



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JULY 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, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Ryan McDillon, Community and Economic Development Director Josh Langen, Airport Manager Michael Peranich, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

## Audience Participation

Meg Stoinski addressed the Board over concerns related to the Woods Creek Reach 11 project. She and other residents are unhappy with the planned removal of trees that currently offer shade, privacy, and noise reduction, stating that this project will negatively affect nearby residents' quality of life.

In response to residents' concerns, President Bogdanowski requested that Trustees focus their Reach 11 questions on the removal of trees. Trustee Huckins requested to also hear a broader description of what the project will encompass.

## Administration

### **Informational Item Concerning a Woods Creek Reach 11 Project Update**

Presented by Village Administrator Shannon Andrews

The Woods Creek Reach 11 project is a necessary next step in an extensive restoration of the streambanks leading to Woods Creek Lake in order to improve the water quality of the lake and reduce the need for continual costly dredging of the lake bed. The Illinois EPA identified this as a high-priority project, qualifying it for 60% grant funding through an IEPA 319 grant. This has been a regional effort with both Crystal Lake and Algonquin making significant investments in restoring the streambanks within their communities that also feed into our lake.

The first phase of restoration in Lake in the Hills began in 2019 with the Reach 10 project. Reach 11, which has been identified as a "critical area," is a continuation of that work, extending the restoration efforts to the east up to Randall Rd. The remaining segment is Reach 12, which begins on the east side of Randall Road and extends to the lake itself. Once all three segments are completed, the Village will be able to successfully dredge Woods Creek Lake and begin seeing the benefits of this investment.

The goal of the Reach 11 project is to stabilize 5,226 linear feet of streambank. It will also restore 22 acres of wetland adjacent to the creek back to native conditions. These restoration efforts are a requirement of the IEPA 319 grant



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but draw the greatest amount of feedback from residents concerned with the change in landscape and the loss of a significant number of existing trees, most of which are considered non-native to this area.

In an effort to fully inform the public regarding the project in advance of construction, the Village organized two informational sessions back in June with the project team, which included the Village engineer, Christopher B. Burke and RES, Inc. who are the environmental restoration contractors for this project. The informational meetings were advertised on the Village's website, marquees, social media, and in the Resident Insider newsletter. In addition, letters were sent to the adjacent property owners inviting them to attend the meetings.

While many residents expressed their concerns regarding the loss of the trees along the walking path, many of the residents left the meetings with a better understanding of the long-term benefits of the project to the community as a whole. At the conclusion of the second meeting, President Bogdanowski requested that staff press the engineers to revisit the tree preservation plan to see if there is any opportunity to save more trees. The engineers and preservation team walked the length of the project on Tuesday morning, July 26 to identify and tag any additional trees. They will continue to make assessments while in the field once the project starts. Finally, the Village will also be planting trees within the project site as part of this project to help offset some of the losses.

Equipment will mobilize at the project site the week of July 25, so that the project can begin on August 1<sup>st</sup> as planned. Construction is expected to be completed before winter. It will take time for the native vegetation to firmly establish, but once it does, the project will support more wildlife and pollinator habitat, while also providing opportunities for recreation and educational outreach.

Restoration Ecologist Steve Zimmerman addressed the Board stating that the final count of salvageable trees is 157, all of which have been tagged. He stated that the majority of the landscape is being converted to savannah—not prairie. The decision to remove non-native trees is based on the outlined requirements of the IEPA 319 grant.

Trustee Harlfinger noted that this project will reduce the costly dredging, concluding that it is in the best interest of all taxpayers to move forward with the project as planned.

Trustee Anderson asked Steve to help her to understand the need for tree removal. According to Steve, research has shown that the vegetation in the 1830s was prairie and marsh; the area then became a treeless farm ditch by the 1939. What is there now is known as invasive second growth. Addressing residents' concerns, he stated that he purposely tried to balance the historical ecology with residential concerns by choosing to preserve trees located along the streambanks and Randall Rd.

