



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JANUARY 24, 2023

Call to Order

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

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

Also present were Village Administrator Shannon Andrews, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Ryan McDillon, Parks & Recreation Director Trevor Bosack, Director of Community Development John Svalenka, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Public Works

Request to Waive Competitive Bidding and Purchase Water Meters

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to waive the competitive bidding process and purchase water meters and meter parts from Water Resources, Inc. of Elgin, IL.

To support projected growth and necessary maintenance throughout the year, the Village's water system requires new water meters, replacement water meters, and replacement parts. The number of meters, parts, and equipment needed for 2023 was determined based on historical meter replacement information and projected growth estimates from the Community Development Department. Water Resources Inc. is the sole regional supplier of the Neptune E-Coder R900i water meters compatible with the Village's water meter reading system. A recommendation memo and 2023 water meter price list are attached to the agenda for your review and consideration.

Financial Impact

The 2023 Village Budget includes \$64,360.00 in the Water Fund for the procurement of new water meters, replacement water meters, and replacement parts.

Staff recommends a motion to waive the competitive bidding process and approve the purchase of new water meters, replacement water meters, and replacement parts from Water Resources Inc. of Elgin, IL, for FY23 in an amount not to exceed \$64,360.00.

President Bogdanowski asked when this project was last bid out. Director McDillon stated that the Village has used Neptune water meters for several years and explained that Water Resources is the sole distributor of these meters in our area.



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

Request to Approve the 2023 Grounds Maintenance Services Bid

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval of the bid for 2023 grounds maintenance services with Mark I Landscaping at a cost not to exceed \$500,612.01.

In 2021, the Village issued an RFP for grounds maintenance services at various locations throughout the Village. In March of 2021, the Village Board awarded Mark I Landscaping a contract for grounds maintenance services with an initial one-year term in 2021, and two additional optional years for the 2022 and 2023 seasons. The Village exercised the option to extend the contract in 2022. Due to Mark 1's performance over the past two years, staff again recommends extending the contract for the second option year for ground maintenance services in 2023. The 2023 cost of \$500,612.01 represents an increase of approximately 3.6 percent from 2022. A recommendation memo from the Public Works Streets Superintendent is attached to the agenda for your review and consideration.

Financial Impact

The Village's Fiscal Year 2023 Budget includes \$500,612.01 for this contract (\$305,430.60 in the General Fund, \$9,403.00 in the Water Fund, and \$185,778.41 in the Special Service Areas Fund).

Staff recommends a motion to approve Optional Year (2) April 3, 2023—November 3, 2023 of the grounds maintenance services contract with Mark I Landscaping at a cost not to exceed \$500,612.01.

Trustee Huckins asked when the next bid will take place. Director McDillon stated that it will take place next year.

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

Request to Award a Contract for the 2023 Asphalt Parking Lot and Bike Path Replacement Project

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract to Schroeder Asphalt Services, for the 2023 asphalt parking lot and bike path replacement projects, for an amount not to exceed \$69,988.50.

Staff released a Request for Proposal (RFP) for parking lot and bike path asphalt work on December 7, 2022. The RFP was posted on the Village's website and an invitation to bid was sent to fifty-three vendors and published in the Northwest Herald. Public Works received and opened ten sealed proposals on January 13, 2023. Schroeder Asphalt Services of Huntley, IL was the lowest responsible bidder at \$69,988.50. The Village has previously contracted with Schroeder Asphalt Services for asphalt work and has been satisfied with their service and the company. The RFP results, a recommendation letter, and the bid certification form are attached to the agenda for your review.



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Financial Impact

The 2023 Village Budget includes a total of \$92,400.00 for the replacement of Ryder Park parking lot and a section of the Miller Road bike path in the Capital Improvement Fund. The Ryder Park parking lot is \$35,508.50, which is \$11,891.50 under the budgeted amount of \$47,400.00 and the Miller Road bike path is \$34,480.00, which is \$10,520.00 under the budgeted amount of \$45,000.00. In total, this project is \$22,411.50 under budget.

Staff recommends a motion to accept the bid and award a contract to Schroeder Asphalt Services, for the 2023 asphalt parking lot and bike path replacement projects, for an amount not to exceed \$69,988.50.

