.

Trustee Bogdanowski stated the Board needs to look at the ordinance.

Director Mullard asked if they are asking to change the ordinance.

Trustees Dustin and Trustee Huckins stated yes as a long term goal.

Trustee Bogdanowski asked how much time staff would need to revise the ordinance.

Director Mullard stated the least amount of time would be 60-90 days. It would have to go to the planning and zoning committee and may need a public hearing as well.

President Ruzanski stated he would like the committee to move forward on this issue.

Trustee Harlfinger stated he would like the moratorium for Dino's Pizza to be allowed the extra signage for now. He would like the Board to adopt ordinance that are more business friendly.

Trustee Dustin asked if there needs to be temporary waiver permitted while there is the construction on Randall Road and a more permanent solution once construction is done.

Trustee Huckins asked if any business have come forward asking for waivers?

Director Mullard stated yes all variations to the signage ordinance have been requested and granted. However many business are using feather banner that are prohibited in the Village.

Trustee Harlfinger asked what is the problem with feather banners.

Director Mullard stated feather banners specifically are prohibited in the Village.

Attorney Stewart asked for clarification if the concerns is allowing feather banners or allowing any extra signage.

Director Mullard stated he is unsure why there is a ban on feather banners.

Trustee Bogdanowski stated the Board is not giving clear direction to the staff. He believes there needs to be a procedure in place and businesses should address the Board with signage concerns.

Trustee Harlfinger agreed with Trustee Bogdanowski that the Board needs to give better direction to staff.

Trustee Harlfinger asked Director Mullard how much time needed to develop new ordinance.

Director Mullard stated he can put together a focus group concerning sing ordinances. The group can present their finding to the Planning and Zoning Committee. He is unsure how long the process will take. He asked if the Board just wanted a moratorium on signs.

Trustee Harlfinger stated he would like a moratorium on allowing feather signs for the next 90 days.

Attorney Stewart clarified this is not a formal action but a direction to staff.

Trustee Harlfinger clarified he would like to allow businesses to be able to place up to 3 signs/banners in the Village for the next 90 days.

President Ruzanski asked he is asking for direction for Dino's only.

Trustee Harlfinger stated for the next 90 days all businesses are allowed to have banners placed with a maximum of 3.

Attorney Stewart clarified all other trustees are in agreement.

The trustees acknowledged their agreement.

Trustee Harlfinger lastly commented on he had discussion with the president elect and trustee elects of Lakewood. They would like some insight on how to promote events. They may ask the Board to help promote and partner events together.

Trustee Dustin – None at this time.

Trustee Huckins - None at this time

Trustee Bogdanowski - None at this time

Trustee Artinghelli - None at this time

President Ruzanski: None at this time

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:29 pm

Submitted by,

Cecilia Carman
Village Clerk