



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

FEBRUARY 21, 2023

Call to Order

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

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

The Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Request to Approve an Ordinance Authorizing the Disposal of Surplus Property

Presented by Village Administrator Shannon Andrews

The Illinois Municipal Code requires adoption of an Ordinance to dispose of surplus property. The Village property listed in Exhibit A on the agenda is no longer necessary or useful to the Village. In order to allow for disposal or sale, the Ordinance (attached to the agenda) declares the property as surplus. The Ordinance authorizes the Village Administrator to determine the appropriate means of disposal. Staff will sell items of value and dispose of other items appropriately.

Financial Impact

Any money received from the sale of these items will be returned to the appropriate fund.

Staff recommends a motion to adopt the ordinance declaring Village property as surplus.

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

Request to Approve an Ordinance Accepting a Land Donation

Presented by Village Administrator Shannon Andrews

In November 2022, the Village was approached by an attorney for two vacant properties on Plum Street in Lake in the Hills currently held in a trust. The trustee had not previously been successful selling the properties and was interested in donating the land to the Village instead.

Located on the far west side of Plum Street, these properties are situated in between two homes that experience significant rear yard flooding. Having received numerous complaints from Plum Street property owners, in the



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summer of 2022, staff worked with the adjacent jurisdictions to determine if there was a viable solution that would provide relief from the flooding. Unfortunately, no immediate or cost-effective solution could be identified. The parcels in question would not be considered buildable, as they share the Houghton Muck soil that exists in the neighboring nature preserve and natural wetland. This soil will continue to experience lateral groundwater seepage.

The recommendation is to accept the donation of the land to remove the parcels from the tax rolls. Once the Village accepts the parcels, staff would file the necessary documents to convert the parcels to tax exempt.

Financial Impact

The Village would consider the 2021 Assessed Value of each of the properties to be the most accurate reflection of their value, which would be calculated as follows:

- PIN #19-20-401-004; 2021 Assessed Value is \$8,795; Fair Cash Value of \$26,390.00.
- PIN #19-20-401-005; 2021 Assessed Value is \$7,538; Fair Cash Value of \$22,620.00.

Total Value of Donation: \$49,010.00

Property taxes on each of these parcels have had a history of going to tax sale. While the 2021 taxes have been resolved by third parties, the Village would be responsible for any 2022 and 2023 taxes generated through the date of acceptance. The costs associated with these taxes are estimated as follows:

- PIN #19-20-401-004 – 2022 Taxes - \$858.19, 2023 Taxes - \$143.03, Total Estimated Taxes - \$1,001.22
- PIN #19-20-401-005 – 2022 Taxes - \$735.47, 2023 Taxes - \$122.58, Total Estimated Taxes - \$858.05

Total Estimated Cost to the Village: \$1,859.27

Should any viable claims on the property surface that challenge ownership, the liability to the Village is the value of those tax payments.

Staff recommends a motion to approve the Ordinance accepting a Trustee's Deed for the donation land for parcels 19-20-401- 004 and 19-20-401-005 at a total estimated value of \$49,010.00.

Trustee Bojarski asked how the Village will use the parcels. Administrator Andrews stated that the Village will retain them as vacant land and they will remain heavily wooded properties.

Trustee Dustin asked if the owner adjacent has experienced similar issues. Administrator Andrews noted that they have experienced seepage. She explained that fill material was used during construction but it has since been transitioned to Houghton Muck.

Trustee Anderson asked how many properties are involved. Administrator Andrews stated that 10-12 parcels have been affected.



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President Bogdanowski asked if there is still a possible solution to help some of the homeowners. Administrator Andrews stated that most of the studies focused on the creek in the rear of the parcels. Directing the flow of water toward the creek is a potential option. Trustee Huckins asked if the creek is part of the Woodscreek watershed. Administrator Andrews stated that it is a manmade ditch.

