



PUBLIC MEETING NOTICE AND AGENDA
COMMITTEE OF THE WHOLE MEETING

SEPTEMBER 6, 2022
7:30 P.M

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Audience Participation
The public is invited to make an issue-oriented comment on any matter of public concern. The public comment may be no longer than 3 minutes in duration.
4. Staff Presentations
 - A. Administration
 1. Informational Item concerning Wisteria Court
 2. Ordinance approving Budget Amendments to the Operating Budget for the FY Ending December 31, 2022
 - B. Public Works
 1. Contract/Resolution for the Plote Baseball Field Lighting Upgrade
5. Board of Trustees
6. Village President
7. Adjournment

MEETING LOCATION
Lake in the Hills Village Hall
600 Harvest Gate
Lake in the Hills, IL 60156

The Village of Lake in the Hills is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at (847) 960-7410 [TDD (847) 658-4511] promptly to allow the Village to make reasonable accommodations for those persons.

Posted by: _____ Date: _____ Time: _____



INFORMATIONAL MEMORANDUM

MEETING DATE: September 6, 2022
DEPARTMENT: Administration
SUBJECT: 3910 Wisteria Ct. Driveway Concerns

EXECUTIVE SUMMARY

At the June 9, 2022 Committee of the Whole meeting, Trustee Harlfinger requested that staff assess two manholes that are located in the driveway of 3910 Wisteria Ct. The presence of the infrastructure appears to be compromising the condition of the adjacent pavement as shown in the picture below:



While the manhole on the left is a Village storm sewer, the one on the right is a sanitary sewer. As such, Village staff engaged the Lake in the Hills Sanitary District to assist in the assessment. The first step was to perform a leak dye test, which revealed no leakage and structurally sound manholes. The storm sewer line was televised and showed no defects and was clean. The sanitary sewer line was also televised and showed no defects.

The Sanitary District received a verbal estimate from their engineer of \$25,000 - \$30,000 and felt that moving the structures would be a mistake. The Village engaged our engineer to provide a more detailed estimate of the cost

associated with moving the structures from the driveway into the roadway. Their analysis has been attached for your review. The total estimated cost for the project would be \$25,960 to move both structures.

As an alternative, staff asked the engineer to provide a cost estimate to repave the driveway. The engineer responded with an estimate of \$10,600, which includes only the portion of the driveway up to the right of way. No other solutions were able to be identified by the engineer to assist in resolving the resident's concerns.

The issue for discussion is what level of involvement the Village should have in this type of situation where infrastructure has been previously approved to be located within a resident's driveway. Options include the following:

- 1) \$25,960 - Relocate both manholes to the street. Not recommended due to cost and the infrastructure being in sound working condition. In addition, the Sanitary District is not supportive of relocation.
- 2) \$10,600 - Repave the failing portion of the homeowner's driveway up to the right of way. This remains a very costly option for the Village to consider.
- 3) \$2,500 – Cost sharing agreement with the homeowner where the Village would cover the cost of the manhole replacements up to this amount, while the resident covers the cost to repave the full length of the driveway as they would under normal circumstances.
- 4) \$0 - Do nothing. Homeowners are generally required to repave the full length of their driveways without financial support from the Village; however, driveways do not often include Village infrastructure. The cost to the homeowner would likely be less than the engineer's estimate, as they would not be required to pay prevailing wages.

Perhaps the developer should have designed the infrastructure in the street at the time the development plan was established; however, the Village should have considered this at the time of approval. Further, the homeowner made the purchase with the knowledge the infrastructure was in the driveway.

At the August 9, 2022, staff was asked to provide more information regarding the quantity of driveways this decision could impact. Staff proceeded to count the number of driveways similarly impacted in Spring Lake North and Spring Lake South subdivisions and found a total of seven (7) additional homes with manholes in the driveways. The pavement in two of these driveways was identified as being in poor condition. Any solution implemented at 3910 Wisteria Ct. may need to be similarly offered to others if the concern were raised.

FINANCIAL IMPACT

Varies as outlined above.

ATTACHMENTS

Engineer's estimates.

SUGGESTED DIRECTION

Staff is seeking direction from the Board on how to proceed.

