



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JUNE 9, 2022

Call to Order

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

Also present were Village Administrator Shannon Andrews, 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

Civil Servant Ben Rider addressed the Board on behalf of State Representative Martin McLaughlin of the 52nd District for the purpose of providing information and services to constituents.

District Office:

28662 West NW Highway, Suite A
Lake Barrington, IL 60010
(224) 634-8300

Email any current issues or topics that Representative McLaughlin may address in Springfield to McLaughlin@ilhousegop.org.

Trustee Harlfinger requested that Representative McLaughlin address the penny-per-push tax collection issues that many municipalities are facing.

Administration

Informational Item Concerning Halloween Trick or Treat Hours

Presented by Village Administrator Shannon Andrews

In September 2001, the Village Board established the current Trick or Treat hours of 2pm until 8pm by approving Ordinance #2001-02-25. In October 2019, President Ruzanski asked the Trustees if the Village needed to change the Halloween Trick or Treat hours. After discussion amongst the Board members, it was decided that the hours would be changed to 3pm until 7pm. Staff was directed to prepare an Ordinance for the next Board meeting, changing the Trick or Treat hours to 3pm until 7pm on October 31 of each year.

Staff prepared the Ordinance and presented it to the Village Board at the October 22, 2019, Committee of the Whole meeting. At that meeting, resident Tim Lawrence, stated that he was not in favor of changing the hours, he believed it would hurt working families. Trustees Harlfinger, Dustin, Bojarski and Murphy stated that they all heard from residents who also wanted to keep the hours the same, 2pm until 8pm. No motion was made at that meeting, to have the Ordinance put on the October 24, 2019, Village Board agenda for approval. Therefore, the Trick or Treat hours continue to be 2pm until 8pm.

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Staff researched the 2021 Trick or Treat hours for the following six communities:

- Village of Huntley – 4pm until 8pm
- City of McHenry – 4pm until 8pm
- Village of Algonquin – 3pm until 7pm
- Village of Carpentersville – 3pm until 7pm
- City of Crystal Lake – 3pm until 7pm
- City of Woodstock – 3pm until 7pm

Staff researched the School Districts release times of the Elementary and Middle Schools, for the above communities:

- Community Unit School District 300 (LITH, Algonquin & Carpentersville)
 - Elementary released at 2:15pm
 - Middle School released at 3:40pm
- Huntley School District 158 (LITH, Huntley & Algonquin) o Elementary released at 3:25pm
 - Middle School released at 2:25pm
- Crystal Lake Elementary District 47 (LITH & Crystal Lake)
 - Elementary released at 3:30pm
 - Middle School released at 2:15pm
- Woodstock Community School District 200
 - Elementary released at 1:40pm
 - Middle School released at 3:40pm
- McHenry School District 15
 - Elementary released at 3:15pm
 - Middle School released at 2:20pm

Prior to the season, Staff is seeking direction from the Village Board as to whether any adjustments should be made to the Trick or Treat hours. Any changes to the hours would need to be incorporated into an Ordinance for approval at a future Board meeting

Staff is looking for direction regarding any changes to the current Trick or Treat hours for the Village.

The Board agreed to leave the ordinance as-is.

Public Works

Request to Award a Contract for the 2022 MFT Road Resurfacing Project

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award a contract in the amount of \$909,000 to Geske & Sons of Crystal Lake, IL, for the 2022 MFT Road Resurfacing Project.

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On May 9, 2022, Public Works opened five sealed bids for the 2022 MFT Road Resurfacing Road Project. The five bids ranged from Geske & Sons lowest bid of \$1,088,793.42, a total \$136,833.17 over the engineer’s estimate of \$951,960.25 and \$176,793.42 of the budgeted amount, to a high bid of \$1,216,617.67. A review of the 2022 bid results shows that construction costs were up significantly due to inflationary pressures, including hot mix asphalt which was 18% above the engineers estimate and 25.5% above the 2021-unit price. The Village has previously contracted with Geske & Sons for road resurfacing and has been satisfied with the product and the company.

To stay within budget, staff recommends removing the three roads listed below, totaling .49 miles from this year’s project.

Road	Beginning Road	Ending Road
Albrecht Rd	Lakewood Rd	Impressions Dr
Albrecht Rd	Impressions Dr	Crimson Ct
Albrecht Rd	Crimson Ct	Courtney Dr
Albrecht Rd	Courtney Dr	Magnolia Ln
Albrecht Rd	Magnolia Ln	Ronan Dr
Heron Dr	Miller Rd	Heron Ct
Heron Dr	Heron Ct	Barharbor Dr
Impressions Dr	Albrecht Rd	Courtney Dr

Heron Drive and Impressions Drive will receive consideration against other roads in the following years. Staff will consider including Albrecht Road in the next round of Surface Transportation Program (STP) submittals due in 2024. Staff believes the reduced scope of the project will still allow the Village to meet the service level Key Performance Indicator of an overall condition rating of 76.6 across all Village-owned roadways.³

After removing the road segments listed above to bring the 2022 MFT project in line with the budgeted amount, roads designated for resurfacing this year total approximately 2.6 miles and are as follows.