Trustee Murphy asked if there are any other options that fall within the restrictions set by the IEPA grant. Steve stated that the density of the tree canopy has not allowed for beneficial undergrowth. Thus, reducing the canopy is necessary to allow light to penetrate the ground—aiding in the restoration of deep-rooted plants.



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President Bogdanowski noted that the ecologists' initial guess on the number of salvageable trees hurt their credibility. Steve acknowledged that the initial guess was inaccurate and stated that additional trees have been tagged, bringing the final count of salvageable trees to 157.

Trustee Harlfinger asked Steve to explain the reason for concern over the current state of the landscape. Steve explained that 95% of the soils that are eroding into Woods Creek Lake are coming from the streambanks. Reach 11 contains fallen trees and is edged by elevated banks with collapsing soil. Trustee Bojarski stated that she went on site to research the conditions and agreed with Steve's description.

Trustee Huckins asked Steve to predict what will happen with no action. Steve stated that the stream will degrade further. As the channel widens, soil falls in and washes away with rain—requiring continual dredging of the sediment.

## **Request to Approve Architectural Agreement with Dewberry Architects for a New Police Facility**

Presented by Village Administrator Shannon Andrews

The 30-year-old police station currently occupied by the Police Department is inadequate to house current department operations and has been previously renovated to meet its maximum potential. According to a space needs analysis presented by FGM Architects to the Village Board at the August 22, 2019, meeting, 33,704 sq. ft. – 35,704 sq. ft. of space is necessary for the police department to operate effectively. The existing areas used by the police department total only 17,642 sq. ft.

Due to space and functional deficiencies with the current police department, FGM Architects prepared two concept solutions in late 2019. Concept one was a new police facility on the existing site, which was not a recommended option. Concept two was an addition of a police facility attached to the existing Village Hall along with select renovations. At the time, the Village Board agreed to move forward with the proposal of adding the Police Department to the Village Hall. The project was delayed in 2020–2021 due to the COVID-19 pandemic and changes in senior management.

On June 26, 2021, the Village Board identified five strategic goals for the Village, with one of these goals being to improve Police facilities to meet current requirements and anticipated needs for a minimum of the next twenty years. In revisiting the project, new concerns were raised regarding the impact of the renovation to the Parks and Recreation programs. At the January 11, 2022, meeting, staff sought the Board's direction on whether to build the police facility as an addition to the Village Hall or as a stand-alone police facility on the grounds of Village Hall at 600 Harvest Gate. The stand-alone option presented cost savings and was determined to be a viable option to pursue.

A Request for Proposal was issued in late February and attracted 40 plan holders, of which eight submitted proposals on March 25, 2022. Staff formed a selection committee to review and rate the submissions based on the qualifications of the firm, prior experience, and portfolio, planned method or approach to the Village's project and the firm's understanding of the issues. The top four firms were selected and invited to participate in interviews.



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Dewberry Architects received the highest marks from each of the staff. The project manager, Jonathan Tallman, and his team provided a very professional presentation, highlighting Dewberry's strengths in managing similar projects. In addition to Mr. Tallman serving as the project manager, he is the lead public safety planner/programmer for Dewberry and is considered a public safety subject matter expert.

"Dewberry understands trends in law enforcement and municipal design; state-of-the-art technology and security design; and the need for innovative, cost-effective design solutions."

- *Dewberry Proposal*

In addition to having a rooted understanding of public safety design, the project team made it clear that they had done extensive research on the Village's project. They showed an understanding of the Village's needs, as well as many of the challenges that will need to be addressed, such as the validation and possible revision to the space needs analysis and some of the limitations of the site itself.

Dewberry's very cohesive team of professionals includes Erikson Engineering—Site/Civil Engineering and Hitchcock Design—Landscape Architect. Leigh McMillen from Leopardo Construction would be the team member responsible for cost estimating the project. She confidently conveyed a level of accuracy with her estimates in her presentation.

Once selected, staff negotiated with Dewberry to produce the Architectural Agreement, which is attached to the agenda. This agreement commits Dewberry to producing a schematic design for a new police facility prior to the end of the current calendar year. Work would begin immediately with Dewberry organizing a kickoff meeting that will lead right into program validation. Here, they will conduct stakeholder meetings to verify and likely revise the needs assessment.

Next, they will begin to prepare multiple preliminary designs, while conducting charrette meetings to draw feedback from the stakeholders. Space plans will be developed and analyzed in an attempt to narrow the options. Civil engineers will finalize their recommendations for the positioning of the building on the site. In tandem, the landscape designers will prepare preliminary concepts and consider how best to highlight the Veteran's Memorial. At the conclusion of the schematic design, the Village should have a preferred concept complete with 3D illustrations of the interior, exterior, and grounds, as well as construction cost estimates.

The base cost for the architectural services to perform the schematic design is \$218,880; however, supplemental services performed outside the base scope add an additional \$146,950 for a total project cost of \$365,830. While this is considerably higher than the projected budget of \$247,500 for this project, it should be noted that architectural fees are generally based on a percentage of the total project cost. Building expenses are considerably higher than they were just a few years ago when the initial estimates were prepared by FGM. In addition, this contract requires Board approval prior to beginning the remaining phases of Design Development and Construction. With Dewberry not being guaranteed that work until the Village can gauge their performance, they take on a greater amount of risk.



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Staff contacted Dewberry's references and received very favorable reviews of their work. The Village hired an independent architect to review the agreement and incorporated his feedback and recommendations into the final document. The Village attorney also thoroughly reviewed the terms of the agreement.

## Financial Impact

With the FY22 budget, the Village established a new Police Facility Fund to account for the costs associated with the construction of a new Police Facility. The total budgeted revenue for the Police Facility Fund is \$463,760. The initial \$313,760 comes from General Fund transfers of the savings generated from the reductions in contributions to IMRF and Police Pension. An additional \$150,000 was expected to be received from the new push tax established in October of 2021, however the Village has not yet collected these funds.

As previously noted, the base schematic design cost is \$218,880, with an additional \$146,950 for supplemental services, which totals \$365,830 for Dewberry's services. Additionally, the Village will incur expenses for the professional architect contract review (\$1,450) and initial engineering (\$24,100) contemplated further in the meeting agenda. Added to Dewberry's cost, these expenses bring the total to \$391,380. This exceeds the \$247,500 budgeted for this project by \$143,880 and would require a budget amendment to draw additional funds from the General Fund to cover the costs of this project. In tandem with this budget amendment, staff will include the additional \$7.9 million dollars as contemplated in Section E of the funding plan discussed below.

## Total Estimated Project Costs

Preliminary estimates for total project cost include \$2.0 million for total architectural services and \$19.2 million for construction costs. Adding an additional \$330,000 for bond issuance costs and \$470,000 in contingencies yields a total projected project cost of \$22 million. At the July 12, 2022, Board of Trustees meeting, the Board approved a proposed funding plan as follows:

- A. Start with the \$314,000 pension cost savings identified in the FY22 budget as the first part of the amount available for annual debt service payments.
- B. Use \$4.6 million of the General Fund fund balance to pay off the unfunded liability of the Police Pension Fund thereby freeing up an additional \$726,000 in annual cash flow.
- C. Capture an additional \$47,000 in annual savings from the FY23 reduction in Illinois Municipal Retirement Fund contributions generated by a reduction in the Village's contribution rate from 7.84% to 6.95%.
- D. The resulting total cash flow of \$1,087,000 identified above will support a \$14.1 million debt issue assuming a 4.5% interest rate over 20 years or, stretching the term out to 25 years at a 5.0% interest rate, would free up another \$83,000 to cover increased operating costs.
- E. Fund the remaining \$7.9 million of a projected total project cost of \$22 million with a transfer of General Fund fund balance to the Police Facility Construction Fund.
- F. The General Fund fund balance will still have a remaining projected balance of \$6.5 million which exceeds the operating reserve requirement of 25% of prior year expenditures or \$4.4 million.



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Staff recommends a motion to approve the contract with Dewberry Architects for Schematic Design Services of the new police facility in an amount not to exceed \$365,830 and a motion to approve an Ordinance approving a budget amendment to the General Fund and Police Facility Fund for the fiscal year ending December 31, 2022.