Christopher B. Burke Engineering, Ltd.
 9575 West Higgins Road, Suite 600
 Rosemont, IL 60018

**LAKE IN THE HILLS
 WISTERIA COURT**

ENGINEER'S OPINION OF PROBABLE COST
 DATE: June 27, 2022

ITEM NO.	ITEM	UNIT	UNIT PRICE	SANITARY IMPROVEMENTS (PROPOSED STRUCTURES)		STORM IMPROVEMENTS (PROPOSED STRUCTURES)		TOTAL PROJECT	
				QUANTITY	TOTAL COST	QUANTITY	TOTAL COST	QUANTITY	TOTAL
1	TRENCH BACKFILL, SPECIAL	CU YD	\$ 50.00	5	\$ 250.00	5	\$ 250.00	10	\$ 500.00
2	GENERAL LANDSCAPE RESTORATION	L. SUM	\$ 1,000.00	1	\$ 1,000.00	0	\$ -	1	\$ 1,000.00
3	STORM SEWERS, CLASS A, TYPE 1 12"	FOOT	\$ 90.00	0	\$ -	20	\$ 1,800.00	20	\$ 1,800.00
4	SANITARY SEWER, 12"	FOOT	\$ 90.00	10	\$ 900.00	0	\$ -	10	\$ 900.00
5	CATCH BASINS, TYPE A, 4'-DIAMETER, TYPE 11 FRAME, OPEN	EACH	\$ 3,500.00	0	\$ -	1	\$ 3,500.00	1	\$ 3,500.00
6	CLASS D PATCHING	SQ YD	\$ 70.00	5	\$ 350.00	0	\$ -	5	\$ 350.00
7	CURB AND GUTTER REMOVAL AND REPLACEMENT	FOOT	\$ 25.00	15	\$ 375.00	15	\$ 375.00	30	\$ 750.00
8	MANHOLE, TYPE A, 4'-DIAMETER, TYPE 1 FRAME, OPEN LID	EACH	\$ 4,000.00	1	\$ 4,000.00	0	\$ -	1	\$ 4,000.00
9	HMA DRIVEWAY REMOVAL AND REPLACEMENT	SQ YD	\$ 75.00	20	\$ 1,500.00	0	\$ -	20	\$ 1,500.00
10	SANITARY SEWER SERVICE CONNECTION	EACH	\$ 750.00	2	\$ 1,500.00	0	\$ -	2	\$ 1,500.00
11	STRUCTURE TO BE REMOVED	EACH	\$ 1,250.00	1	\$ 1,250.00	1	\$ 1,250.00	2	\$ 2,500.00
				SUBTOTAL=	\$ 11,125.00	SUBTOTAL=	\$ 7,175.00	SUBTOTAL=	\$18,300.00

*INDICATES SPECIAL PROVISION

CONTINGENCY (20%)= \$ 2,225.00 CONTINGENCY (20%)= \$ 1,435.00 CONTINGENCY (20%)= \$ 3,660.00
CONSTRUCTION TOTAL = \$ 13,350.00 CONSTRUCTION TOTAL = \$ 8,610.00 CONSTRUCTION TOTAL = \$21,960.00

NOTES:

1. THIS ESTIMATE ONLY INCLUDES DRIVEWAY PAVING UP TO THE RIGHT OF WAY.
2. THIS ESTIMATE ASSUMES THAT IF THE STORM MH IS REMOVED, THE SANITARY WILL BE AS WELL SO THAT THE DRIVEWAY PATCHING IS NOT DOUBLE COUNTED.

ENGINEERING = \$ 2,500.00
 PERMITTING = \$ 1,500.00
PROJECT TOTAL = \$25,960.00

Christopher B. Burke Engineering, Ltd.
 9575 West Higgins Road, Suite 600
 Rosemont, IL 60018

Calc'd By: WBL
 Checked By: JMD

**LAKE IN THE HILLS
 WISTERIA COURT**

ENGINEER'S OPINION OF PROBABLE COST

DATE: June 27, 2022

ITEM NO.	ITEM	UNIT	UNIT PRICE	SANITARY IMPROVEMENTS (BURIED MANHOLE)		STORM IMPROVEMENTS (BURIED MANHOLE)		TOTAL PROJECT	
				QUANTITY	TOTAL COST	QUANTITY	TOTAL COST	QUANTITY	TOTAL COST
1	HMA DRIVEWAY REMOVAL AND REPLACEMENT	SQ YD	\$ 75.00	20	\$ 1,500.00	0	\$ -	20	\$ 1,500.00
2	GENERAL LANDSCAPE RESTORATION	L. SUM	\$ 1,000.00	1	\$ 1,000.00	0	\$ -	1	\$ 1,000.00
3	AGGREGATE (BACKFILL)	CY	\$ 50.00	5	\$ 250.00	5	\$ 250.00	10	\$ 500.00
4	STRUCTURE TO BE REMOVED	EACH	\$ 1,250.00	1	\$ 1,250.00	1	\$ 1,250.00	2	\$ 2,500.00
				SUBTOTAL=	\$ 4,000.00	SUBTOTAL=	\$ 1,500.00	SUBTOTAL=	\$ 5,500.00