Road	Beginning Road	Ending Road
Annandale Dr (South)	Crossview Ln	Steeplechase Way
Annandale Dr (South)	Steeplechase Way	Crossview Ln
Annandale Dr (South)	Crossview Ln	Ferryville Dr
Annandale Dr (South)	Ferryville Dr	Windgate Way
Annandale Dr (South)	Windgate Way	Whitmore Way
Annandale Dr (South)	Whitmore Way	Tenneyson Ct
Chadwick Ln	Princeton Ln	Highwood Ln
Chadwick Ln	Highwood Ln	Princeton Ln
Courtney Dr	Impressions Dr	Albrecht Rd
Haligus Rd	Corporate Limits	Wildspring Dr
Haligus Rd	Wildspring Dr	Grafton Farm Dr
Haligus Rd	Grafton Farm Dr	Geneva Ln



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Princeton Ct	Princeton Ln	End
Princeton Ln	Chadwick Ln	Princeton Ct
Princeton Ln	Princeton Ct	Chadwick Ln
Princeton Ln	Chadwick Ln	Thistle Ln
Sierra Ct	Viewpoint Dr	End
Stickley Ln	Alexandria Dr	Winslow Way
Sussex Ct	Stanton Cir	End
Terramere Ln	Alexandria Dr	Chancery Way
Windermere Way	Windermere Way	Annandale Dr (North)

Review of Recent Bids

The 2022 MFT project marks the fourth project for Chastain since becoming the Village’s transportation engineering firm in 2020. Past projects and a summary of bid results vs. engineer’s estimate and low bids vs. Village budgeted amounts have are below:

Project Name	Engineer’s Estimate	Low Bid	Difference to Estimate
Reed Road (2021 & 2022)	\$90,776	\$125,400	(-) \$34,624
2020 MFT	\$1,148,172.38	\$1,247,821.14	(-) \$99,648.76
2021 MFT	\$1,570,414.71	\$1,389,034.23	\$181,380.48
2022 MFT	\$951,690.25	\$1,088,793.42	(-) \$137,103.17
		TOTAL	(-) \$89,995.50

Project Name	Budget	Low Bid	Low Bid to Budget Difference
Reed Road (2021 & 2022)	\$90,776*	\$125,400	(-) \$34,624
2020 MFT	\$978,173	\$1,247,821.14	(-) \$269,648.14
2021 MFT	\$1,458,816	\$1,389,034.23	\$69,781.77
2022 MFT	\$912,000	\$1,088,793.42	(-) \$176,793.42
		TOTAL	(-) \$411,283.79

*Note: The Reed Road project was originally budgeted and scheduled to take place in 2021 but re-budgeted in 2022 after the bids were released later than anticipated in 2021. The contractor later requested a 2022 start date given uncertainty surrounding pending winter weather. The \$90,776 is the 2021 budget amount.

2020 was a challenging year for paving due to price fluctuations and supply chain issues brought on by the COVID-19 pandemic. In 2021, unit costs for road resurfacing decreased overall, much more than Chastain or Village staff anticipated. Inflationary pressures pushed 2022 project costs beyond conservative estimates resulting in higher than anticipated bids.



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Financial Impact

The FY22 budget includes \$912,000 for MFT road resurfacing projects. Once the identified roads are removed from the 2022 program, Staff expects a final cost of \$909,000—bringing expenditures in line with the FY22 budget. Calculations predict an MFT Fund balance of \$1,128,443 at the end of this fiscal year.

Staff recommends a motion to award a contract to Geske & Sons of Crystal Lake, IL, for the 2022 MFT Road Resurfacing Project, in an amount not to exceed \$909,000.

Trustee Huckins raised a concern over the 2020 Bell Chase subdivision resurfacing project that was completed by Geske. Many residents were upset with the way that Geske handled the curbs and pads for their driveways. Director Migatz stated that changes were made last year to address this issue.

Trustee Dustin asked if the 2023 Motor Fuel Tax will that be higher because of the cost of fuel. Director Stefan explained that the tax is based on gallons sold and not the price of fuel. If people cut back on fuel consumption, there will be a decrease.

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

Request for Approval of Two MFT Road Resurfacing Project Task Orders

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award two task orders to Chastain and Associates, LLC (Chastain) for the 2022 and 2023 Motor Fuel Tax (MFT) road resurfacing projects and approval of an Ordinance approving a budget amendment to the MFT Fund for the fiscal year ending December 31, 2022.

