



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

Call to Order

The meeting was called to order at 7:30 pm.

Roll call was answered by Trustees Huckins, Harlfinger, Dustin, Bojarski, Murphy, Anderson, and President Bogdanowski.

Also present were Village Administrator Shannon Andrews, Assistant Village Administrator Ashley Eccles, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

Steve Surman was present and made himself available for any discussions concerning lake use.

Administration

Informational Item Concerning Annual Liquor & Raffle License Report

Presented by Village Administrator Shannon Andrews

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. Please find the Annual Liquor & Raffle License Report providing the history of the past five years, 2018 through 2021 attached to the agenda.

Request for Re-establishment of the Parks and Recreation Director Position and Parks and Recreation Department

Presented by Village Administrator Shannon Andrews

Staff is seeking the Board's approval to re-establish the Director of Parks and Recreation position immediately and restore the Parks and Recreation Department with the FY23 budget.

In the years leading up to the retirement of Parks and Recreation Director Trudy Wakeman, the Department had functioned with a total of 6 FTEs, broken down as follows:

- (1) Director of Parks & Recreation
- (1) Superintendent of Recreation
- (2) Recreation Supervisor
- (1) Administrative Assistant
- (1) PT Marketing Assistant
- (1) PT Office Assistant/Secretary



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

This team was responsible for all recreational programming and special events, as well as facility rentals, affiliate agreements, beach operations and eventually the bark park. The parks division included 4-5 seasonal laborer positions that assisted with parks maintenance and projects under the oversight of the Public Properties division in Public Works.

In 2017, the Village eliminated beach operations along with approximately 15 seasonal jobs at a savings of approximately \$9,000/year. In 2018, Parks of Recreation Director Laura Barron left the Village and the department was fully restructured with Recreation becoming a division of the newly created Community Services Department. The Administrative Assistant was moved to the consolidated support staff within the Finance Department and the remainder of the positions were cut in half from 6 FTEs to 3 FTEs as follows:

- (1) Superintendent of Recreation
- (1) Recreation Supervisor
- (2) PT Recreation Coordinator

The focus of the new division was solely recreational programming and special events, while the Public Properties Division of the Public Works Department was forced to absorb the remainder of the work. Four positions bear the brunt of the additional work: Public Works Director, Public Properties Superintendent, Administrative Services Manager and Administrative Assistant. They took full responsibility of park improvements, facility rentals, affiliate agreements, lake operations, garden plots, and the bark park, in addition to their normal assignments.

When the Community Services Department was dissolved and the Assistant Village Administrator (“AVA”) position was created in 2020, the job description was revised to include oversight of the Recreation Division. The AVA worked closely with the Public Works Director to advance the goals and initiatives of the Board. In early 2022 when the AVA position was vacated, it would have been extremely difficult to recruit an individual with the skills necessary to be a successful Assistant Village Administrator, while also having extensive knowledge of recreational programming. As such, the responsibilities were removed from the AVA position.

The Village needs a leader in the Parks and Recreation field who has the knowledge and experience to guide future parks and recreation decision making in the Village. Someone who will continue to restore the credibility of the department by bridging the gap between Recreation and Public Properties to restore the Parks and Recreation Department. This individual will have a number of challenges to address, such as:

- Reduced interest in seasonal employment opportunities
- Continued minimum wage increases
- Program participants and seasonal staff experiencing more post-COVID anxiety, demanding greater attention from supervisors
- Aging playground equipment and increased replacement costs
- Increased costs for trips, food and supplies
- Management of beach operations; and
- A reduction in program offerings due to dwindling access to contracted recreational services



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

With the Village being largely built-out, businesses no longer need the Village's support to establish their customer base. Schools are now charging for the use of their facilities. In addition, there are well-established childcare centers, health clubs, and sporting facilities in the area that now compete against the Village for the residents' interest. All of the programs offered by the Village today must utilize our own facilities and must be managed by the existing staff, which now consists of one part-time and two full-time Recreation Supervisors and a Recreation Superintendent. The addition of a Parks and Recreation Director would bring the Department to a total of 4.5 FTEs, still below the Department's peak performance needs.