Trustee Dustin noted that the previous discussions were largely based on what not to do and thought there was going to be an access from Village Hall to the Police Station. Chief Frake stated that they are committed to a facility that is good for all without sidetracking. President Bogdanowski recommended that a Board member be involved in the planning process.

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

## **Request to Approve Intergovernmental Agreement for Creek Meander Improvements Along the Prairie Trail**

Presented by Village Administrator Shannon Andrews

The McHenry County Conservation District is seeking to construct and maintain improvements along a portion of Village property located adjacent to the Prairie Trail east of Plote field. The project includes 289 linear feet of creek meander (6' creek bottom, 30' average width), rock riffles, riprap outlet protection, and native restoration. It also includes asphalt resurfacing, updating stormwater infrastructure, and stabilizing the streambank where erosion issues have been identified along the Prairie Trail. Wetland habitat will also be enhanced.

The project includes re-meandering a portion of the stream that is currently a straight flowing ditch and protecting the curvatures with lunger structures. In order to facilitate the construction and maintenance of the creek meander, the McHenry County Conservation District is seeking rights of access to Village property to perform the work necessary.

In order to continue to move this project forward, staff is seeking authorization of the intergovernmental agreement (Exhibit A on the agenda). Staff has collaborated with the McHenry County Conservation District on the concept design and has reviewed the plans and specifications for the creek meander prepared for the District by Hey and Associates, Inc. dated September 15, 2021 (Exhibit B on the agenda).

Per Exhibit A on the agenda, the Creek Meander construction will commence in the summer/fall of 2022 and will be completed in a span of approximately three (3) months. The District will be responsible for obtaining any and all permits and legal entitlements necessary for the construction of the creek meander.

### **Financial Impact**

None. All costs related to the creek meander shall be paid by the McHenry County Conservation District. After the completion of the construction of the creek meander, the District shall be solely responsible for all future maintenance and costs associated with repairs, replacement, and/or removal of improvements if needed. However, the Village shall be responsible for improvements and area associated with the Village's existing culvert.



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Staff recommends a motion to approve an ordinance authorizing an intergovernmental agreement regarding creek meander improvements along the Prairie Trail by and between the McHenry County Conservation District and the Village of Lake in the Hills.

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

## Police

### **Request to Waive Competitive Bidding and Approve Communications System and Services Agreement with Motorola Solutions, Inc. for the OptiWarn Siren Solution.**

Presented by Chief of Police Mary Frake

The Village currently uses a Very High Frequency (VHF) transmitter system to activate the six tornado sirens located throughout the Village. The VHF system is aging and issues have presented involving alarms, power surges, and low tone levels. The current system has no proactive maintenance outside of the monthly test, which is inadequate in recognizing that a problem exists with activation. The Village experienced this in May 2021 when none of the sirens activated during the monthly test and it was determined to be the result of low tone levels over the VHF system. The alarms failed again this past Saturday when there was a communication to sound the alarms due to storms.

Southeast Emergency Communications (SEECOM), the Village's public safety answering point, houses the Motorola OptiWarn siren control point and the communication gateway within their dispatch consoles. SEECOM is the only public safety answering point in Illinois that has the OptiWarn Siren Control Center Activation Point built into their dispatch consoles. The Motorola OptiWarn Siren solution will move activation of the Village's tornado sirens from the aging VHF network onto the StarCom21 radio network, which is the official statewide radio network in Illinois, and has proven to be both reliable and secure. The OptiWarn system interfaces with the National Weather Service, allows for automated activation based upon set parameters, conducts daily health checks of the system, and has layers of redundancy that exist in the StarCom21 radio network.

Motorola is the sole source vendor of the OptiWarn solution allowing for the integration of the Village's tornado sirens into SEECOM's Control Center Activation Point.

### **Financial Impact**

The Motorola OptiWarn Siren Solution with associated equipment, integration, and one-year warranty support is quoted at \$160,189.56, however, Motorola has offered a \$25,054.57 discount if the quote is accepted by July 29, 2022, for a total cost of \$135,134.99. The department budgeted \$125,000 for this project, which will then be \$10,134.99 over budget.