2022 MFT Project Construction Engineering

In an effort to reduce expenses in recent years, Chastain has provided construction oversight during the construction phase of MFT road resurfacing based on a budgeted amount of engineering. They have been forced to adjust their level of oversight so as not to exceed this predetermined cost, which has fallen short of the need over the past two construction cycles. This has impacted Village staff, who must supplement oversight on these projects in lieu of the engineer. Unfortunately, the Village bears the burden of risk when there is not an engineer onsite to see and address issues as they arise. It also limits the Village's ability to hold the engineer or construction contractor accountable for those issues. To address these challenges, Chastain has prepared a task order that provides for full construction engineering services for the 2022 MFT road resurfacing project.

This adjustment will require a budget amendment to cover the increase in engineering expenses from \$41,610 to \$66,040, a difference of \$24,430.

2023 MFT Project Design Engineering

The 2022 MFT project was not let until May of this year. This is in large part due to the design engineering being performed in the same year as the project itself, which delays IDOT's review and the letting itself. Staff would like



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to make a change to this process by recommending that the Design Engineering on major projects be performed the year prior to the planned construction. This would allow the bid documents to be available for letting as early as January of the construction year. This will help to make the Village's projects more appealing to contractors who can schedule other projects around ours instead of needing to fit our project into their already full schedules. In addition, the change should help to align the Village budget with the Engineer's estimate and keep bids closer in line with budgetary expectations.

This change will require a budget amendment in the amount of \$24,705 to cover the cost of these additional engineering services, which had not otherwise been budgeted. This would have been a planned expense for FY23, which is being accelerated into the current fiscal year.

Financial Impact

Implementing these two changes requires an additional expenditure of \$49,135, bringing the total FY22 MFT engineering expenditure to \$106,135. After assessing the impacts of the increased engineering costs, the MFT Fund balance is estimated to be \$1,128,443 moving into FY23.

Staff recommends a motion to approve a Task Order with Chastain & Associates of Schaumburg, IL, for 2022 MFT Construction Engineering Services, in an amount not to exceed \$66,040.00.

Staff recommends a motion to approve a Task Order with Chastain & Associates of Schaumburg, IL, for 2023 MFT Design Engineering Services, in an amount not to exceed \$24,705.00.

Staff recommends a motion to approve an Ordinance approving a budget amendment to the MFT Fund for the fiscal year ending December 31, 2022.

Trustee Huckins asked if the Village will see a cost savings by having Chastain handle the engineering work for the road resurfacing projects. Director Migatz explained that this will actually increase costs by about \$24k this year. However, this shift will allow Village staff to focus on other seasonal responsibilities.

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

Request for Approval of IDOT forms for the 2022 MFT Resurfacing Project

Presented by Public Works Director Tom Migatz

Staff seeks Board approval of the following Illinois Department of Transportation (IDOT) forms for the 2022 Motor Fuel Tax (MFT) resurfacing project: the Resolution for Maintenance form, the Local Public Agency General Maintenance form and the Maintenance Engineering to be performed by a Consulting Engineer form.

To use MFT funds, IDOT requires that the Village Board of Trustees appropriate the funds by approving three IDOT forms. As shown on the forms, the total amount of MFT funds the Village plans to use this year is \$990,430.00, consisting of construction and engineering services. The construction portion of the work accounts for \$909,000.00



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and the engineering portion of the work accounts for the remaining \$81,430.00 (\$15,390.00 for preliminary engineering work and \$66,040.00 for construction supervision and material testing services).

Financial Impact

The total amount for the FY22 MFT project is \$990,430.00, consisting of \$909,000.00 for construction and \$81,430.00 for engineering services. The preliminary engineering has already been completed at a cost of \$15,390.00, leaving the remaining \$66,040.00 for construction engineering.

Staff recommends a motion to approve the following Illinois Department of Transportation forms for the 2022 MFT Road Resurfacing project: the Resolution for Maintenance form, the Local Public Agency General Maintenance form and the Maintenance Engineering to be performed by a Consulting Engineer form.

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

Board of Trustees

Trustee Harlfinger requested that staff assess two protruding manhole covers located on the easement at 3910 Wisteria Court.

Trustee Anderson announced that playground equipment replacement considerations are being made by the Parks and Recreation Board for Jaycee and Avalon parks.

Trustee Huckins shared that the Century McRide, which hosted 450 riders, was very successful and thanked Village staff for their help.

Trustee Murphy thanked those who participated in the Algonquin/Lake in the Hills Chamber of Commerce Golf Outing.

President

None.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:54 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk

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