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

Request to Approve a Deputy Public Works Director Position

Presented by Village Administrator Shannon Andrews

Staff is seeking the Board's approval to create the Deputy Public Works Director ("DPW") position at a grade 67, with a minimum starting salary of \$115,283.

The DPW position had previously existed through February of 2018, when the following actions were approved by the Board in an effort to restructure the department:

- The Public Works Director was moved into the role of Community Services Director
- The DPW was promoted to the position of Public Works Director
- The DPW position was to remain vacant through attrition
- Secretary position in the Public Works Department was replaced through the establishment of a Management Analyst position

The Management Analyst was hired in May of 2018 at a starting salary of \$70,000. In January of 2020, in under two years, the position was reclassified as an Administrative Services Manager ("ASM") at a salary of \$82,864. The current salary for the position reached \$97,007 in FY23 before it was recently vacated. Each time the Village experiences the departure of a staff member, it is an opportune time to re-examine the vacated position to determine whether any improvements could be made to our processes or department structure.

When the Management Analyst position was initially created, the intent was to shift the responsibility of operational analysis over to the position, allowing the Director to retain oversight of staff. The position was short lived; however, as the Director required a higher level of support to manage the operations and the administrative staff, who were no longer assigned to a specific division. The ASM position became a hybrid between the Management Analyst and the DPW, with an emphasis on overseeing the administrative functions of the department.

For the past two years, the ASM position has been a successful alternative to the DPW position, with the significant exception of the position's lack of opportunity for forward progression. This is one of the reasons the position is vacant today. The challenge is that individuals hired into this role are competing for forward advancement against Superintendents and/or Crew Leaders with direct operational experience. It is that experience within the operational divisions that sets the DPW apart from the ASM position. Unfortunately, it leaves the ASM with very limited opportunity for advancement or opportunity to develop their operational skills.



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Since the promotion of Ryan McDillon to the position of Public Works Director in 2022, the department has been running efficiently and with a sense of teamwork and cooperation. The establishment of the DPW position would allow him to further delegate some of his workload in order to maintain balance and be able to focus on implementing the long-term goals and objectives of the department. The presence of a DPW also supports the Superintendents being more active in the field, allowing them to identify opportunities for efficiencies and improvements, while being an active resource to their staff.

Under the direction of the Public Works Director, the DPW would resume the role of being on the frontline of department oversight. With enhanced knowledge and understanding of public works operations, they would recommend policies and procedures that would increase efficiency and department safety. They would be responsible for supervising the administrative staff, as well as the activities of consultants, contractors, and engineers. The individual would serve as an additional liaison working with outside agencies such as IDOT, MCDOT, MCCG, and the IEPA, to name a few. Most importantly, the addition of the DPW position provides existing staff an opportunity to continue striving for professional growth in the future. The value of investing in employee retention often goes unmeasured.

Financial Impact

The Village's FY23 budget includes \$97,007 in salary for the Administrative Services Manager position that was recently vacated. The minimum starting salary for the Deputy Public Works Director position would be \$115,283, which is \$18,276 over the budgeted amount in the Public Works - Administration Division. In the current year, the additional cost should be offset by the savings during the vacancy; therefore, it is not expected to require a budget amendment. The FY24 budget would feel the full impact of the additional cost for the new position.

Staff recommends a motion to approve the creation of the Deputy Public Works Director position in the Village of Lake in the Hills at a grade 67, with a minimum starting salary of \$115,283.

Trustee Huckins asked if the Village has identified internal candidates. Administrator Andrews stated that the Village strives to promote growth from within, however, a specific candidate has not been identified.

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

Request to Reject Bids and Waive Competitive Bidding for the 2023 Laptop and Desktop Replacements

Presented by Assistant Village Administrator Ashley Eccles

Staff is seeking the Board's approval to reject all bids and waive competitive bidding for the 2023 Laptop and Desktop replacement purchases. The Village's FY23 budget includes funds for the replacement of hardware that is over 5 years old and/or beyond its useful life. The budget includes \$19,300.00 for Desktop PCs and \$11,910.00 for Laptop PCs along with their associated docking stations, for a total of \$31,210.00. The Public Works Department also needs a new precision tower for the sign shop. The FY23 budget did not include funds for this tower; however, it was combined in the same bid to lower the cost.



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The RFP was posted on January 26, 2023, and the bid opening was held on Monday, February 13, 2023. The Village received five responses ranging from a high of \$39,921.86 to a low of \$19,058.90 from Dell Marketing, with just one bid exceeding the budgeted amount (Exhibit A). Unfortunately, the response from Dell Marketing did not accept the terms of the RFP and was submitted in the form of a quote instead (Exhibit B), making it non-responsive. The next lowest bid was from Global IT Enterprises in the amount of \$25,849.37. While under budget, this remains \$6,790.47 over the quote provided by Dell.

Staff is recommending that the Board consider rejecting all bids and waive competitive bidding for the 2023 Laptop and Desktop replacements. This will allow staff to work independently with Dell Marketing and their cooperative to secure the lowest pricing. While there is a degree of risk that the price will increase after rejecting the bids, staff feels comfortable moving forward based on the sizeable gap in price between Dell and the next lowest bid. Staff has reviewed the specifications of the equipment quoted by Dell to confirm that it matches the requirements of the RFP.

Financial Impact

The FY23 budget includes \$31,210 for the purchase of new equipment. A rejection of the bids could result in an increase in the cost of the equipment; however, there is greater potential for significant cost savings of approximately \$6,790.47.

Staff recommends a motion to reject all bids and waive competitive bidding for the 2023 Laptop and Desktop replacements.

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

Finance

Request to Approve Auditing Services for Fiscal Year Ended December 31, 2022

Presented by Finance Director Pete Stefan

On January 6th, the Village issued a Request for Proposal (RFP) for Auditing Services. A notice regarding the availability of the RFP was published in the Northwest Herald and twelve auditing firms comprised of those that audit our comparable communities as well as all others listed under audit services in the Illinois Government Finance Officers Association's member directory and services guide were directly notified by email of the availability of the RFP.

The RFP for Auditing Services was issued to ensure the Village was receiving competitive pricing for its required annual audit. The annual audit is one of the largest undertakings of the Finance Department as significant time and energy is expended by staff over a period of 6-8 months from start to finish.



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A total of three proposals were received by the February 3rd due date from GW & Associates, PC, Lauterbach & Amen, LLP, and Sikich LLP. The RFP requested auditing services for the Fiscal Year Ended December 31, 2022 with four optional years for FY23 to FY26 at the Village’s discretion.

The RFP required the proposers to submit various documents including a letter of transmittal, an executive summary, a scope of services, company background, audit proposal, cost proposal, and a fiscal 2022 implementation plan. The cost breakdown is as follows in “not-to-exceed” amounts assuming a Single Audit is required on an annual basis (a Single Audit is needed if the Village expends \$750,000 or more of Federal Funds in any given fiscal year):

Fiscal Year	GW & Assoc.	Lauterbach & Amen (2)	Sikich (3)
2022	\$ 28,450	\$ 35,010	\$ 36,750
2023	\$ 29,200	\$ 36,100	\$ 38,590
2024	\$ 30,000	\$ 37,100	\$ 39,755
2025	\$ 30,850	\$ 38,200	\$ 40,945
2026	\$ 31,750	\$ 39,300	\$ 42,185
Total Fees Proposed (1)	\$ 150,250	\$ 185,710	\$ 198,225
Average Annual Fee	\$ 30,050	\$ 37,142	\$ 39,645

Notes:

- 1) Assumes a Single Audit is required every year.
- 2) Additional fee of \$1,500 for each Major Program tested after the first program.
- 3) Additional fees apply for implementing new GASB pronouncements.