It is especially critical for the position to be restored as the Village considers the development of Larsen Park as a premier park facility on the east side of the Village. Another project this year is the revision to the Parks Master Plan, which has not been updated since 2015. In addition, staff continues to explore the progressive trend of designing our parks for all ages and abilities. This concept called "Universal Design" challenges the public properties staff to go beyond standard annual equipment replacements to really consider the best and most effective use of the park space.

If the position is approved, the recruitment would begin right away so that the Village can continue momentum on the FY22 initiatives. The financial restructuring of the department would not occur until the FY23 budget.

Financial Impact

Two critical staffing decisions were made to financially assist in justifying the creation of the position. First, when the Administration Department lost the Administrative Services Manager, the position was not refilled, saving approximately \$91,000 in salary. Next, the responsibilities of the Human Resources Coordinator position were changed to create a Human Resources Office Assistant position, saving the Village an additional \$18,000.

Slight salary reductions across the recently filled Village Administrator, Assistant Village Administrator, Communications Coordinator, and Human Resources Director positions equal an additional \$28,000. The sum total of all of these adjustments equates to a total savings of \$137,000, which covers a starting salary of \$126,586 for a Director of Parks and Recreation within the constraints of the existing budget.

Staff recommends a motion to approve the re-establishment of the Director of Parks and Recreation position immediately and the restoration of the Parks and Recreation Department with the FY23 budget.

Trustee Huckins asked if the plan is to promote an internal candidate. Administrator Andrews explained that while there is a qualified internal candidate, a decision has not been made.

President Bogdanowski asked Director Migatz for his opinion on the matter. Director Migatz stated that he fully supports Administrator Andrews' decision.

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



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

Request to Approve an Ordinance Amending Chapter 8 and Chapter 10 and the Establishment of a Special Event Permit

Presented by Village Administrator Shannon Andrews

Staff is seeking the Board's approval for the full recodification of Chapter 8, Parks and Playgrounds, which includes the relocation or restructuring of the information, as well as the incorporation of Chapter 10, Lakes and Beaches into a single document. In addition, the new Chapter includes the creation of a special event permit regulations and application and fees.

In early 2020, the Village began a major undertaking to recodify the Municipal Code. Recommendations were made by the codifier, and then reviewed by staff and the Village attorney. As part of this process, the codifiers suggested the merger of Chapter 8 and Chapter 10 into a single Chapter titled Parks, Lakes, and Beaches. The reorganization and consolidation of these chapters reduces redundancies and presents a more streamlined and organized set of regulations.

The most significant change within the new Chapter 8 is the addition of a Special Event Permit (attached to the agenda), which establishes a formalized process for requesting permits for special events held on Village property such as races, carnivals, fairs, circuses, parades, etc. In addition to requiring a permit for these functions, the Chapter allows the Village Board to establish fees, regulations, and an application process. The Board may make changes to these from time to time without the need to update the Ordinance.

The following additional changes are being recommended:

- Additional definitions have been added in Section 8.01 for Beaches, Boat, Hard Surface Courts, Non-highway Vehicles, Lakes, Rental Facilities, Service Dog, Special Event, and Special Event Review Committee.
- Section 8.04 Protection of Parks, Lakes, and Beaches includes language restricting camping.
- Persons fishing from a boat, who have purchased a Boat Use permit (\$10 annually) will also be required to purchase a separate fishing permit (\$40 annually).
- Section 8.07 C. Motors Prohibited, allows for the use of electric trolling motors to propel fishing boats.
- The new Section 8.10 Skate Park Facilities includes additional language that participation is at the user's own risk, that they are responsible for inspecting the structures prior to use, suggesting the use of protective equipment. In addition, the hours have been changed to dawn to dusk, weather permitting and will not close for the winter months but rather allow staff to consider it closed when snow is present.
- The new 8.12 Vehicles addresses the use of Non-highway vehicles, which are prohibited without permission from Village authorities, unless approved through a Special Event Permit.
- The new 8.13 Facility Use Permit now includes regulations for what is to be included as part of the application. The facilities available for rental are included in the definitions. The Board is given the ability to adopt a schedule of fees.
- The new Section 8.15 Penalties now refers to the Comprehensive Fine and Fee Schedule. Language was also added to impose penalties for those in violation of their Facility Use Permit or Special Events Permit.

The table below details each of the section relocations so that they can be easily referenced.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Summary of Relocations:

Chapter 10.01	Applicability	<i>Eliminated</i>	Definition of lakes added in Section 8.01 Definitions
Chapter 10.02 A.	Use Regulated	<i>Eliminated</i>	Already covered in Section 8.03 A.
Chapter 10.02 B.	Littering Prohibited	<i>Eliminated</i>	Already prohibited in Chapter 43.12.
Chapter 10.02 C.	Alcoholic Beverages	Relocated to	Section 8.08
Chapter 10.02 D.	Earthen Dam, Spillway	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Chapter 10.03	Beaches and Swimming	Relocated to	Section 8.05
Chapter 10.03 C.	Pets Prohibited	<i>Eliminated</i>	Already addressed in Section 8.04 F.
Chapter 10.04	Fishing	Relocated to	Section 8.06 Fishing
Chapter 10.05	Boats	Relocated to	Section 8.07 Boats
Chapter 10.06	Floating Platforms	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Chapter 10.07	Penalties	Relocated to	Section 8.15 Penalties
Section 8.02	Protection of Park Property	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Section 8.15 C.	Smoking and Tobacco Use	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Section 8.11	Fires	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Section 8.09	Advertising	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Section 8.03	Vehicles, Operation	Relocated to	Section 8.12 Vehicles
Section 8.04	Motorized Vehicles	Relocated to	Section 8.12 Vehicles
Section 8.05	Speed Limit	Relocated to	Section 8.12 Vehicles
Section 8.06	Parking	Relocated to	Section 8.12 Vehicles
Section 8.07	Firearms and Weapons	<i>Eliminated</i>	Already addressed in Chapter 43.05.
Section 8.09	Advertising and Signs	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Section 8.10	Use of Park Area	Relocated to	Section 8.03 Use of Parks, Lakes, and Beaches
Section 8.10 C.	Bark Park	Relocated to	Section 8.09 Bark Park
Section 8.11	Fires	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Section 8.12	Group Activity	<i>Eliminated</i>	Already covered in Section 8.13 Facility Use Permit.
Section 8.13	Swimming	Relocated to	Section 8.05 A.1. Beaches and Swimming
Section 8.14	Restrooms and Washrooms	<i>Eliminated</i>	Due to dated language.
Section 8.15	Operating Policy	Relocated to	Section 8.02 Operating Policy
Section 8.15 C.	Smoking and Tobacco Use	Relocated to	Section 8.04 Protection of Parks, Lakes, and Beaches
Section 8.16	Penalties	Relocated to	Section 8.15 Penalties
Section 8.17	Parks and Recreation Board	Relocated to	Section 8.16 Parks and Recreation Board
Section 8.18	Rental Facilities for Recreational Use	Relocated to	Section 8.13 Facility Use Permit
Section 8.19	Skate Park Facilities Use	Relocated to	Section 8.10 Skate Park Facilities
Section 8.20	Hard Surface Courts	Relocated to	Section 8.11 Hard Court Surface Courts
Section 8.20 A.1.	Hard Surface Courts	Relocated to	Section 8.01 Definitions

The Chapter changes were reviewed with the Parks and Recreation Board, who unanimously recommended approval of both the Chapter and the Special Event Permit.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

Financial Impact

The proposed changes would require the Village to collect the \$40 fee for a Fishing Permit in addition to the Boat Use Permit. The Village would also expect additional revenue from the fees associated with the Special Event Permit.

Staff recommends a motion to approve the Ordinance to Recodify Chapter 8 Parks and Playgrounds and Repeal of Chapter 10 Lakes and Beaches and to approve the Special Event Permit Regulations and Application, as well as the Fee Schedule.

Trustee Bojarski questioned a time restriction for ice fishing, noting that the hours are not listed. Administrator Andrews stated that the fishing parameters have not been changed. She offered to look into the wording, citing that there may be a concern over lakefront property owners being included in a restriction.

Trustee Anderson asked if the catch and release proposal will be addressed. Administrator Andrews stated that a catch and release policy is not being entertained at this time. Scott Surman approached the Board and stressed that putting a catch and release ordinance in place is needed with or without enforcement. He feels that it will deter non-residents from coming to the Village's lakes to take advantage of the lack of restrictions.