Staff recommends a motion to waive competitive bidding and approve the Communications System and Services Agreement with Motorola Solutions, Inc. in the amount of \$135,134.99 for the Motorola OptiWarn Siren Solution.

Trustee Huckins asked if the Motorola OptiWarn Siren Solution is hardwired. Chief Frake stated that it uses radio waves and microwaves.





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

## Community Development

### **Request to Approve a Variation to Section 16.7 Table 5 - Signs Permitted, Height, at 220 North Randall Road**

Presented by Community and Economic Development Director Josh Langen

Mark Hoffman requests a variation to Section 16.7 Table 5 - Signs Permitted, Height, for an additional 16 feet beyond the maximum 8-foot height allowed for a ground sign in the B-2 Business district.

The applicant proposes the installation of a ground sign advertising an on-premise business at 220 N. Randall Rd. The sign would be a replacement of a smaller ground sign removed due to the widening of Randall Rd. The original sign appeared to meet current sign regulations, and no variations were applied for or approved for a larger sign. The site where the sign would be placed is located on the west side of Randall Road. The subject property is surrounded by both multi-tenant shopping center and single-tenant businesses along Randall Rd. Some nearby single-tenant signs are in conformance with the Village's current sign height regulations and some are higher. Most nearby signs exceed the height of the sidewalk along Randall Road. Signs for surrounding commercial single-tenant properties, including Bank of America, Rise, Tommy's, Culver's, Home State Bank, and Lowes range from 2 feet above sidewalk grade to 30 feet above sidewalk grade.

The proposed sign would be for a single-tenant business, which is regulated by Table 5 of Section 18, Signs. Table 5 allows for ground signs for single-tenant businesses to be a maximum of 8 feet in height. The applicant is proposing a sign 20 feet in height. Sign height is measured from the elevation at the front door. The front door elevation is approximately 4 feet below the sign, for a total measured sign height of 24 feet. Therefore, the applicant requests a variation for an additional 16 feet. However, the sign structure should be limited to 20 feet in height regardless of elevation.

The Planning and Zoning Commission conducted a public hearing on July 18, 2022. The Commissioners voted 4-1 to recommend approval of a variation for an additional 16 feet in allowable maximum height to install a single-tenant sign on the subject property.

Staff recommends a motion to approve an Ordinance allowing a variation from Section 16.7 Table 5 - Signs Permitted, for an additional 16 feet above the maximum allowable height of 8 feet to allow for a 20 foot high sign structure at 220 N. Randall Rd., PIN 19-30-276-006, with the following condition: the changeable copy portion of the sign shall not be used to direct attention to a business, commodity, service, or entertainment conducted, sold, or offered at a location other than the premises on which the sign is located.

Trustee Anderson noted that while the Lowes sign is 30 feet tall it sits in a gully. Director Langen agreed stating that the top is about a foot above the sidewalk. Trustee Dustin added that the bank's sign is elevated by ground, which is much higher than the sidewalk.





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Trustee Anderson asked for the distance between the proposed sign and the road. Director Langen stated that it would sit about 40-45 ft from the road.

Trustee Murphy questioned why the sign was not approved by the Planning and Zoning Board. Director Langen listed the height as the reason.

Trustee Dustin asked why the sign is set back so far from the road. Director Langen assumed powerlines to be the reason.

Trustee Huckins voiced a concern over the sign blocking drivers' line of sight. Director Langen stated that the proposed sign will not cause a visual obstruction.

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

## Public Works

### **Request to Approve an Airport Ground Lease for Hangar PAP-02**

Presented by Airport Manager Michael Peranich

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. Chad Seedorf with CS Air, LLC is requesting a new ground lease on Hangar PAP-02. This lease is for the period of August 1, 2022, to July 30, 2042. The lease includes an option to renew for four additional five-year terms.

Mr. Seedorf has signed the appropriate lease form and has provided acceptable proof of insurance. This LLC is in good standing with the State of Missouri Secretary of State's office.