*INDICATES SPECIAL PROVISION

CONTINGENCY (20%)= \$ 800.00 CONTINGENCY (20%)= \$ 300.00 CONTINGENCY (20%)= \$ 1,100.00
CONSTRUCTION TOTAL = \$ 4,800.00 CONSTRUCTION TOTAL = \$ 1,800.00 CONSTRUCTION TOTAL = \$ 6,600.00

NOTES:

1. THIS ESTIMATE ONLY INCLUDES DRIVEWAY PAVING UP TO THE RIGHT OF WAY.
2. THIS ESTIMATE ASSUMES THAT IF THE STORM MH IS REMOVED, THE SANITARY WILL BE AS WELL SO THAT THE DRIVEWAY PATCHING IS NOT DOUBLE COUNTED.

ENGINEERING = \$ 2,500.00
 PERMITTING = \$ 1,500.00
PROJECT TOTAL = \$ 10,600.00



REQUEST FOR BOARD ACTION

MEETING DATE: August 30, 2022

DEPARTMENT: Administration

SUBJECT: Budget Amendment Ordinance for Fiscal Year Ending December 31, 2022

EXECUTIVE SUMMARY

Attached is a draft Ordinance approving budget amendments to the general fund budget for Fiscal Year ending December 31, 2022. These items are the result of a mid-year budget review for the current fiscal year, which is discussed in greater detail below.

Revenues: In April 2022, the Village opted to take the standard deduction for American Rescue Plan Act (ARPA) grant funds and deposited \$3,896,640 in grant revenue and \$3,320 in related interest income into the general fund to be used to cover government services. This change moved the budgeted revenues from \$19,389,190 to \$23,289,150. The current end of year projection is projected to grow another \$2,355,850 to reach as much as \$25,645,000 before the end of the fiscal year. This increase is mainly due to sizeable increases in Sales Tax, Cannabis Home Rule Tax, Home Rule Sales Tax and Income Tax, which are currently trending as follows:

	FY22 Budget	FY22 YTD	FY22 Estimate	Difference
ST Sales Tax	3,128,000	2,359,570	4,134,000	1,006,000
ST Cannabis HR Tax	300,000	344,223	555,000	255,000
ST Home Rule Sales Tax	2,000,000	1,635,737	2,815,000	815,000
IG Income Tax	3,720,000	3,203,045	4,028,000	308,000

Each of these had been budgeted conservatively due to uncertainty in the long-term impacts of the pandemic. While the revenue estimates are considerably higher than anticipated, the revenue amendment being requested is only that which would be necessary to cover anticipated expenditures.

Expenditures: Total General Fund expenditures are currently projected to increase by \$250,695, which will be fully offset by the growth in revenues. A majority of the divisions have been able to offset their budgetary increases directly through reductions in other areas of their budgets. The exception to this is Police Patrol, Public Works Administration and Recreation for the reasons described below:

- Police Patrol – The Division requires budget amendments in the amount of \$107,665 to cover the costs associated with maintaining minimum staffing requirements. The division has lost three officers due to retirements and has another two officers out due to medical. The Board has

approved upstaffing in order to get new officers through the training program and ready to provide coverage as soon as possible.

- Public Works Administration – The Division requires budget amendments in the amount of \$18,160 to cover the costs associated with final benefit payouts for the prior Director of Public Works, as well as staff transition costs.
- Recreation – The Division requires budget amendments in the amount of \$124,870 to cover the costs of the new Parks & Recreation Director and an accounting error in the number of part-time hours necessary to run the Preschool. The Director of Parks & Recreation position was filled mid-year. The costs associated with the position were anticipated and planned for through the elimination of a full-time position in Administration; however, much of that savings was depleted by final benefit payouts for the prior Village Administrator. In addition, the Recreation Division identified an accounting error that projected the quantity of part-time hours for preschool staff at levels that would cripple the program.

The reasons for each specific line item amendment is listed in the last column of Exhibit A.

Finally, in accordance with the police facility funding plan approved at the July 14 Board of Trustees meeting, staff is also recommending the transfer of \$4,613,070 from the General Fund fund balance to pay off the 2020 unfunded liability of the Police Pension Fund as follows:

51.12 Taxes & Benefits Police Pension.

	FY22 Budget	FY22 YTD	FY22 Estimate	Difference
Police Administration (20.10)	150,510	75,258	634,200	483,690
Police Patrol (20.20)	1,055,300	527,668	4,447,000	3,391,700
Police Support Services (20.22)	229,520	114,764	967,200	737,680
Total	1,435,330	717,689	6,048,400	4,613,070

Fund Balance: As proposed, the amendments will reduce the General Fund budgetary fund balance by \$4,613,070, which is the amount necessary to cover the 2020 unfunded liability of the Police Pension Fund. The net available fund balance for the General Fund as of December 31, 2022 is estimated to be \$14,508,289, which remains above the minimum 25% of total budgeted expenditures.

FINANCIAL IMPACT

As described above.

ATTACHMENTS

1. Proposed Budget Amendment Ordinance

RECOMMENDED MOTION

Motion to approve an Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2022.

VILLAGE OF LAKE IN THE HILLS

Ordinance No. 2022-_____

**An Ordinance Approving a Budget Amendment
to the Operating Budget for the
Fiscal Year Ending December 31, 2022**

WHEREAS, the Village of Lake in the Hills, an Illinois municipal corporation (the "Village"), situated in McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions to provide for the financial welfare of the Village and its residents, as granted in the Constitution of the State of Illinois; and

WHEREAS, the Village of Lake in the Hills acting by and through its President and Board of Trustees has previously approved an Operating Budget for the Fiscal Year ending December 31, 2022 as part of Ordinance No. 2021-45; and

WHEREAS, the Village of Lake in the Hills acting by and through its President and Board of Trustees has previously approved five Operating Budget Amendments for the Fiscal Year Ending December 31, 2022 as part of Ordinance No. 2022-07, Ordinance No. 2022-09, Ordinance No. 2022-13, Ordinance No. 2022-21, and Ordinance No. 2022-28; and

WHEREAS, it is necessary and appropriate to delete, add to, or otherwise change certain sub-classes within object classes and certain object classes themselves in said Operating Budget as provided in Exhibit A to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF LAKE IN THE HILLS, McHenry County, Illinois, as follows:

SECTION 1: That amendments to the Operating Budget for the Fiscal Year Ending December 31, 2022 are hereby approved in the form and content as provided in Exhibit A which is attached hereto and made a part thereof.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder

thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect immediately from and after its passage by a vote of two-thirds of the corporate authorities and approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Passed this 8th day of September, 2022 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
Trustee Wendy Anderson	_____	_____	_____	_____
President Ray Bogdanowski	_____	_____	_____	_____

APPROVED THIS 8TH DAY OF SEPTEMBER, 2022

Village President, Ray Bogdanowski

(SEAL)

ATTEST: _____
Village Clerk, Shannon DuBeau

Published:

Exhibit A

09-08-2022

Village of Lake in the Hills
Budget Transfer/Amendment
For the Fiscal Year Ending December 31, 2022