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

Police

Request to Approve a Southeast Emergency Communication (SEECOM) Agency Communications Service Agreement

Presented by Chief of Police Mary Frake

With the state mandated consolidation of dispatch centers in 2016, the Police Department entered into a five-year service agreement with Southeast Communication Center (SEECOM) as our primary public safety answering point for the period of May 1, 2017–April 30, 2022. The department has received solid police dispatching services during this period and SEECOM has provided a renewed agreement for the period of May 1, 2022–April 30, 2025. There are only two other agencies for dispatch services in McHenry County; North East Regional Communications Center (NERCOM) and the McHenry County Sheriff's Office. The Police Department is recommending continuation of the agreement with SEECOM for the following reasons:

- SEECOM provides dispatch services to the neighboring police and fire agencies of Algonquin Police, Algonquin/Lake in the Hills Fire, Cary Police, Huntley Police, Huntley Fire, Crystal Lake Police, and Crystal Lake Fire. Lake in the Hills currently shares a radio frequency with Huntley Police which has proven beneficial in responding to calls for service and agency assists.
- It is the policy of the McHenry County Emergency Telephone System Board (ETSB) that 911 calls are routed to the dispatch center that handles dispatch services for fire departments. Therefore, all of the 911 calls placed within Lake in the Hills are received at SEECOM.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

- The Village expanded its microwave network infrastructure to SEECOM in 2017 at an expense of \$141,562.00, which extended the security camera system, tornado sirens, and panic button to the control and viewing of SEECOM.
- The 2022 budget approved the purchase of the Motorola Mission Critical Smart Siren Tornado System. This system provides for the activation of the Village's tornado sirens over the statewide Starcom21 radio network. SEECOM is currently the only dispatch center in the state to have the platform to activate the tornado sirens using this system.

Financial Impact

The renewed agreement with SEECOM is on a Call for Service (CFS) rate of \$50.79/per call on calls for service provided during the preceding year of September 1–August 31 of the preceding year. The May 1st 2022 contract would be based off 9,332 calls for service for a total of \$473,972.28. In addition to the fees established, there is an annual assessment of \$1,154.00 to SEECOM's capital equipment fund. The total for dispatch services for 2022 is \$475,126.28, which is \$9,713.72 under the budgeted amount of \$484,840.00.

Staff recommends a motion to waive competitive bidding and authorize the Police Department to enter into the service agreement with SEECOM for 911 and police communication services.

Trustee Huckins asked if there is an alternative. Chief Frake stated that there are only two other agencies for dispatch services in McHenry County.

Trustee Huckins asked how the 911 operator line item on a phone bill is applied. Chief Frake explained that the funds are routed to the Emergency Telephone Systems Board (ETSB) and they are further distributed from there.

The Board discussed a loss of revenue suffered when the state required the Village to shutdown in-house dispatch. Chief Frake explained that the fire department also uses SEECOM and, for the sake of communication clarity, does not recommend the police department use a separate service.

President Bogdanowski questioned SEECOM's rates. Chief Frake explained that while there was a small rate increase and the plan changed from a base rate to a Call for Service rate, the total will be \$9,713.72 under the budgeted amount. Trustee Huckins asked if the Village will be locked into this rate. Chief Frake confirmed that the rate will be locked in for 3 years.

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

Finance

Request for Acceptance of the Standard Allowance for ARPA Recovery Funds and Accompanying Budget Amendment Ordinance

Presented by Finance Director Pete Stefan

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan Act (ARPA), provides \$350 billion to state, local, and tribal governments across the country to support their response



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

to and recovery from the COVID-19 public health emergency. The Village's portion is expected to be approximately \$3.9 million of which 50% has already been received and the remaining 50% will be received later this fiscal year.

In May, 2021, the U.S. Department of the Treasury published the Interim Final Rule describing eligible and ineligible uses of SLFRF. Eligible uses were grouped into four broad categories of Replacing Lost Public Sector Revenue, Public Health and Economic Impacts, Premium Pay, and Water/Sewer/Broadband Infrastructure.