#### **Financial Impact**

The Airport Fund will receive \$2,437.84 annually from the ground lease and an additional \$216 from electrical service fees, subject to annual increases approved by ordinance.

Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-02 with Chad Seedorf of CS Air, LLC.

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

### **Request to Approve an Airport Ground Lease for Hangar PAP-03**

Presented by Airport Manager Michael Peranich

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. Chad Seedorf with CS Air, LLC is requesting a new ground lease



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on Hangar PAP-03. This lease is for the period of August 1, 2022, to July 30, 2042. The lease includes an option to renew for four additional five-year terms.

Mr. Seedorf has signed the appropriate lease form and has provided acceptable proof of insurance. The LLC is in good standing with the State of Missouri Secretary of State's office.

### **Financial Impact**

The Airport Fund will receive \$2,437.84 annually from the ground lease and an additional \$216 from electrical service fees, subject to annual increases approved by ordinance.

Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-03 with Chad Seedorf of CS Air, LLC.

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

### **Request to Approve an Airport Ground Lease for Hangar PAP-21**

Presented by Airport Manager Michael Peranich

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. Chad Seedorf with CS Air, LLC is requesting a new ground lease on Hangar PAP-21. This lease is for the period of August 1, 2022, to July 30, 2042. The lease includes an option to renew for four additional five-year terms.

Mr. Seedorf has signed the appropriate lease form and has provided acceptable proof of insurance. This LLC is in good standing with the State of Missouri Secretary of State's office.

### **Financial Impact**

The Airport Fund will receive \$2,437.84 annually from the ground lease and an additional \$72 from electrical service fees, subject to annual increases approved by ordinance.

Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-21 with Chad Seedorf of CS Air, LLC.

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

### **Request to Approve an Airport Ground Lease for Hangar PAP-22**

Presented by Airport Manager Michael Peranich

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. Chad Seedorf with CS Air, LLC is requesting a new ground lease on Hangar PAP-22. This lease is for the period of August 1, 2022, to July 30, 2042. The lease includes an option to renew for four additional five-year terms.



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Mr. Seedorf has signed the appropriate lease form and has provided acceptable proof of insurance. This LLC is in good standing with the State of Missouri Secretary of State's office.

### **Financial Impact**

The Airport Fund will receive \$2,437.84 annually from the ground lease and an additional \$72 from electrical service fees, subject to annual increases approved by ordinance.

Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-22 with Chad Seedorf of CS Air, LLC.

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

### **Request to Approve an Agreement for Design & Special Services for the Runway 8/26 Electrical Project**

Presented by Airport Manager Michael Peranich

Staff seeks to enter into an agreement with Crawford, Murphy, and Tilly, Inc. (CMT) for design and special services for the runway 8/26 electrical project in an amount not-to-exceed \$82,800.00.

On October 28, 2021, the Village Board authorized staff to present the Transportation Improvement Program (TIPs) requests for 2022 through 2027 to the Illinois Department of Transportation Division of Aeronautics (IDOA). This project, which will upgrade the runway lighting and bring the airport into full compliance with Federal Aviation Administration runway design standards, was included in the Village's TIPs request.

Attached to the agenda, for the Board's consideration, is an IDOA approved agreement to allow the airport's consulting firm, CMT, to begin designing this project at a total cost not-to-exceed \$82,800.00. This \$82,800.00 design cost represents just the first portion of the total \$950,000.00 estimated cost for the project. This project will be funded by a 90% federal grant, a 5% state grant, with the Village being responsible for the remaining 5%. The project is anticipated to be bid by IDOT later this year, with construction likely beginning in the spring of 2023.

### **Financial Impact**

The Village's 2022 budget includes funds for this project in the Airport Fund. However, the Village will not make any payments to CMT, but will instead pay the Village's 5% local project cost share for the entire project to the State of Illinois Treasurer's Office, after the construction bids are opened. Because the total project cost is expected to be \$950,000.00, the Village's 5% local project cost share is expected to be approximately \$47,500.00.