Account Number	Account Description	Current Budget Amount	Revised Budget Amount	Increase (Decrease)	Amendment Description
GENERAL FUND REVENUES					
100.00.00-41.04	Sales Tax	3,128,000	3,378,695	250,695	
	TOTAL GENERAL FUND REVENUES			250,695	
GENERAL FUND EXPENDITURES					
100.12.00-50.04	Salaries & Wages Full Time	626,000	614,239	-11,761	Consultant compensation due to staff transition.
100.12.00-60.24	Professional Other Professional	12,330	22,371	10,041	Consultant compensation due to staff transition.
100.12.00-63.12	CS Printing & Copying	5,760	7,480	1,720	Volatile pricing for paper for biannual newsletter.
100.14.00-50.12	Salaries & Wages Part Time	42,450	29,870	-12,580	Part-time Economic Development Coordinator position was not filled.
100.14.00-60.08	Professional Engineering	0	12,580	12,580	Engineering costs related to Community Development transferred from PW-Admin.
100.20.10-51.12	Taxes & Benefits Police Pension	150,510	634,200	483,690	Increased pension contributions.
100.20.10-60.16	Professional Medical	2,960	11,670	8,710	Random drug testing afterhours fee increase several new hires.
100.20.10-62.20	Utilities Telephone	35,742	25,437	-10,305	Cell service provided at no cost to law enforcement through T-Mobile. Converted Call One POTs lines to Comcast.
100.20.10-72.16	Operating Supplies Uniforms & Protective Clothing	4,705	6,300	1,595	Additional badge sets needed for three vacancies.
100.20.20-50.04	Salaries & Wages Full Time	3,275,980	3,303,300	27,320	Two new hires above authorized levels, and lump sum retirement payouts
100.20.20-50.20	Salaries & Wages Over Time	211,440	262,000	50,560	Additional coverage necessary for two officers out on extended medical leave and one unexpected officer resignation.
100.20.20-51.12	Taxes & Benefits Police Pension	1,055,300	4,447,000	3,391,700	Increased pension contributions.
100.20.20-52.04	Prof Devel Conference/ School/ Training	29,710	36,735	7,025	Unanticipated need to send three (3) officers to basic academy.
100.20.20-70.28	Supplies & Parts Vehicles	12,000	20,000	8,000	Unanticipated expenses related to the maintenance of patrol vehicles.
100.20.20-72.16	Operating Supplies Uniforms & Protective Clothing	45,895	60,655	14,760	Unanticipated need for three initial issues for officers.
100.20.22-50.20	Salaries & Wages Over Time	24,030	27,000	2,970	Extended MIAT call-outs.
100.20.22-51.12	Taxes & Benefits Police Pension	229,520	967,200	737,680	Increased pension contributions.
100.20.22-51.20	Taxes & Benefits Health & Life Insurance	257,810	249,509	-8,301	Reduction in health insurance premiums due to vacancies during recruitment periods.
100.20.22-70.28	Supplies & Parts Vehicles	300	2,100	1,800	Unanticipated vehicle repair needs.
100.20.22-72.12	Operating Supplies Fuel & Petroleum Supplies	5,369	7,300	1,931	Fuel expenses continue to be higher than anticipated.
100.20.22-72.16	Operating Supplies Uniforms & Protective Clothing	7,195	8,795	1,600	Need for initial issue for two (2) Records Clerks.
100.30.10-50.04	Salaries & Wages Full Time	360,230	368,600	8,370	Final pay due to staff transition.
100.30.10-51.20	Taxes & Benefits Health & Life Insurance	80,240	86,800	6,560	Increase due to staff transition.
100.30.10-51.28	Taxes & Benefits Other Employee Benefits	6,170	9,400	3,230	Increase due to staff transition.
100.30.30-52.04	Prof Devel Conference/ School/ Training	4,040	5,900	1,860	Chainsaw and felling training was performed.
100.30.30-70.16	Supplies & Parts Equipment	8,000	12,000	4,000	Sweeper maintenance and trailer tires.
100.30.30-72.08	Operating Supplies Ice & Snow Controls	138,600	132,740	-5,860	Reduced road salt prices.

Account Number	Account Description	Current Budget Amount	Revised Budget Amount	Increase (Decrease)	Amendment Description
100.30.32-60.24	Professional Other Professional	84,693	64,693	-20,000	Parks Master Plan was not completed in FY22 due to staff transition.
100.30.32-62.08	Utilities Natural Gas	17,808	34,380	16,572	Significant increases in the cost of natural gas in FY22.
100.30.32-62.20	Utilities Telephone	28,960	10,064	-18,896	Savings from converting from Call One to Comcast for POTs lines and Fox Valley Fire for alarms.
100.30.32-70.04	Supplies & Parts Grounds	16,850	22,600	5,750	Costs associated with creating new pollinator garden, partially offset by contributions.
100.30.32-70.08	Supplies & Parts Buildings & Structures	32,950	41,200	8,250	Supplies and parts necessary for skate park lighting to deter vandalism.
100.30.32-72.04	Operating Supplies Operating Supplies	53,326	61,650	8,324	2 E. Oak preschool improvements, logo mats and portable pitcher's mound.
100.60.00-51.20	Taxes & Benefits Health & Life Insurance	47,350	53,300	5,950	Open enrollment plan changes
100.60.00-51.28	Taxes & Benefits Other Employee Benefits	1,680	2,900	1,220	Increased participation in sick time buy back program.
100.60.00-61.16	Maintenance Equipment	5,020	6,500	1,480	Multiple unplanned phone server failures this year that required contractual assistance.
100.60.00-61.24	Maintenance Computers	315,695	307,045	-8,650	Village had savings from carryover of budgeted hours for IT support from FY21.
100.65.00-50.04	Salaries & Wages Full Time	235,230	291,000	55,770	New Parks and Recreation Director position filled mid-year.
100.65.00-50.12	Salaries & Wages Part Time	182,100	226,900	44,800	Wage increase for PT staff to remain competitive and attract applicants. Math error identified in the budgeted number of preschool hours.
100.65.00-51.04	Taxes & Benefits FICA	32,480	42,900	10,420	New Parks and Recreation Director position filled mid-year.
100.65.00-51.08	Taxes & Benefits IMRF	22,170	27,100	4,930	New Parks and Recreation Director position filled mid-year.
100.65.00-51.20	Taxes & Benefits Health & Life Insurance	57,550	66,500	8,950	New Parks and Recreation Director position filled mid-year.
TOTAL GENERAL FUND EXPENDITURES				4,863,765	



REQUEST FOR BOARD ACTION

MEETING DATE: September 6, 2022

DEPARTMENT: Public Works

SUBJECT: Award of contract for the Plote Baseball Field LED Lighting Upgrade Project

EXECUTIVE SUMMARY

Staff seeks a motion to award a contract to Dominion Lighting and Solar Inc. of Oak Brook, IL for the Plote Baseball Field LED Lighting Upgrade Project in the amount of \$256,272.

The lighting at Plote Field currently consists of obsolete high-pressure sodium (HSP) bulbs, which require annual replacements of many of the lights to ensure proper field illumination. The Village was made aware of incentives being offered by ComEd and participating lighting distributors to convert HSP bulbs to energy-saving LED lighting. The incentive itself varies based on the scope of the project, but ranges from 30-75% of the project cost. In addition, after installation, ComEd estimates the annual energy savings to be approximately \$0.0896 per kWh.

The project was included in the Capital Improvement Fund for completion in FY22 at a cost of \$85,000, with offsetting revenues in the amount of \$60,000 from the ComEd incentives, bringing the budgeted total net cost of the project to \$25,000.

A request for proposal was posted on the Village's website, and published in the local paper. On August 12, a single responsive bid was opened from Dominion Lighting at a cost of \$256,272. While the project cost is considerably higher than initially budgeted, the ComEd incentive increased to \$149,105, which is approximately 58% of the total project cost. The net cost of the project is \$107,167, exceeding the Village's budget by \$22,167.

In an effort to better align the project with the budget, staff reviewed the specifications for possible savings. It was identified that the replacement of the cross-arms could be removed without critically impacting the project. The elimination of the cross-arms would reduce the project cost by \$35,000, bringing it to \$221,272. It is also expected that the incentive would be equally reduced. Assuming the Village would continue to receive an incentive amounting to approximately 58% of the project cost, this would equal approximately \$128,741, bringing the net cost to an estimated \$92,531, which exceeds the budget by \$7,531. The ROI would be as low as a single year based on ComEd's estimated annual savings per kWh for a similar project.

Procedurally, in order to reduce the scope of the project, the Board would first need to award the contract in full, then immediately approve a change order to remove the cross-arms from the project for a savings of \$35,000. This is the staff recommendation for this project. While the cost remains significantly over budget, the annual kWh savings from converting to LED would offset the Village's expenses. In addition to being more cost effective, this solution would also improve operational efficiency as the useful life of the bulbs would be as much as 30,000 to 50,000 hours or longer. Finally, the funds from ComEd are

currently available on a first come, first serve basis. The Village may not be able to access the incentives in the future, which would place the full burden of the cost on the Village.

Dominion Lighting is an Energy Efficiency Service Provider and meets ComEd's certification requirements for incentive eligibility. While the Village has not previously worked with Dominion Lighting, their references have all provided positive responses. The Elk Grove Park District, who has contracted Dominion for multiple field lighting upgrades similar to this project, was complimentary of their professionalism.

FINANCIAL IMPACT

This project was included in the Capital Improvement Fund for completion in FY22 at a cost of \$85,000, with offsetting revenues in the amount of \$60,000 from the ComEd incentives, bringing the budgeted total net cost of the project to \$25,000.

If the Village awarded the full scope of the project to Dominion Lighting, the cost would be \$256,272, offset by \$149,105 in ComEd incentives, bringing the total net cost of the project to \$107,167. This exceeds the Village's budget by \$22,167.

By reducing the scope of the project to eliminate the cross-arms, the Village would save an additional \$35,000, bringing the cost to \$221,272, offset by an estimated \$128,741 in ComEd incentives. The net cost would be estimated at \$92,531, which exceeds the budget by \$7,531. There are sufficient funds available in the Capital Improvement Fund to cover these costs.

For a similar outdoor lighting project, ComEd estimates annual energy savings of 743,558 kWh. At an average retail price of \$0.0896 per kWh, the savings could be as much as \$66,623 per year.

ATTACHMENTS

1. RFP Results
2. Bid Certification Form
3. Resolution
4. Change Order #1

RECOMMENDED MOTIONS

- 1) Motion to award a contract to Dominion Lighting in the amount of \$256,272 for the Plote Baseball Field LED Lighting Upgrade Project.
- 2) Motion to approve a Resolution and change order to the contract with Dominion Lighting and Solar Inc. for the Plote Baseball Field LED Lighting Upgrade Project to remove the cross-arms and reduce the amount of the award by \$35,000.

Lake in the Hills Public Works Department

MEMORANDUM

To: Ryan McDillon, Public Works Director
From: Scott Parchutz, Public Properties Superintendent
Date: August 12, 2022
Subject: RFP Results – Plote Baseball Field LED Lighting Upgrade Project

The RFP opening for the Plote Baseball Field LED Lighting Upgrade Project was held at the Public Works Facility located at 9010 Haligus Rd, Lake in the Hills, IL, on Friday, August 12, 2022 at 10:00 a.m. Robert Lee from Dominion Lighting, Inc. attended. Those present from the Village of Lake in the Hills Public Works Department were Peter D’Agostino – Administrative Services Manager, Sunni Butler – Administration Specialist I and Scott Parchutz - Public Properties Superintendent. Peter D’Agostino from the Village of Lake in the Hills Public Works Department opened and read aloud the following sealed RFP submittal:

Company	Item	Bid Amount	Bidder Acknowledges Addendum #1
Dominion Lighting, Inc. (Oak Brook, IL)	Incentive from ComEd	\$149,105.00	YES
	Village’s out-of-pocket cost	\$107,167.00	
	Total Project Cost	\$256,272.00	

The RFP opening concluded at 10:06 a.m. Village staff will review the RFP submittal and plan to make a recommendation to the Village Board of Trustees at an upcoming Village Board of Trustees meeting.

APPENDIX 4

VILLAGE OF LAKE IN THE HILLS
BID CERTIFICATION FORM
Plote Baseball Field LED Lighting Upgrade Project

CONTRACTOR'S NAME: Dominion Lighting, Inc.

ADDRESS: 900 Jorie Blvd. Suite 195

 Oak Brook, IL 60523

1. COST OF WORK:

The undersigned, having familiarized [himself/herself] with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the INSTRUCTION TO BIDDERS, hereby affirms and agrees to enter into a contract with the Village of Lake in The Hills, Illinois;

The undersigned hereby also certifies that in accordance with 710 ILCS 7/33E-11 that the Bidder is not barred from submitting a bid for this contract as a result of a violation of either Section 33E-3 or Section 33E-4 concerning bid rigging, bid rotating, kickbacks, bribery and other interference with public contracts;

To PROVIDE all supervision, labor, material, equipment, and all other expense items to perform completely the entire work covered by all specifications for the entire work;

Project	Price (Not-to-exceed)
Plote Baseball Field LED Lighting Upgrade Project	
Incentive from ComEd	\$ 149,105 *
Villages Out-of-Pocket Cost for the Project	\$ 107,167
Total project cost	\$ 256,272

(based on approval of incentive by the ComEd program, including the 30% bonus effective Aug. 15 - Sept. 14th)

1. COSTS:

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits, and all other work, services, and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the contract documents considered severally and collectively. All bids shall be held valid for a period of 60 days after the bid due date.

The undersigned hereby also certifies that this bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder or person, to put in a sham bid or to refrain from submitting a bid; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposed price elements of said bid, or that of any other Bidder, or to secure any advantage against any other Bidder or any person interested in the proposed contract.

The undersigned hereby also certifies in accordance with 65 ILCS 5/11-42.1-1 that the Bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless the amount and/or liability is being properly contested in accordance with the procedures established by the appropriate revenue act

The undersigned hereby also certifies in accordance with 720 ILCS 5/33 E that the Bidder will not participate in bid rigging and/or rotating, kickbacks, bribery, and other related interference with public contracts. The statute requires that a

certification by submitted by a bidder specifically attesting to the provisions of 5/33E-3 and 5/33E-4. The undersigned hereby also certifies in accordance with 775 ILCS 5/2-105 that the Bidder must furnish evidence of adoption of a written policy on sexual harassment pursuant to the statute. The Village's interpretation of this statute is that such a policy does not have to be submitted with the bid, but the Bidder must have one in order to receive a contract.

The undersigned hereby also certifies that the bid follows all other applicable federal, state, and local laws.

4. TIME OF COMPLETION:

The undersigned affirms and declares that if awarded the contract for the **Plote Baseball Field LED Lighting Upgrade Project** they will completely perform the contract in strict accordance with its terms and conditions in accordance with the timeframes found within the specifications.

5. SPECIFICATIONS:

The undersigned will furnish all labor, material, equipment, and services necessary for said **Plote Baseball Field LED Lighting Upgrade Project**, in accordance with the following specifications as described on the specifications page.

6. CONDITIONS:

The Village is exempt from federal excise tax and the Illinois Retailers' Occupation Tax.

The undersigned hereby certifies that this proposal does not include any amounts of money for these taxes.