Based on the guidance provided by the Interim Final Rule, the Village established an American Rescue Plan Act Fund as part of the 2022 Fiscal Year Budget to provide a transparent and easily auditable mechanism to account for SLFRF funds over what was expected to be a multi-year drawdown of funds.

In January, 2022, subsequent to the passage of the 2022 Fiscal Year Budget, the U.S. Department of the Treasury issued the Final Rule which delivered broader flexibility and greater simplicity in the program. The final rule took effect on April 1, 2022 and, among other clarifications and changes, offered a standard allowance for revenue loss of up to \$10 million (not to exceed a recipient's award amount) that may be used for "government services," which are generally services traditionally provided by a recipient government.

Of equal importance, electing the standard allowance for revenue loss comes with greatly streamlined reporting and compliance requirements. In essence, a recipient government would simply need to make the election to use the standard allowance and provide a brief description of the "government services" the award would be spent on. This could all be submitted in one filing with no recurring reporting requirements involving project status reports, accounting for remaining funds, etc.

Using the standard allowance for revenue loss also eliminates the need for calculating and justifying the exact revenue loss as the intent is to allow smaller recipient governments the ability to claim their entire award amount as revenue loss and thereby reduce or even completely eliminate any ongoing reporting obligations. Since the initial report is due by April 30, 2022, the decision to exercise the option for the standard allowance should be included as part of the initial report.

Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Furthermore, funds must be obligated by December 31, 2024 and expended by December 31, 2026. While recipients have considerable flexibility to use SLFRF funds to address the diverse needs of their communities, there are some restrictions on their use including, but not limited to, the following:

- No payments for extraordinary contributions to a pension fund for the purpose of reducing an accrued, unfunded liability.
- No payments for debt service.
- No payments for replenishment of rainy-day funds.
- No payments for satisfaction of settlements and judgments.

The best way to demonstrate compliance that the funds were utilized for general "government services" is to deposit them directly into the General Fund instead of the ARPA Fund as previously planned since the purpose of the General Fund is essentially to fund general government services. As such, budget amendments will be necessary to shift the revenues and expenditures out of the ARPA Fund. The general government services planned to be



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

funded with SLFRF funds would be salaries and benefits already budgeted for in the General Fund that are not already funded by the property tax levy.

Financial Impact

There is no overall financial impact as a whole on the Village by the proposed Budget Amendment Ordinance, however, individual funds will be impacted as follows:

- A. The American Rescue Plan Act Fund would be dissolved (revenues decrease by -\$1,949,630 and Expenditures decrease by -\$412,604).
- B. SLFRF award monies (revenues increase by +\$3,896,640) and all related interest income (revenues increase by +\$3,320) would be transferred to the General Fund to be spent on "government services".
- C. The costs of the part-time Social Services Coordinator position (expenditures increase by +\$35,104) would be transferred to the Support Services Division of the Police Department in the General Fund.
- D. The costs of the Village Hall Ballasted Roof Replacement Project (expenditures increase by +\$58,500) and the Village Hall HVAC System Upgrade Project (expenditures increase by +\$319,000) would be transferred to the Capital Improvement Fund.
- E. The General Fund would transfer \$377,500 to the Capital Improvement Fund to cover the costs of the Village Hall Ballasted Roof Replacement Project (\$58,500) and the Village Hall HVAC System Upgrade Project (\$319,000).

Staff recommends a motion to elect the standard allowance for revenue loss for Coronavirus State and Local Fiscal Recovery Funds allowing the funds to be used to pay for government services and, therefore, subjecting the funds to streamlined reporting and compliance requirements and to approve an Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2022.

President Bogdanowski asked if the funds will go to the General Fund. Director Stefan confirmed that the majority of funds will remain in the General Fund.

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

Public Works

Request to Approve Award for the Purchase of Valves and Actuators

Presented by Public Works Director Tom Migatz

Staff seeks Board approval for the purchase of valves and actuators from the Joseph D. Foreman & Co. in the amount of \$82,161.00.

Similar to the rehabilitation projects at Wells 14, 12, 6, 11, 10, and 16, the Well 15 rehabilitation project includes the procurement and replacement of valves and actuators by Village staff. On March 21, 2022, a Request for Proposal (RFP) went out to 23 vendors, posted on the Village's website, and published in the Northwest Herald. On April 1, 2022, two RFP submittals were received and Joseph D. Foreman & Co. of Lake Barrington, IL. submitted the low bid of \$82,161.00.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

The Village has purchased commodities from the Joseph D. Foreman & Co. in the past and staff have been pleased with the products that they have supplied. Therefore, staff recommends procuring valves and actuators for the Well 15 rehabilitation project from Joseph D. Foreman & Co. of Lake Barrington, IL.

Financial Impact

The Village's 2022 Budget includes \$30,000 for professional engineering oversight and \$300,000 for the electrical and mechanical componentry upgrade work for a total project budget of \$330,000. The previously approved cost for Concentric Integration to perform their portion of the project is \$113,230.00. Adding the \$82,161.00 purchase cost of the valves and actuators brings the current project encumbrance to a combined cost of \$195,391.00 leaving \$134,609.00 to cover the High Service Pump Control Valve rebuild. Requests for Quotations (RFQ) for the High Service Pump Control Valve were issued on April 4th and initial results indicate that pricing for this item will come in near the upper RFQ limit meaning this project should come in significantly under budget. Should pricing exceed the RFQ limit, staff will cancel that and issue an RFP for the High Service Pump Control Valve, bringing approval forward at a future Board meeting.

Staff recommends a motion to approve the purchase of valves and actuators from the Joseph D. Foreman & Co. in the amount of \$82,161.00.

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

Request to Approve Participation in the State of Illinois Rock Salt Joint Purchasing Program for the 2022-2023 Snow Season

Presented by Public Works Director Tom Migatz

Rock salt can be purchased under the State's Master Contract, which is established by the State of Illinois Department of Central Management Services. As part of this cooperative purchasing plan, the purchase is exempt from the normal bidding process as stated in Section 9.13 of the Municipal Code.

The Illinois Department of Central Management Services released their joint purchasing requisition for rock salt requirements for the winter of 2022-2023. Participating municipalities have until May 2, 2022 to fill out and submit the survey form to the State. The survey form requires each municipality to provide its desired quantities, providing information the State uses to solicit bids on behalf of each municipality. Once a municipality submits the survey form to the State, the municipality is required to procure a certain amount of rock salt from the low bid vendor for the winter of 2022-2023 depending on the participation category that it selects. As such, Village staff are requesting Village Board authority to participate in the State of Illinois rock salt joint purchasing program for the 2022-2023 snow season.

Staff estimates the Village requires 1,800 tons of rock salt for the 2022-2023 winter season. Calculations justifying this amount are attached to the agenda for your review. The requisition offers the Village two procurement options for the winter of 2022-2023. Staff plans to select the option allowing for the purchase of 100% of its 2022-2023 contract request which allows the Village to purchase as little as 80% (1440 tons) and as much as 120% (2160 tons) of the contract amount.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

Financial Impact

Although the joint purchasing opportunity for the winter of 2022-2023 allows participants to begin taking possession of rock salt at the end of 2022, staff does not anticipate taking possession of any rock salt procured under this contract until 2023. As such, staff anticipates returning to the Village Board in January 2023 to request spending authority for 2023.

Staff recommends a motion to approve participation in the State of Illinois rock salt joint purchasing program for the 2022- 2023 snow season.

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

Request to Award a Contract for Gas Chlorine in FY22

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award a contract to Hawkins Inc. for the purchase of gas chlorine in 2022.

The Village has eight water treatment facilities that require gas chlorine to remove iron and manganese from the water and supply mandated disinfection within the distribution system. In previous years, the Village has paid between \$45–\$50 per cylinder for gas chlorine. The operation requires an average of 300 cylinders per year, which would equate to a total cost of approximately \$15,000 annually. Since this purchase would be within the spending authority of the Department, it would normally go through the Request for Quotation (RFQ) process.

Late last year, staff anticipated a possible increase in the cost per cylinder due to supply chain issues and budgeted for as much as \$142 per cylinder. In January, when staff issued the RFQ, the rates came back as high as \$167 per cylinder, more than three times the normal cost. At that time, the decision was made to purchase 70 cylinders at the higher rate to get by for a short time, in the hopes that the rates would come down before the next purchase was necessary. That purchase totaled \$11,690 to Hawkins Inc.

On April 5, staff issued a Request for Proposal (RFP) for the purchase and delivery of gas chlorine from May 1 until December 31 of this year. The RFP invitation went to four vendors. On April 15, 2022, Public Works received and opened one proposal from Hawkins Inc. at \$171 per cylinder. Again, Hawkins Inc. was the only vendor willing to hold their price for the year. Most vendors were unwilling to bid on the RFP due to the volatility of the chlorine market. The Village has purchased this product from Hawkins Inc. before and has been satisfied with the product and the company. The RFP results and recommendation letter are attached to the agenda for your review.

Financial Impact

The 2022 budget included \$50,160 for the purchase and delivery of gas chlorine. The Village has already made a one-time purchase of \$11,690 to Hawkins Inc., leaving a budgeted balance of \$38,470. At the RFP rate of \$171 per cylinder, this will provide the Village with the ability to purchase up to an additional 225 cylinders for the remainder of the year.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

Staff recommends a motion to award a contract to Hawkins Inc., for the purchase and delivery of gas chlorine at a rate of \$171 per cylinder for an amount not to exceed \$38,470; bringing the total expenditure with Hawkins Inc. to \$50,160 for fiscal year 2022.

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

Request to Award a Contract for the Woods Creek Streambank Restoration Project for Reach 11

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award a contract to V3 Construction of Woodridge, IL, for the 2022 Woods Creek Streambank Restoration Project for an amount not to exceed \$1,339,000.00.

The Lake Restoration Fund is responsible for the quality of the lakes and streambanks located in the Village. The Lake Restoration Fund is not part of the General Fund, but instead is a capital fund used to finance projects that improve storm water quality throughout the Village. The Village's current plan to improve storm water quality consists of a three-phase project to stabilize its portion of the Woods Creek streambank before performing dredging of Woods Creek Lake to remove silt and sediment. Construction of the first phase, referred to as Reach 10 concluded in 2021. Reach 11 is the second phase of the project with construction planned to begin in 2022 and span three years. The final phase, Reach 12, is expected to span another three years. Reach 12 has been submitted for possible grant funding and is under review with the IEPA. The dredging is projected to start in 2025 or 2026.

On April 6, the Village opened six sealed bids for the Reach 11 restoration project. The six bids ranged from a low of \$1,339,000.00 from V3 Construction, to a high of \$2,623,902.41. The engineer's estimate for this work was \$1,534,800.00. Christopher B. Burke and Village staff recommend awarding the contract to V3 Construction. V3 recently completed the Wedgewood Pond Shoreline Stabilization Project last year with excellent results and feedback from the residents around the pond. The letter of recommendation from Christopher B. Burke and the bid tabulation are attached to the agenda for your consideration.

Financial Impact

The 2022 Village budget includes \$1,663,520.00 for the Woods Creek Streambank Restoration Project in Lakes Fund. The total cost for the project is \$1,339,000.00, which is \$324,520.00 under budget.

Staff recommends a motion to award a contract to V3 Construction for the 2022 Reach 11 Woods Creek Streambank Restoration Project in an amount not to exceed \$1,339,000.00.

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

Trustee Huckins asked if this will complete the project. Director Migatz stated that the next and final phase will run from Randall Rd to Woods Creek Lake.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 26, 2022

Community Development

Request for Approval of the Official Zoning Map

Presented by Community and Economic Development Director Josh Langen

State statute requires municipalities each year to approve and publish their official zoning map. Since the map was last published, there have been no zoning map amendments. The only changes made to the map were administrative in nature, such as removal of labels, eliminating a designation out of Village corporate limits, and extending designations to certain right-of-ways. As there were no zoning amendments to the map and all changes are administrative, the Planning & Zoning Commission is not required to review the map.

Staff recommends a motion to approve the ordinance approving the 2022 Zoning Map.

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

Board of Trustees

None.

President

President Bogdanowski announced that there will be re-appointments and proclamations at Thursday's meeting.

Adjournment

A motion to adjourn the meeting was made Trustee Harlfinger and seconded by Trustee Huckins. All in favor by voice vote.

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:28 pm.

Submitted by,

A handwritten signature in cursive script that reads "Shannon DuBeau".

Shannon DuBeau
Village Clerk