



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

April 20, 2021

Call To Order

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

Also present were Village Administrator Fred Mullard, Assistant Village Administrator Shannon Andrews, Chief of Police Dave Brey, Deputy Chief of Support Services Mary Frake, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, Assistant Community Development Director Ann Marie Hess, Village Attorney Brad Stewart and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski

Audience Participation: None

Administration:

Annual Liquor & Raffle License Report - Presented by Village Administrator Fred Mullard - State statute requires the Liquor Commissioner and municipalities to publicly announce and publish a report that provides information regarding new and renewal liquor and raffle license applications that the Village received in the prior fiscal year. Attached please find the Annual Liquor & Raffle License Report providing the history of the past four years, 2017 through 2020.

Village Support Request for the 2021 People for Parks Foundation of Lake in the Hills – McHenry County Century Ride – McRide - Presented by Village Administrator Fred Mullard - The People for Parks Foundation have cancelled their annual Pub in the Park Craft Beer and Food Truck Festival fundraiser once again due to the Pandemic. The Foundation has partnered with True Blue Dogs Foundation to host the McHenry County Century Ride on Sunday, May 30, 2021. The Foundation will be using the Sunset Park parking lot on Haligus Road for the event on Sunday and a small portion of the parking lot on Saturday, May 29, 2021 for packet pick-up. If successful, the ride may become an annual event in addition to Pub in the Park.

The Foundation is requesting the Village to provide support for the proposed 2021 event at Sunset Park on Sunday, May 30, 2021.

The People for Parks Foundation sole fundraising purpose is to raise and distribute monies to the Lake in the Hills Recreation Division for the scholarships, park and equipment needs of the community. The Village appreciates all the generosity in the past that has made Parks and Recreation programs possible from the Foundation.

The Foundation is requesting support and the waiver of various requirements for 2021:

- Deposit (\$1000) and rental fee of Sunset Park \$250

- Village Support
- Promotion of the event through various Village media outlets

The Foundation is also requesting the promotion of the event through various Village media outlets. The Sign approval will be approved administratively.

Financial Impact: Total expenses anticipated to be waived total \$1,250

Staff recommends a motion to approve Village support and waivers as described in the above request.

Trustee Huckins mentioned People for Parks Foundation has donated \$3,000 for the Park and Recreation Departments van purchase and \$600 toward senior citizen programs. Trustee Dustin asked about volunteer opportunities, event route and logistics. Trustee Huckins explained the volunteer opportunities and the events proceedings.

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

Intergovernmental Agreement with the Village of Huntley - Presented by Village Administrator Fred Mullard - Both the Village of Huntley and Village of Lake in the Hills recognize the necessity and desirability to provide for logical municipal boundaries and areas of municipal influence and authority between their respective municipalities in order to plan effectively and efficiently for the growth and potential development between their municipalities.

The Intergovernmental Agreement establishes a boundary line, represented in Exhibit A of the agreement, between the two villages for municipal government planning, zoning control, subdivision-control, annexation and other municipal purposes. The jurisdictional boundary line also provides for the orderly growth and development of said properties, provides for the orderly development of a connecting system of roads, compatible land uses, extensions of municipal utilities, customary police protection, and other municipal utilities and services.

The boundary delineation is generally in the same location as the previous boundary agreement in force from July 1997 to July 2017, except for the parcel west of Route 47 previously annexed to the Village of Lake in the Hills. The boundary delineation also was extended further north along Route 47 from the intersection with Conley Road to just north of Foster Road.

Unincorporated areas on the Huntley side of the line include about 122 acres west of the Bellchase and Springlake Farms South subdivisions and properties west of Route 47 north of Huntley's current municipal boundary.

Unincorporated areas on the Lake in the Hills side of the line include about 19.2 acres along Haligus Road and properties east of Route 47 north of our current municipal boundary.

Staff recommends a motion n to approve an Ordinance authorizing an Intergovernmental Agreement with the Village of Huntley regarding municipal boundaries.

Trustee Huckins asked if the Village of Huntley will be approving the same IGA. Administrator Mullard stated yes they have their meetings on Thursday. Trustee Dustin asked about boundary agreements with

Lakewood. Administrator Mullard explained it has expired and demonstrated on the map the boundaries and annexes.

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

Public Works:

Basketball Court at Cattail Park - Presented by Public Works Director Tom Migatz - Staff seeks Board direction on a resident request to install a basketball half-court at Cattail Park.