To be valid, bids shall be itemized so that selection for purchase may be made, there being included in the price of each item the cost of delivery, insurance, bonds, overhead, and profit.

The Village shall reserve the right to add to or deduct from the base bid and/or alternate bid any item at the prices indicated in the itemization of bid.

Dated at 1:35 PM this 11th day of August, 2022.

By: [Signature]
(Signature)

Its: President
Title

Angel Diaz, being duly sworn, deposes and states that he/she is the President of Dominion Lighting and that the statement above is

true and correct. Subscribed and sworn before me this 11th day of August, 2022



Veronica Diaz
Notary Public

VILLAGE OF LAKE IN THE HILLS

Accepted this _____ day of _____, 2022

By: _____
Ray Bogdanowski, Village President

VILLAGE OF LAKE IN THE HILLS

RESOLUTION NO. 2022-_____

**A Resolution approving Change Order 1 to
decrease the purchase order for the
Plote Baseball Field LED Lighting Upgrade Project
with Dominion Lighting and Solar Inc.
from \$256,272.00 to \$221,272.00**

WHEREAS, the Village of Lake in the Hills approved a contract for the Plote Baseball Field LED Lighting Upgrade Project with Dominion Lighting and Solar Inc. on September 8, 2022; and

WHEREAS, in an effort to better align the project cost with the budget, staff reviewed the contract scope of work and determined that replacement of the cross-arms could be removed without critically impacting the project; and

WHEREAS, the Board of Trustees of the Village of Lake in the Hills has determined that the circumstances said to necessitate the foregoing purchase order decrease were not reasonably foreseeable at the time the contract scope of work was written, the change is germane to the original contract as signed and the change order is in the best interest of the Village of Lake in the Hills as authorized by law;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, State of Illinois.

SECTION 1: The foregoing recitals are hereby incorporated herein as if fully set forth as findings of the President and Board of Trustees.

SECTION 2: The change listed above set forth in this resolution is incorporated herein and made a part hereof, shall be hereby are approved.

SECTION 3: This Resolution shall constitute the written determination required by Section 33E-9 of Article 33E of the Criminal Code of 1961 and shall be in full force and effect from and after its adoption.

Passed this 8th day of September, 2022 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
Trustee Wendy Anderson	_____	_____	_____	_____
President Ray Bogdanowski	_____	_____	_____	_____

APPROVED THIS 8th DAY OF SEPTEMBER, 2022

Village President, Ray Bogdanowski

(SEAL)

ATTEST: _____
Village Clerk, Shannon DuBeau

Published: _____

CHANGE ORDER

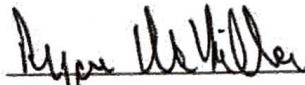
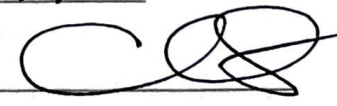
No. One

Project: Plote Baseball Field LED Lighting Upgrade Project	Date Prepared: <u>September 2, 2022</u>
Owner: Village of Lake in the Hills 9010 Hallgus Road Lake in the Hills, Illinois 60156	
Contractor: Dominion Lighting and Solar 900 Jorie Blvd. Suite 195 Oak Park, Il. 60523	Project Manager: <u>Scott Parchutz</u>
Contract: Plote Baseball Field LED Lighting Upgrade Project	Project No.: _____

You are directed to make the following changes in the Contract Documents.

The change order removes the replacement of the existing cross-arms.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIME:
Original Contract Price <u>\$256,272.00</u>	Original Contract Time No change _____ days or date
Previous Change Orders NO. 1 <u>None</u>	No change _____ days
Contract Price prior to this Change Order <u>\$256,272.00</u>	Net change from previous Change Orders No change _____ days
Net decrease of this Change Order <u>\$35,000.00</u>	Contract Time Prior to this Change Order No change _____ days or date
Contract Price with all approved Change Orders <u>\$ 221,272.00</u>	Net Increase or decrease of this Change Order No change _____ days
	Contract Time with all approved Change Orders No change _____ days or date

<p style="text-align: center;">RECOMMENDED</p> <p>Date: <u>7-3-22</u></p> <p style="text-align: center;"></p> <p>By: Public Works Owner</p>	<p style="text-align: center;">AGREED</p> <p>Date: <u>9/2/22</u></p> <p style="text-align: center;"></p> <p>By: Dominion Lighting and Solar Contractor</p>	<p style="text-align: center;">APPROVED</p> <p>Date: _____</p> <p style="text-align: center;">_____</p> <p>By: Village of Lake in the Hills Owner</p>
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