Staff recommends a motion to enter into an agreement with Crawford, Murphy, and Tilly, Inc. (CMT) for design and special services for the runway 8/26 electrical project in an amount not-to-exceed \$82,800.00.

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

Michael noted that the airport will be closed for about 6 weeks beginning in mid-August for reconstruction.



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## **Request to Approve Task Order with Baxter & Woodman for Police Station Facility Engineering**

Presented by Interim Public Works Director Ryan McDillon

Staff seeks Board approval of a task order with Baxter and Woodman, Inc. in the amount of \$24,100 for engineering services for the new police station facility schematic design project.

Included in the agenda for consideration at the July 14 Board of Trustees meeting was an architectural agreement with Dewberry Architects, Inc. to complete a schematic design for a new police facility. That agreement separates a base architectural fee from supplementary services often performed by subcontractors. The engineering field and design work was not included in this list of supplementary services, so that the Village could use our own Development Services Engineer, Baxter and Woodman, to perform this work.

The engineering field and design work is needed to establish the parcel limits, topography, and underground utilities for the parcel of land where the Village Hall property currently resides. To complete this engineering work, Village staff and Dewberry staff worked with Baxter and Woodman to prepare the task order attached to the agenda for Board approval.

Because private utility companies will only locate utilities that they own/maintain, this task order includes the services of a private utility company to locate all the underground utilities that are on the parcel, such as underground electrical lines that run to the pavilion, the generator, the Veterans Memorial, and other locations. Also, in order to ensure that any new development does not increase stormwater runoff to adjacent properties, the topography limits are extended up to approximately 85 feet in some areas in order to understand how adjacent properties currently divert stormwater.

### **Financial Impact**

The FY22 Village Budget included \$247,500 in the Police Facility Fund for the new police station facility schematic design project. This \$24,100 task order plus the \$365,830 contract with Dewberry totals \$389,930, which exceeds the FY22 budget by \$142,430. A budget amendment will be required to cover the additional project costs.

Staff recommends a motion to approve the task order with Baxter and Woodman, Inc. in the amount of \$24,100 for engineering services for the new police station facility schematic design project.

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

## **Request to Approve IDOT Forms for the 2022 MFT Resurfacing Program**

Presented by Interim Public Works Director Ryan McDillon

On June 9, 2022, the Village Board of Trustees approved the appropriation of \$990,430.00 in MFT funds, consisting of \$909,000.00 in construction and \$81,430.00 in engineering services for the 2022 MFT Resurfacing Program. The low bid for the construction came in at \$1,088,793.42, which was \$176,793.42 over budget. Staff reviewed the planned list of streets and recommended deferring segments of Albrecht Rd., Heron Dr., and Impressions Dr. to



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reduce the award to 909,000.00 to Geske & Sons. The Board then approved an IDOT Resolution that identified the total project cost as \$990,430.00.

Shortly after submitting the Resolution to IDOT, the Village's engineer was notified that the IDOT forms would need to be revised to reflect the full amount of the low bid from Geske & Sons, which in this case was \$1,088,793.42 as noted above, bringing the total project cost with engineering to \$1,170,223.42. After the full award has been made, the Village can proceed in making the necessary reductions to the quantities and contract price with Geske. While staff followed the same practice in 2020 without issue, future MFT submissions to IDOT will adopt this new procedure.

The IDOT Resolution and appropriation forms attached to the agenda have been amended to reflect these changes. With the adoption of the new Resolution, staff is recommending the Board approve a Resolution repealing the June 9, 2022, Resolution for Maintenance under the Illinois Highway Code.

## **Financial Impact**

The financial impact of the services required for the 2022 MFT resurfacing program will remain the same, as the project was reduced to stay within budget.

Staff recommends a motion to approve the following Illinois Department of Transportation forms for the 2022 Motor Fuel Tax resurfacing program: Resolution for Maintenance form, Local Public Agency General Maintenance form, and Maintenance Engineering to Be Performed by a Consulting Engineer form. Staff also recommends a motion to approve the Resolution Repealing the June 9, 2022, Resolution for Maintenance Under the Illinois Highway Code.

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

## **Request to Reject all Bids for Playground Swing Set Replacement**

Presented by Interim Public Works Director Ryan McDillon

Staff seeks Board approval to reject the sole bid and waive competitive bidding for the Playground Swing Set Replacement project.

On February 25, 2022, the Village released a Request for Proposal (RFP) for the Sunset and Normandy Parks Playground Curb and Swing Set Replacement Project. Unfortunately, the Village only received one sealed bid for \$84,600, which was \$64,600 over the budgeted amount. The Board rejected the bids in the hopes that inflationary pressures would ease over time and pricing would come more in line with prior years.

Staff further reviewed the initial RFP and determined that the Village may have an increased opportunity to attract bidders if the curbing was removed in order to focus solely on the purchase and installation of the swing sets. A revised RFP was sent out on June 8, 2022, to twenty-three vendors, posted on the Village's website, and published in the Northwest Herald. Unfortunately, the Village again received just one sealed proposal. A late bid was received after the deadline and was rejected unopened.



# Village of Lake in the Hills

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Play Illinois of Downers Grove, IL was the lowest responsible bidder at a total cost of \$23,935.77, which is significantly lower than the response to the initial RFP but remains \$3,935.77 over the budgeted amount for these projects collectively. To complicate matters, the costs for the replacement of the swings are funded by two separate SSA’s as shown below:

Funding Source	Playground	Budget	Bid	Difference
SSA 5	Normandy Park	\$14,500	\$8,150.88	-\$6,349.12
SSA 2	Sunset Park	\$5,500	\$15,784.89	\$10,284.89
		\$20,000	\$23,935.77	\$3,935.77

While the bid is favorable for SSA 5, staff has concerns that SSA 2 would be able to absorb such a substantial additional cost without requiring future adjustments to the levy. As such, staff is recommending the rejection of the sole bid and a waiver of competitive bidding. This action would allow staff to negotiate with the vendor to secure the quoted rates for the Normandy Park swings for completion in the current fiscal year. The Sunset Park swings would be deferred to 2023.

### Financial Impact

The FY22 budget for SSA 5 includes \$14,500 for the replacement of playground equipment at Normandy Park. If the RFP is rejected, Staff would seek to negotiate the rates provided in the RFP specific to Normandy Park. If secured, the cost to SSA 5 would be \$8,150.88, which is \$6,349.12 under budget. The costs associated with the SSA2 portion of the project would be deferred until 2023.

Funding Source	Playground	Budget	FY22 Cost	Difference
SSA 5	Normandy Park	\$14,500	\$8,150.88	-\$6,349.12
SSA 2	Sunset Park	\$5,500	\$0.00	Deferred to FY23

Staff recommends a motion to reject all bids and waive competitive bidding for the Playground Swing Set Replacement project.

Trustee Dustin asked when the swing sets were last installed. Director McDillon stated that there is a playground replacement plan that Public Works follows.

Trustee Bojarski asked if this swing set replacement is included in the larger playground replacement plan for Sunset Park. Administrator Andrews stated that the swings are on a different replacement plan than the playground equipment. The swings were last installed in 1998.

Trustee Huckins questioned the budget planning process. Director McDillon explained that the process involves meeting with contractors to determine the projected cost.



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COMMITTEE OF THE WHOLE MEETING

JULY 26, 2022

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

## Board of Trustees

Trustee Anderson requested a status update for the Board Room audio equipment replacement. Administrator Andrews stated that though it is a critical project that was planned for this year, it has been delayed until 2023 due to chip shortages.

## President

None.

## Closed Session

Motion to enter into Closed Session to discuss Security Procedures Affecting the Safety of the Public and Probable Administrative Tribunal, pursuant to (5 ILCS 120/2(c)(8,11) was made by Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote, Trustees Murphy, Anderson, Bojarski, Huckins, Dustin, and Harlfinger voted Aye. No Nays. Motion Carried.

### **Return from Closed Session**

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

## Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 9:42 pm.

Submitted by,

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

Shannon DuBeau  
Village Clerk