During the February meeting of the Parks and Recreation Board, Jake Daigle, an 11-year-old residing near Cattail Park made a strong argument for additional recreational amenities at the park. He stated that he and his friends enjoy gathering at Cattail Park and asked if the Village would consider installing a basketball court so kids his age could meet and play a more structured game than is currently possible in the neighborhood. Responding to questions posed by the Board in response to Mr. Daigle's request, members of Public Works thanked Mr. Daigle for bringing the issue forward, described the five-year capital budget process, and promised to bring his request forward for consideration in the upcoming budget discussions as an initiative such as this is currently unfunded.

During her presentation to the Village Board on March 11, Parks and Recreation Board Chairperson Diane Tredore mentioned Mr. Daigle's request and asked if the Board of Trustees could find a way to fund installation of a half-court during FY21.

While the ordinance governing Special Service Areas (SSA) allows the Village to charge the receiving SSA for capital improvements, current Village practices provide that amenities constituting a regional draw, those aspects of a park expected to attract users from outside the surrounding neighborhood, are not charged to the SSA. The rationale behind this practice is that those contributing to the SSA should only pay for those portions of a park that are not expected to draw others to it from outside the neighborhood. As such, a basketball court at Cattail Park would be chargeable to the General Fund and not the SSA. This installation was not anticipated during preparation of the FY21 budget, requiring a budget adjustment should the Board of Trustees wish that the installation proceed during this calendar year. If so desired, staff would prepare a Request for Proposals (RFP) and bring the results of that action back to the Board for approval.

Financial Impact: For discussion purposes of this memo, staff received a quote from Evans and Sons indicating a probable cost of \$27,807.00 that included procurement and installation of all materials necessary for a completed half-court with the exception of site restoration consisting of soil and seed. Staff could assess and determine at a later date if a backstop fence is necessary and budget for it in later years.

Staff seeks Board direction on whether Public Works should perform this work out of the General Fund this year or budget for installation in the future.

A discussion ensued and the Board agreed to fund one basketball court. Public Works Director Migatz stated he will invite the Diagle family to Thursdays meeting to witness the approval.

Boy Scout Troop 369 requesting to park their Canoe Trailer in the parking lot at Nockels Park/ LaBahn Hain House - Presented by Public Works Director Tom Migatz- 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 2021 through September 2021. This is the eighth 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 2021 through September 2021.

Trustee Huckins asked if there was a better place to park the trailer. Administrator Mullard explained it is only at this location for the summer for easy access.

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

Approve participation in the State of Illinois rock salt joint purchasing program for the 2021-2022 snow season - Presented by Public Works Director Tom Migatz - Staff requests authority to participate in the State of Illinois rock salt renewal joint purchasing program with the authority to contract for 1,200 tons of rock salt for the 2021-2022 winter season.

The Village purchases rock salt for snow and ice operations each year through the State of Illinois joint purchasing program, a competitively bid road salt program coordinated by the Illinois Department of Central Management Services (CMS). The Village's participation in this program is exempt from the normal bidding process as stated in Section 9.13 of the Village Municipal Code.

The Village participated in CMS' rock salt joint bid for the 2020-2021 snow season. CMS released their joint purchasing survey for rock salt requirements for the winter of 2021-2022 on Monday, April 12, 2021. Participating municipalities have until April 22, 2021 to fill out and submit the survey. The survey requires each municipality to provide its desired quantities and CMS will solicit bids or renew an existing contract on behalf of each municipality.

For the 2021-2022 snow season, staff requests to participate in the CMS program under the renewal option and request a base amount of one thousand two hundred (1,200) tons. Doing so, allows staff to purchase as little as eighty percent (or 960 tons) up to one-hundred twenty percent (or 1,440 tons) of the initial request. The Village paid a price of \$46.48/ton last year and the vendor cannot increase the cost more than 10% (or \$51.13/ton) for 2021-2022.

Financial Impact: Although the joint purchasing opportunity for the winter of 2021-2022 (2021-2022 Renewal Contract) will allow participants to begin taking possession of rock salt at the end of 2021, staff does not anticipate taking possession of any rock salt that is procured under this contract until 2022. As such, staff will include a request for the purchase of rock salt in the FY 2022 budget.

Staff recommends a motion to approve participation in the State of Illinois rock salt joint purchasing program with the authority to contract for 1,200 tons of rock salt for the 2021-2022 snow season. Motion was made to place this item on the Village Board Agenda.

Reject the Bid for the Purchase of a 30-Foot Flatbed Equipment Trailer - Presented by Public Works Director Tom Migatz - Staff seeks Board approval to reject the R. A. Adams Enterprises bid for the purchase of a 30-foot flatbed equipment trailer.

The Village released a Request for Proposal (RFP) for the purchase and delivery of a 25,000-pound capacity, 30-foot flatbed equipment trailer on February 24, 2021. The RFP invitation went to eight vendors,

was posted on the Village website, and was published in the Northwest Herald. Public Works received and opened one sealed proposal on March 10, 2021. R.A. Adams Enterprises of McHenry, IL was the only responsive bidder at \$23,450.00.

As the bid was over-budget and no other vendors participated, staff began a process of determining vendor reluctance and how the RFP itself may have contributed to low turnout. Three vendors did not answer the phone or respond to voicemails, one said they missed the RFP, one said that long manufacturing lead times discouraged them from participating, and two felt the details of the trailer were too specific. Those that responded also stated that the rapidly rising cost of steel played a large part in affecting bid results.

Staff then spoke with a representative of R.A. Adams Enterprises who provided additional insight. In that representative's opinion:

- Vendors are unable to keep the usual amount of stock on hand as demand for trailers is extremely high and trailer prices increase beyond expectation
- Rapidly rising steel prices hamper vendor interest in participating in municipal bids as the margin is low and pricing is not predictable because steel materials have risen 23% since January.
- Some requirements within the RFP were beyond normal market standards and were likely beyond the interest of many vendors. Those requirements were:
 - Fourteen-inch frame rails where twelve-inch rails are more common
 - The use of sealed conduit instead of a standard weather-proof wiring loom
 - A powder-coated instead of painted finish
 - The high cost of an electric-over-hydraulic tailgate lift assist

In preparing the FY21 budget, staff relied on a budgetary quote and specifications from DeKalb County Lifts (DCL). The subsequent RFP used those specifications and staff was unaware that they might cause complications for potential bidders. In speaking with DCL as part of this review process, staff learned they were reluctant to participate based on the same market concerns noted above. Additionally, they felt their bid would have been \$7,000-\$8,000 higher than the quote from last year and they were experiencing excessive delays from their supplier.

Public Works has noticed the effect of steel prices in other purchases. For example, the cost of steel for staff to build a chipper box for a new dump truck rose \$800 during the time it took to set up an account with the supplier.

Moving forward, staff believe it is in the Village's best interest to reject the R.A. Adams bid for the purchase of a thirty-foot flatbed equipment trailer and rebid with revised specifications that take into account the feedback received from vendors. Staff will return to the Board for approval, if necessary.

Financial Impact: The 2021 Capital Improvement Fund includes \$19,000.00 for the purchase and delivery of this trailer.

Staff recommends a motion to reject the R. A. Adams Enterprises bid for the purchase of a 30-foot flatbed equipment trailer.

Trustee Dustin asked about the use of the trailer and possibility of a rental. Public Works Director Migatz explained the purchase of this trailer will allow the equipment on one trailer instead of using three. The Village of Lake in the Hills Committee of the Whole Meeting
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Village would save money on gas purchase and this trailer would make jobs more efficient. Trustee Huckins asked if the RFP will be released. PW Director stated yes in the near future.

Motion was made to place on the Village Board Agenda.

Community Development:

Approval of the Official Zoning Map - Presented by Community and Economic Development Director Josh Langen - State statute requires municipalities to approve and publish their Official Zoning Map each year. Since the map was last published, two parcels changed zoning classification. Those changes were 1203 Crystal Lake Road from B-2 to B-1, and 1126 W Algonquin Road from B-2 to R-2. The only other changes made to the map were administrative in nature, such as clarifying labeling of street names and other adjustments to improve the readability of the map. The Plan Commission met on April 12, 2021 and recommended approval of the map by a vote of 6-0.

Staff recommends a motion to approve the ordinance adopting the official zoning map.

Motion was made to place on the Village Board Agenda.

Board of Trustees: None

President: Will ask for the advice and consent to reappoint Anna Siakel to Planning and Zoning Commission, Dean DeSantis to Police Commission and Stan Helgerson to Police Pension Fund Commission. He will be reading 4 proclamations: Arbor Day, Building Safety Month, Mental Health Month, and Compost Awareness Week.

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:58pm

Submitted by,

Cecilia Carman
Village Clerk