GW & Associates, PC is a smaller firm with 20 employees based out of Hillside, Illinois, that has been practicing accounting, auditing, and management consulting for 25 years. They complete approximately 50 local government entity audits annually and two of their founding partners were former Finance Directors. References were provided for clients with populations ranging from 4,000 to 57,000.

Lauterbach & Amen, LLP is a mid-size firm with 135+ employees based out of Naperville, Illinois, that has been providing auditing and consulting services for 25 years to over 400 local governments, and compilation and benefit services to over 450 public pension funds. Lauterbach & Amen, LLP currently provides two key professional services to the Village – Police Pension accounting and pension administration services, as well as actuarial services for both the Police Pension Fund and the Village’s postretirement healthcare benefits.

Sikich LLP is a large firm with over 1,500 employees based out of Naperville, Illinois. They rank as one of the Top 30 Certified Public Accounting firms in the country serving clients in all 50 states. Sikich LLP has been the Village’s



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auditing firm since 1994 throughout the Village's growth years and has remained as its auditor through 2022. During the last 30 fiscal years' worth of audits, multiple partners and staff have worked on the Village's annual audit.

The evaluation committee consisting of the Finance Director, Assistant Finance Director, and Accountant independently reviewed each of the three proposals submitted and then ranked each proposal based on Qualifications and Experience, Audit Approach and Timing, and Cost. While evaluations of professional services are not to be based on cost alone, cost was a factor although it was given less weight than the other components. The evaluation committee then met as a group to discuss their individual rankings and to develop a consolidated group ranking. Following this process, a consensus was reached by the committee to advance the proposal submitted by GW & Associates, PC for further consideration.

Sikich LLP certainly has the qualifications and experience, however, their audit plan and timeline indicated the FY2022 audit would not be completed until August which would have required extensions for certain filings and they also submitted the highest cost proposal.

Lauterbach & Amen, LLP also has the appropriate qualifications and experience and presented an audit plan and timeline that would have allowed the Village to meet all of its filing obligations. However, they submitted the second highest cost proposal. They do have more resources at their disposal for issues that may come up throughout the year but for the few times a year that were to occur, the additional cost of their proposal would not be justified from a cost/benefit standpoint.

GW & Associates, PC also has the requisite qualifications and experience, presented an audit plan and timeline that allowed for the Village to meet all of its filing deadlines without the need for extensions, and was also the most cost-effective proposal. Additionally, references provided very positive feedback on the firm's work product, responsiveness, communication, and timeliness. While they don't have as many resources available as the other two proposers, feedback obtained from their references indicated that they would always be responsive to additional requests by researching the issue themselves or referring their clients to the appropriate outside resources to get their questions answered.

Financial Impact

The total fee for auditing services for the Fiscal Year Ended December 31, 2022, will not exceed \$28,450 which includes the cost of a Single Audit. The Police Pension Fund will be responsible for \$1,750 or 50% of the cost of the Police Pension Fund portion of the audit with the Village being responsible for the remaining \$26,700 of the total cost. The FY23 budget includes a total of \$32,800 for auditing services.

Staff recommends a motion to accept the Proposal to Provide Professional Audit Services to the Village of Lake in the Hills from December 31, 2022 through 2026 from GW & Associates, PC and approve the engagement letter for the first year of the agreement for the fiscal year ended December 31, 2022 for a not to exceed total cost of \$28,450.

John Wysocki of GW & Associates was available for questions.



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Trustee Dustin noted the previously discussed burden of training a new auditing firm and asked if this will be an issue. Director Stefan assured him that this will not have a negative impact.

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

Public Works

Request to Award a Contract for Gasoline and Diesel Fuel

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a one-year contract to Al Warren Oil of Hammond, IN, for the purchase and delivery of gasoline and diesel fuel.

Staff released a Request for Proposal (RFP) for gasoline and diesel fuel on January 23, 2023. The RFP invitation was sent to nineteen vendors, posted on the Village's website, and published in the *Northwest Herald*. Public Works received and opened five sealed proposals on February 10, 2023, for a one-, three-, and five-year contract to provide the Village with no lead gasoline and diesel fuel for municipal vehicles and equipment.

The bids are based on the Oil Price Information Service (OPIS) average pricing with a plus or minus markup. OPIS is a company that gathers data from multiple refineries and calculates the daily pricing for all types of fuels. The low bid submitted from Al Warren Oil was a \$0.075 markup per gallon for no lead gasoline, diesel, and winter-blend diesel.

Based on the prices submitted by all vendors and our estimated consumption, Al Warren's bid provides the lowest overall cost to the Village. Public Works has checked their references and the feedback on their service and reliability was very positive. Staff recommends moving forward with a one-year contract, which would lock in the Village at a good rate for the next year. Staff will continue to monitor the market rates for fuel prices and re-evaluate the contract in future years.

Financial Impact

The Village's 2023 General Fund budget includes \$336,729.00 for no lead gasoline and diesel fuel across multiple departments.

Staff recommends a motion to accept the proposal and award a one-year contract to Al Warren Oil for no lead gasoline and diesel fuel.

Trustee Huckins asked if this contract includes the Lake in the Hills Airport. Director McDillon stated that it does not.

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



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Request to Award a Contract for Overhead Garage Door Replacements

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract to Builders Chicago Corporation for the replacement of two overhead doors at Public Works for a total of \$20,018.00.

Staff released a Request for Proposal (RFP) for Overhead Garage Door Replacement on January 31, 2023. The RFP invitation was sent to fourteen vendors, posted on the Village's website, and published in the Northwest Herald. Public Works received and opened four sealed proposals on February 15, 2023, where prices ranged from a high of \$35,800.00 to a low of \$20,018.00 from Builders Chicago Corporation of Elk Grove, IL.

While the Village has not previously worked with Builders Chicago Corporation, their references provided positive feedback related to similar projects. Based on this, staff feels comfortable that they are qualified to perform this work and recommends awarding the Overhead Garage Door Replacement Project to Builders Chicago Corporation of Elk Grove Village in the amount of \$20,018.00.

Financial Impact

The 2023 Village Budget includes \$21,000.00 for this project. The total cost for this project is \$20,018.00, which is \$982.00 under budget.

Staff recommends a motion to award a contract to Builders Chicago Corporation of Elk Grove Village, for the Overhead Garage Door Replacement Project in the amount of \$20,018.00.

Trustee Harlfinger asked for the installation lead time. Director McDillon stated that an installation date will not be determined until the order is placed.

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

Request To Waive the Competitive Bidding Requirements and Award a Contract for the Interzone Transfer Station Design/Build Project

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to waive the competitive bidding requirements and award a contract for the Interzone Transfer Station Rehabilitation Project to Concentric Integration, LLC in the amount of \$120,210.00.

In 2017, staff presented a plan for a multi-year water treatment facility upgrade project for each of the eight Village well houses. The Village completed a design/build project for Well 14 in 2018, Wells 12 and 6 in 2019, Well 11 in 2020, Well 10 in 2021, Well 16 in 2022 and the Well 15 project is currently in progress and scheduled to be completed by March of this year. The projects brought much needed control and process upgrades to the aging water treatment facilities. All projects concluded on time and within budget.



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Staff met with representatives of Concentric Integration, the Village water resources and controls engineer to design the Interzone Transfer Station budgeted in FY23. Similar to the upgrades performed at the wells, the Interzone Transfer Station project consists of upgrading automation, replacing magnetic flow meters, flow valve improvements, and booster pumps improvements.

Financial Impact

The Village's 2023 budget includes \$140,000.00 for electrical and mechanical componentry upgrade work out of account 520.80.20. The Concentric portion of the project will be \$120,210.00, leaving the remaining \$19,790.00 for three (3) high service pump rebuilds.

Staff recommends a motion to waive the competitive bidding requirement and award a contract to Concentric Integration, LLC for the rehabilitation for Interzone Transfer Station design/build project in the amount of \$120,210.00.

Trustee Huckins asked if the Village has worked with Concentric Integration, LLC before. Director McDillon explained that this company has worked on several rehab projects for the Village.

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

Request to Waive the Competitive Bidding Requirements and Award a Contract for The SCADA Alarming Improvements

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to waive competitive bidding requirements and award a contract for the SCADA alarming improvements to Concentric Integration, LLC in the amount of \$29,990.00.

The Village uses ANTX systems, an individual hardware alarm dialer installed at each water plant & tower for alarm notification. This system is no longer manufactured and requires costly plain old telephone service (POTS) lines and has limited flexibility for changes in call out order. In addition, alarms are limited to a partial amount of alarm channels, which are typically less than the number required to report accurate information during alarm situations. Concentric would migrate the software-alarming platform to WIN-911 that provides alarm notifications using a combination of voice calls and smartphone app notifications. WIN-911 allows many more alarms to be configured, provides a single point of user management, and provides alarm history, which the current ANTX system does not.

Baxter & Woodman/Concentric Integration, the Village water resources and controls engineer, has been a trusted water production advisor for the Village for several years and has been successfully performing water treatment plant upgrades for the Village. For security reasons, Concentric is the only outside entity to have access to the programming for the Village Water Treatment Facilities, and to put this project to competitive bid would mean that other outside companies would then have access to the Villages Treatment System programming. For these reasons, staff is requesting to waive the competitive bidding requirements and award this project to Concentric Integration.

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Financial Impact

The Village's 2023 budget includes \$30,000.00 for the SCADA Alarming Improvements in the Water Fund. This project would be within budget.

Staff recommends a motion to waive the competitive bidding requirement and award a contract to Concentric Integration, LLC. for the SCADA Alarming Improvements for \$29,990.00.

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

Request Waive the Competitive Bidding Requirements and Award a Contract for the Well 11 Softener Flow Controls Retrofit

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to waive competitive bidding requirements and award a contract for the Well 11 Softener Flow Controls Retrofit to Concentric Integration, LLC in the amount of \$30,900.00.

Well 11 has been experiencing uneven flow rates between filters. There are many benefits to balancing the flow rates, including more consistent water quality, equalizing media life, and reducing operator intervention in the regeneration process. In addition, cell balance can be improved by adding full modulating capabilities for the actuators and associated software to control flow rates of the highest flowing cell. Concentric Integrations' proposal to complete this work is \$30,900.00.

Baxter & Woodman/Concentric Integration, the Village water resources and controls engineer, has been a trusted water production advisor for the Village for several years and has been successfully performing water treatment plant upgrades for the Village. For security reasons, Concentric is the only outside entity to have access to the programming for the Village Water Treatment Facilities, and to put this project to competitive bid would mean that other outside companies would then have access to the Villages Treatment System programming. For these reasons, staff is requesting to waive the competitive bidding requirements and award this project to Concentric Integration.

Financial Impact

The Village's 2023 budget includes \$31,000.00 for the Well 11 Softener Flow Controls Retrofit in the Water Fund. This project would be within budget.

Staff recommends a motion to waive the competitive bidding requirement and award a contract to Concentric Integration, LLC. for the Well 11 Softener Flow Controls Retrofit in the amount of \$30,900.00.

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



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Request to Waive the Competitive Bidding Requirements and Award a Contract for the Well 14 Differential Pressure Transducer Integration Project

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to waive the competitive bidding requirements and award a contract for the Well 14 Differential Pressure Transducer Integration Project to Concentric Integration, LLC in the amount of \$25,000.00.

Well 14 currently uses three softening vessels to treat water before distributing it to our water customers. The softening tanks are adjacent to one another, and a differential pressure transducer is located before and after the vessels. The existing differential pressure transducers are designed to monitor water pressure. However, because the transducers are only located before and after the three vessels, staff have no way of verifying individual differential pressures in each. In order to correct these inefficiencies, staff would like to install a differential pressure transducer to each softener. This project would also integrate control set points and allow for adjustments remotely through the Villages SCADA system as required.

Baxter & Woodman/Concentric Integration, the Village water resources and controls engineer, has been a trusted water production advisor for the Village for several years and has been successfully performing water treatment plant upgrades for the Village. For security reasons, Concentric is the only outside entity to have access to the programming for the Village Water Treatment Facilities, and to put this project to competitive bid would mean that other outside companies would then have access to the Villages Treatment System programming. For these reasons, staff is requesting to waive the competitive bidding requirements and award this project to Concentric Integration.

Financial Impact

The Village's 2023 budget includes \$25,000.00 for the Well 14 Differential Pressure Transducer Integration in the Water Fund. This project would be within budget.

Staff recommends a motion to waive the competitive bidding requirements and award a contract for the Well 14 Differential Pressure Transducer Integration Project to Concentric Integration, LLC in the amount of \$25,000.00.

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

Request to Approve Randall Road Phase 2 Water Main Relocation Engineering Task Order

Presented by Public Works Director Ryan McDillon

Staff seeks board approval to enter into an agreement with Baxter and Woodman Inc. for engineering design and bidding services for the Randall Road Phase Two Water Main Relocation Project in an amount not to exceed \$43,500.

The Randall Road Widening project will continue in 2024 from Acorn Lane to Ackman Road. Within the scope of this project, the Village owns water infrastructure that will require relocation to accommodate the expansion of Randall



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Road. This relocation will require Baxter and Woodman Inc., the Village's Water Services Engineer, to design, acquire EPA permitting, conduct project meetings, and oversee construction of the new water main.

MCDOT only recently made the Village aware of the need and the planned timeline for the relocation of the water main. As such, funds had not been included in the FY23 budget to cover the engineering costs associated with the work to be performed by Baxter & Woodman. In order to continue moving the Randall Road widening project forward, Baxter and Woodman must plan and design the project in coordination with MCDOT for the construction portion of this project. The Baxter & Woodman Task Order (attached to the agenda) in the amount of \$43,500 is for the design engineering and bidding services.

Staff is in the process of discussing terms for an Intergovernmental Agreement with MCDOT and expects to seek full or partial reimbursement of this expenditure.

Financial Impact

The FY23 Water Operation and Maintenance budget includes no funding for this project; however, the Water Operation and Maintenance Fund has ample reserves to cover this unbudgeted expense.

Staff recommends a motion to Approve Baxter & Woodman Task Order No. 2023-1 for the Randall Road Phase 2 Water Main Relocation.

Trustee Harlfinger asked the Board to reject this task order citing repeated mishandling of the Randall Road Widening project. Administrator Andrews stated that there was a communication issue between McHenry County and the Village about the Village's responsibility in the project.

Trustee Anderson asked what will happen if this is not approved. Administrator Andrews predicts that the county will move forward with their own engineering on a delayed timeframe and increased cost to them. This would likely cause the Village to encounter a challenge in negotiating a future IGA in other areas.

Trustee Harlfinger asked which section of the Village will be impacted. Director McDillon stated that the water main is located at Miller Rd and Randall Rd and will affect the presidential and general streets.

Trustee Harlfinger asked why this was missed. Administrator Andrews believes that the original engineering plan was not as comprehensive as the current one. Moving forward, compensatory storage will also be reviewed. Baxter & Woodman is creating a plan that will be beneficial to the Village. President Bogdanowski emphasized that this is about the Village protecting itself by controlling the engineering work.

Trustee Anderson asked why this was not included in the budget. Director McDillon explained that the Village was notified of the watermain relocation at the end of the year after the budget had been made.

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



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Board of Trustees

None.

President

None.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:31 pm.

Submitted by,

A handwritten signature in black ink that reads "Shannon DuBeau".

Shannon DuBeau
Village Clerk