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

Request to Approve the Purchase of a Tractor

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to purchase a tractor from Johnson Tractor, through the Sourcewell Purchasing Cooperative in the amount of \$56,219.48.

The FY23 Village Budget includes \$57,250.00 for the purchase of a new tractor to replace the Village's existing 1995 Kubota tractor. The Public Properties Division uses this tractor to conduct athletic field maintenance, which requires that the tractor have a lighter footprint than the other full-size tractor that the Streets Division utilizes for detention and street maintenance work. Public Properties Division staff researched several replacement options and recommended replacing their existing tractor with a new Kubota tractor. The Sourcewell Cooperative offers the lowest price for a new Kubota tractor and attachments through Kubota Tractor Corporation distributor, Johnson Tractor of Harvard, IL. Cooperatives, such as the Sourcewell Purchasing Cooperative, are aggregated joint purchasing programs that receive competitive bid prices for vehicles and equipment for governmental purchase. Chapter 17.08 of the Municipal Code recognizes joint purchasing programs as an acceptable substitute to a formal competitive bid.

Financial Impact

The Village's FY23 Budget includes \$57,250.00 for the purchase of the new tractor in the Capital Improvement Fund. The total cost for the tractor is \$56,219.48, which is \$1,030.52 under budget.

Staff recommends a motion to approve the purchase of a tractor from Johnson Tractor, through the Sourcewell Purchasing Cooperative in the amount of \$56,219.48.

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

Request to Award a Tree Purchase Contract to Kankakee Nursery Co.

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a three-year contract to Kankakee Nursey Co. for the purchase and delivery of trees in 2023, 2024, and 2025.

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Village staff released a Request for Proposal (RFP) for Tree Purchase Services on December 1, 2022. The RFP invitation was sent to thirty vendors, posted on the Village's website, and published in the Northwest Herald. Public Works received and opened four sealed proposals on January 6, 2023. In comparing the RFP submittals, Kankakee Nursery supplied the lowest pricing for more tree species than any other vendor over a three-year period. Therefore, staff recommends entering into a three-year contract with Kankakee Nursery Co. to purchase trees in 2023, 2024, and 2025.

The RFP results and the bid certification form are attached to the agenda for your review.

Financial Impact

The Village's 2023 budget includes \$31,000.00 for the purchase of trees. The budget includes \$20,000.00 in the General Fund, \$1,000.00 in the Water Fund, and \$10,000.00 total from seven Special Service Area Funds.

Staff recommends a motion to accept the proposal and award a three-year contract to Kankakee Nursery Co. for the purchase and delivery of trees in 2023, 2024, and 2025.

Trustee Dustin questioned the cost distribution over the proposed timeframe. Director McDillon explained that the prices listed in the proposal are per tree per year, which will cover about 160 trees per year—noting that some trees are more costly than others. Administrator Andrews added that the total cost per year is \$31k, meaning that tree purchases will be capped at \$31k per year.

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

Request to Approve an Airport Ground Lease for Hangar PAP-13

Presented by Public Works Director Ryan McDillon

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangars. Larry Edwards is requesting a new ground lease in the name of his LLC, Sands Road, on Hangar PAP-13. This lease is for the period of January 27, 2023, to January 26, 2043. The lease includes an option to renew for four additional five-year terms.

Mr. Edwards has signed the appropriate lease form and has provided acceptable proof of insurance.

Financial Impact

The Airport Fund will receive \$2,343.36 annually from the ground lease, 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-13 with Sands Road, LLC.

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



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Board of Trustees

Trustee Dustin and Director Svalenka briefed the Board on a Planning and Zoning presentation in which Plote requested to lease out their Rt. 31 property for outdoor truck storage. The 25-acre property has the potential to store up to 400 trucks. Plote is expected to apply for conditional uses and variations. Staff recommends temporary limits in order to maintain the option for future development should the area receive water and sewer access.

A traffic study from KLOA showed that restriping the Rt. 31 U-turn lanes to left-turn lanes is the only traffic change needed to accommodate this use.

Trustee Huckins questioned the current zoning. Director Svalenka stated that the area is zoned M-1 (Limited Manufacturing District).

President Bogdanowski asked for the status of the water and sewer plan. Administrator Andrews explained that staff are exploring options while working to develop a long-term vision. This information will be presented to the Board at a future meeting.

President

None.

Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:52 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk