



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

MARCH 7, 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, Director of Community Development John Svalenka, Airport Manager Michael Peranich, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by President Bogdanowski.

President Bogdanowski requested a moment of silence to honor and observe the passing of his friend's mother.

## Audience Participation

None.

## Presentation

Dewberry's Senior Project Architect, Jeff Keppler, presented the finalized schematic designs for the new police facility. He gave an overview of the critical success factors that influenced the design process. The facility will have a prominent civic presence with a focus on officer wellness and a nature inspired public image.

Trustee Dustin asked if the design's elevated ceilings will be energy efficient. Jeff stated that a major factor in efficiency is envelope tightness, which is bound by energy codes. Based on this, the design will be more efficient than older buildings.

Trustee Dustin asked Chief Frake if all of the Police Department's needs have been met. Chief Frake stated that a facility team was involved in the planning process, which included tours for workflow, storage, etc. She feels that the presented design will carry the Police Department through the next 25 years.

Trustee Huckins asked if an armory will be onsite. Chief Frake confirmed this.

## Administration

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

Presented by Village Administrator Shannon Andrews

On June 26, 2021, the Village Board identified five strategic goals for the Village, with one of these goals being to improve the 30-year-old Police facilities to meet current requirements and anticipated needs for a minimum of the next twenty years. On July 28, 2022, the Village selected Dewberry Architects to develop the schematic design of the new facility. In addition to being able to show a depth in understanding public safety design, Dewberry also



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brought with them a cohesive team of professionals including: Erikson Engineering - Site/Civil Engineering, Hitchcock Design - Landscape Architect, and Leopardo Construction - Cost Estimating.

The agreement (attached to the agenda), which was approved on July 28, 2022, included a phased approach to the work performed by Dewberry, with the first phase, Part I being schematic design. This approach allowed the Village to gain confidence in the Dewberry team and see the product of their initial work prior to recommending them to continue with the services included in Part II, such as design development, construction documents, procurement, and construction.

To arrive at the schematic design that was presented at this meeting, Dewberry began by conducting multiple stakeholder meetings to validate the program. They conducted charrette meetings to draw feedback from the stakeholders and produced multiple preliminary designs. During these meetings, it was decided that the alignment of the facility would be best served on the southeast lawn of the Village Hall property. The civil engineers finalized their recommendations for the building site to be located along Village Hall Drive. Space plans were developed and analyzed extensively. The landscape designers prepared preliminary concepts and considered how best to highlight the Veteran's Memorial. Finally, with the conclusion of the schematic design, the Village now has a preferred concept plan, complete with 3D illustrations of the interior, exterior and grounds, as well as construction cost estimates.

### ***Construction Cost Estimate***

At the November 8, 2022, meeting, the Village Board approved a Police Facility Funding Plan for a total project cost of \$27,000,000. Holding the net bond issue to \$14,084,000, the remainder of the cost is covered by IMRF/Police Pension savings, interest income, and transfers from fund balance within the General Fund. The adjusted budget for the Cost of Work at the completion of schematic design is \$26,954,089.02, which remains in alignment with the budget and the November 8 funding plan. In order for Dewberry to begin the Design Development phase of the project, the Village must first approve the schematic designs and then authorize the architect to proceed with Part II services as defined in the architect agreement. This action will move the Village into the Design Development phase.

The Design Development Documents will consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to architectural, structural, mechanical, and electrical systems, and other appropriate elements. The Design Development Documents shall also outline specifications that identify major materials and systems and establish, in general, their quality levels.

### **Financial Impact**

The architectural fees for the remainder of the project will be equal to 7.6% of the estimated Cost of Work at the conclusion of the Design Development phase, less the \$218,880.00 previously paid for the schematic design. In addition, the Village previously paid \$146,950 for Part I supplemental services and will need to pay an additional \$377,100.00 for Part II supplemental services as follows:



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Supplemental Service	Cost
Civil Engineering	\$ 42,100.00
Landscape Design	\$ 38,000.00
Architectural Interior Design	\$ 160,000.00
Interior Signage	\$ 5,200.00
Furniture, Furnishings and Equipment	\$ 57,600.00
Telecommunications/Data Design/Security	\$ 74,200.00
	<b>\$ 377,100.00</b>

Using the current estimated Cost of Work, the total architectural fees, including supplemental services, are estimated to be \$2,350,599.10. Of this, the Village paid \$365,830 during the schematic design phase. The remaining architectural fees amounting to \$1,984,769.10, would be paid out across the remaining project phases as follows:

Project Phase	Percent Compensation
Design Development Phase	35%
Construction Documents Phase	35%
Procurement Phase	6%
Construction Phase	24%
Total Basic Compensation	100%

The FY23 budget for the Police Facility Fund includes \$1,985,000 for the final designs of the police facility. Based on the current cost estimates, the project remains on budget.

Staff recommends a motion to approve the schematic designs for the new police facility and authorize Dewberry Architects to proceed with Part II of services as described in the AIA Standard Form of Agreement Between Owner and Architect, dated July 28, 2022.

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

### Informational Item Concerning the Water and Sewer Master Plan

Presented by Village Administrator Shannon Andrews

In 2022, the Village engaged Baxter & Woodman (B&W) to begin a Water and Sewer Master Plan for undeveloped areas within Lake in the Hills along Pyott Rd and Route 31. The purpose of the study was to evaluate the capacity of the Village of Lake in the Hills’ water and sanitary systems to determine their future capability to provide water and sewer services.

Representatives from the Village, B&W, and the Lake in the Hills Sanitary District participated in a kick off meeting to set the goals for the study and then spent weeks collecting critical information, plans, atlases, and other data regarding the existing operations.



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With population projections provided by Community Development, B&W first evaluated the current capacity of the water systems to determine if they could accommodate future demand in each of the development areas, then recommended improvements. They repeated this exercise for the sewer system. A summary of the results is included below:

## **North and South Airport Developments on Pyott Road – \$11,500,000**

### **Water System - \$9,100,000**

- Capacity: Adequate
- Storage: Adequate
- Recommended Improvements: 3 miles of 8" water main looped from Roosevelt Street, north along Randall, across the airport property, and continuing south on Pyott to connect to the Village's system at Imhoff Drive. This solution would require a PRV/Pump Station.

### **Sewer System - \$2,400,000**

- Wastewater Treatment Plant Capacity: Adequate.
- Sewer segment Capacity: Undetermined. Flow data was not available for the existing sewers; therefore, the reserve capacity of these sewers could not be evaluated. A separate capacity study that includes flow monitoring and analysis would be required.
- Recommended Improvements: 1 mile of 15" sanitary sewer extending from Imhoff Drive north to the southeast corner of the airport at a minimum grade of 0.15%.

## **Route 31 – Solution A: Stand Alone Systems - \$15,400,000**

*(Assumes prior completion of the Pyott Road utility improvements)*

### **Water System - \$15,400,000**

- Capacity and storage of existing system not relevant to this solution.
- Recommended Improvements: Installation of two new shallow wells, iron removal water treatment plant, an elevated water tower, and 2.5 miles of water main.

### **Sewer System - \$0**

- Businesses in the area would continue to be served by individual septic systems.
- May limit the type and/or size of development that could occur in this area.
- Larger lots would be required to accommodate septic fields.

## **Route 31 – Solution B: Connect to Existing Utilities - \$26,000,000**

### **Water System - \$15,400,000**

- Well Capacity: Adequate; however, if growth exceeds estimates, an additional well may be necessary.
- Storage: Adequate
- Recommended Improvements: 4.5 miles of looped water main extending from the proposed North Airport Development water main, east along Rakow Road, south along Route 31 to Trinity, west to Virginia and



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extending along the northern quarry's access road. This solution would require a PRV/Pump Station. Requires coordination with the quarry.

## **Sewer System - \$10,600,000**

- Reserve Capacity: Undetermined. Flow data was not available for the existing sewers; therefore, the reserve capacity of these sewers could not be evaluated. A separate capacity study that includes flow monitoring and analysis would be required.
- Recommended Improvements: 2.5 miles of sanitary sewer. The quarry also has large and sudden elevation changes that would require a pump station and force main in the area.
- This sanitary routing option involves extensive coordination with the quarry to obtain easements as well as to ensure the route will not be disturbed by future quarry operations. This routing option is subject to an additional study to determine a viable route through the quarry.

The North and South Airport Developments on Pyott Road have a higher potential for development in the immediate future as many of the adjacent properties were recently listed and have already attracted some interest. The Water Operating and Maintenance Fund currently includes \$2,067,780 in reserve funds assigned for future development that could be applied to these projects. In addition, approximately 0.6 miles of water main pipe from Roosevelt to Ackman follows the County's North Randall Road construction project planned for 2024. If the Village can coordinate the installation of this pipe within the scope of the County's project, we can potentially offset a portion of the expense in exchange for the County's compensatory storage needs.

The Village needs to better understand its role in extending sanitary sewer service on behalf of the Lake in the Hills Sanitary District, which may or may not be on board with these projects. As previously stated, further studies will be necessary to determine if there is sufficient reserve capacity in the existing system.

If the overall benefit outweighs the costs, the Village Board will want to consider possible funding plans that can assist the Village in achieving its economic development goals for expansion. Tax Increment Financing Districts, recapture agreements, water rate increases, property tax subsidies, home rule sales tax increases, etc., and/or any combination of the above will be viable mechanisms to research in greater depth. At a minimum, staff recommends that the Board consider resuming tax levy increases, as this will assist in better positioning the Village to address future capital projects. As we progress through the year, staff will return with updated funding scenarios and recommendations for the Board's consideration.

Trustee Huckins asked if the Village's Sanitary District is able to support growth. Administrator Andrews stated that flow data will be needed in order to determine its capability.

Trustee Huckins asked for the next steps. Administrator Andrews aims to focus on the completion of the Comprehensive Plan and funding options and then follow by working with the Sanitary District. The plan is budgeted at \$60k, though a good Comprehensive Plan will likely cost \$100k–\$120k. If bids come in where expected, Administrator Andrews would like to move forward.



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President Bogdanowski asked if development will cross boundaries with other entities. Administrator Andrews stated that a section at Rakow Road and Route 31 crosses boundaries with Cary. Adding that it would be very costly to connect to their system.

Director Svalenka stated that a Comprehensive Plan covers land uses, transportation, recreation, etc. A marketing study will also likely be done resulting in a financial return. The Village can then partner with a developer.

Trustee Dustin asked for the cost of starting a new well in the areas of development. Director McDillon stated that the cost would be substantial. In addition, a study would need to be conducted to show where an elevated tank can be located in relation to the airport.

President Bogdanowski asked how the Comprehensive Plan will affect the water and sewer Master Plan. Attorney Stewart explained that the Comprehensive Plan will highlight the best intended use of an area, which will then lead to a marketing plan.

Director Svalenka noted that the current Comprehensive Plan is from 2002. The approved \$60k will only cover an amendment to that plan or a small focus area.

## Finance

### **Request to Accept Resolution Accepting Membership in the Northwest Health Insurance Pool (NWHIP), a Sub-Pool of the Intergovernmental Personnel Benefit Cooperative (IPBC)**

Presented by Finance Director Pete Stefan

Medical, dental, vision, and life insurance benefit renewals have traditionally been presented to the Village Board for consideration in May of each year for a July 1st Plan Year renewal due to the timing of the BlueCross BlueShield of Illinois (BCBSIL) renewal offer, which is typically not available until April.

For the past few years, in addition to the BCBSIL renewal offer, the Village has also requested quotes from the Intergovernmental Personnel Benefit Cooperative (IPBC) to compare rates and to ensure that the BCBSIL renewal offer is competitive. The challenge of moving to the IPBC each year is that they require a 90-day lead time for implementation purposes and membership would need to be approved by the IPBC Executive Board, which effectively creates an early March deadline to commit to the IPBC, which is well before any renewal offer is received from BCBSIL.

For the July 1, 2023, Plan Year renewal, the Village has once again reached out to the IPBC for a renewal quote and are recommending membership in the IPBC effective with the July 1, 2023, renewal, however, additional time is needed to finalize all of the plan designs and associated employer/employee premium allocations by specific rate tiers. Those details will be presented at a future meeting following our acceptance into the IPBC.

The recommendation to join the IPBC this year is predicated on our current loss ratio of 125.9% over the most recent 12-month period for our PPO Plans, which is projected to result in another double-digit rate increase similar to last year's 10.3% rate increase. At this same point in time last year, our PPO Plans had a 125.3% loss ratio over the most recent 12-month period. Even with last year's 10.3% rate increase, the loss ratio increased to 125.9%,



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which is well above the target loss ratio of 80%, which allows insurance carriers a sufficient margin to cover costs and profits.

An "Introducing the IPBC" presentation is included in the agenda following the attached Resolution and By-Laws, which provides an overview of the IPBC. The IPBC is a risk sharing entity that was established in 1979 with eight original members and has grown to 154 members as of January 1, 2023. Due to its sheer size, the IPBC wields significant purchasing power and is able to take advantage of economies of scale while providing plan design flexibility to member entities and also simultaneously providing financial stability and predictability. For example, the five-year average rate increase of its PPO Plans has been 2.9% while the five-year average rate increase of its HMO Plans has been 1.2%.

The financial stability and predictability are the result of the number of employees covered and its risk model. The PPO Plans have 11,600+ covered employees, the HMO Plans have 5,600+ covered employees, the dental plans have \$11,800+ covered employees, and the life insurance plans have 16,000+ covered employees. Member entities are assigned to "tiers" based on their number of covered employees.

The key to the IPBC's success is its risk model. Based on the Village's covered employee count, PPO claims of less than \$50,000 each year would be shared by all members in our tier. Additionally, PPO claims between \$50,000 and \$1 million are shared internally among the entire IPBC membership. Finally, PPO claims greater than \$1 million are covered by excess stop loss insurance. This banding concept and cost sharing among IPBC membership provides several layers of protection for members from the volatility that could be experienced from large claims. Note that the PPO Plans are self-insured plans that follow the risk sharing model described above while the HMO Plans are entirely pooled plans for which all costs are shared.

The quote, which is attached to the agenda, outlines the financial benefits of joining the IPBC this year. In regard to the medical plans, while the PPO Plans require a 14.2% increase in premiums, the HMO Plans are eligible for a 20.1% decrease in premiums. Because enrollment figures are weighted more heavily towards the PPO Plans, the blended medical premium increase is 7.5%. Additionally, the dental plan is eligible for a 16.8% decrease, which brings the combined medical/dental increase to 6.0%. The IPBC has also provided an 18-month option for rates, which would add another 1.2% for a total rate increase of 7.2%. This option would not only guarantee premiums for an additional six months but would also allow for final renewal numbers to be available for the subsequent year's budget rather than having to estimate each year's rate increase.

From an employee perspective, network disruption is a key issue when changing health insurance providers. In this respect, the medical network will be identical as the IPBC offers both a BCBSIL network and a United Healthcare network so maintaining the current BCBSIL network is desirable. The dental network would have to change from the current Guardian network to the Delta Dental network so there may be some current network providers that are not included in the new network.

Additional benefits not included in the medical/dental insurance quote are:



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**Vision insurance:** The IPBC offers eleven different variations of VSP Vision Care benefits, which would be a change from our current MetLife network. Selecting the plan design closest to our current plan design would result in premium savings of 26.1% or \$4,315 annually.

**Life insurance:** The IPBC life insurance rates are less than half of the Village's current rates and the dependent coverage provides double the coverage that our current coverage provides. Life insurance premiums would decrease by 55.6% or \$10,565 annually and would also be guaranteed through December 31, 2025.

**EAP:** The IPBC Employee Assistance Program utilizes the same provider as the Village does and the cost is included in the rates charged to members. This will result in annual savings of \$2,800 by not having to contract for this service separately.

**Wellness program:** The IPBC rates also include a wellness fee that provides benefits for members who offer wellness programs. A total of up to \$130 per employee would be reimbursed to the Village for the wellness screening and flu shot costs that are incurred, plus there is a tiered incentive of up to \$400 per employee based on health screening participation rates. A participation rate of 25% would generate \$5,750 in rebates, while participation rates of 50% and 75% would generate rebates of \$16,830 and \$40,810 respectively.

Currently, the IPBC requires a minimum of 150 covered employees for a standalone membership. Since the Village is only at 103 covered employees, we would have to become a member through membership in one of six existing sub-pools—the Northwest Health Insurance Pool (NWHIP). The current membership lists of both NWHIP and the entire IPBC are included in the presentation that is attached to the agenda. The IPBC is working towards removing the 150-employee minimum and expects that to happen around July 1, 2024 when all sub-pool members would then become standalone members with their own votes.

## Financial Impact

Extrapolating the \$2,488,735 projected medical and dental costs for a 12-month renewal at 6.0% to an 18-month renewal at 7.2% yields a total medical and dental cost of \$2,515,832. Adding the projected vision insurance cost of \$12,235 and the projected life insurance cost of \$8,422 results in total annual costs amounting to \$2,536,489. The total FY23 budget for these items plus the Employee Assistance Program is \$2,620,880 resulting in annualized savings of \$84,391 plus the potential for up to \$40,810 in Wellness Program rebates. Rates would also be guaranteed through December 31, 2024 for medical and dental insurance and through December 31, 2025 for life insurance.

Staff recommends a motion to approve the Resolution that is attached to the agenda Accepting Membership in NWHIP, a Sub-Pool of the IPBC.

Trustee Dustin requested Director Stefan review the amount that the average employee is responsible for paying toward their premium. Director Stefan agreed to bring this information to the Board before finalization.

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





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## Community Development

### **Request to Approve Conditional Uses, Variation, and Development Plan for the Outdoor Storage of Vehicles at 8525 S. IL Route 31**

Presented by Director of Community Development John Svalenka

Plote Properties proposes using the vacant 23.53-acre property at 8525 S. Route 31 for the outdoor storage of vehicles and equipment. Plote will maintain ownership of the property and plans to lease out the property to several different tenants for outdoor storage. Most of the tenants would store semi-trucks and trailers, but some tenants might be contractors who store equipment and bulk materials, such as a landscape contractor for example.

The applicant submitted plans showing that the existing site is relatively flat except for an existing stormwater management basin along the southern lot line. For most of the remaining area of the property, the plans show asphalt grindings to be spread on the ground as the surface materials for the vehicle storage areas. All vehicles would enter and leave the site from one new driveway proposed to be constructed along Route 31. Within the front (eastern) 75 feet of the property along Route 31, the plans show the installation of a landscaped berm to screen the view of the storage from the street. The plans also include installation of a chain-link fence between the berm and the storage, and along part of the side lot lines. Rows of LED light fixtures are to be installed inside the storage area to provide necessary illumination.

The subject property is within the M-1 zoning district. As required by the Zoning Code for properties in the M-1 district, Plote has submitted applications for a conditional use for the "outdoor storage of vehicles as a principal use" and a conditional use for the "outdoor storage of materials/vehicles/equipment accessory to a principal use." Since the property is greater than five acres in size it shall be developed as a Planned Development, and Plote has also applied for a conditional use for a planned development and development plan. As allowed in a planned development, Plote is also requesting the approval of several exceptions from the Zoning Code regulations. Essentially, the code exceptions would allow an increase in the percentage of the property that could be covered with asphalt grindings, would allow the berm along Route 31 to be only planted with evergreen trees instead of a mix of plant types, and would eliminate all setbacks and landscaping along the side and rear lot lines. Finally, Plote has requested a variation to allow the yards and open spaces adjoining the side and rear boundaries of a planned development to be eliminated.

Village staff reviewed the conditional uses, planned development, and variation according to the standards listed in the Zoning Code. In general, staff found that the development as proposed would not meet the standards to be allowed for permanent uses. However, subject to compliance with a list of 11 conditions, staff found that the development would meet the standards to be approved on a temporary basis.

It should be noted that one of the proposed conditions is that the approval would automatically be void one year after operable public water lines and public sanitary sewer lines are installed within 100 feet of the property, and that all outdoor storage would be required to be removed from the entirety of the property within said one-year period. With this condition, staff finds that the Village should be able to consider approval of the proposed outdoor storage uses separately from any discussion regarding when to extend public water and sewer utilities to Route 31.



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The Planning & Zoning Commission conducted a public hearing on February 13, 2023. The Commission recommended approval of the requests on a temporary basis by a vote of 7-0 with a list of conditions. The Commission essentially followed the list of conditions proposed by staff but made some minor modifications to the conditions. The biggest change by the Commission was to the timeframe for the temporary approvals. Staff had recommended that, *"The requested conditional uses shall be initially approved for a period not to exceed five years, and the approval shall automatically be void after five years. However, upon the written request by the applicant, the President and Board of Trustees may approve additional five-year extensions of the uses without the need for additional public hearings."* The Planning & Zoning Commission recommendation changed the initial approval period from five years to ten years. The draft Ordinance, which is attached to the agenda, is presented for consideration by the Village President and Board of Trustees and includes the conditions as recommended by the Commission.

As detailed above, the Planning and Zoning Commission recommendation differed from the Village Staff recommendation regarding the timeframe for the initial temporary approval. Therefore, two potential motions are presented below for consideration:

- **Planning and Zoning Commission recommendation:** Motion to approve an ordinance granting conditional uses, variations, and a development plan for a planned development, for the outdoor storage of vehicles and equipment at 8525 S. Route 31, subject to the conditions as listed in the ordinance.

—OR—

- **Village Staff recommendation:** Motion to approve an ordinance granting conditional uses, variations, and a development plan for a planned development, for the outdoor storage of vehicles and equipment at 8525 S. Route 31, subject to the condition that Section 7.C.1 be amended to state that the approvals shall be initially approved for a period not to exceed five years.

Trustee Huckins asked for clarification on the vacate terms. Director Svalenka stated that Plote will need to vacate use within one year of water and sewer lines becoming available.

Trustee Bojarski questioned the changed recommendation from a 5-year term to a 10-year term. Kevin Seay, Vice President of Entitlements and Development of Plote Property Management, explained that the time and money required to develop and market this property as a storage lot will not be profitable in a single 5-year term. It was made clear that Plote will find a more marketable use for the land once utilities become available.

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



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## Public Works

### **Request to Award a Contract for Well 12 Roof and Gutter Replacement Project**

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract to Top Roofing for the Well 12 roof and gutter replacement project in an amount not-to-exceed \$29,500. At twenty-one years old, the existing roof and gutters have reached the end of their service life and need replacement. This necessary replacement was previously identified by staff and was included in the FY23 budget.

The request for proposal invitation was sent to 53 roofing companies, posted on the Village's website, and published in the Northwest Herald. On March 3, 2023, staff opened five sealed bids for the Roofing and Gutter Project, where bids ranged from a low of \$29,500 from Top Roofing to a high of \$70,700 from Tiles in Style. The bid met the specifications but is over the budgeted amount by \$5,500. Public Works recommends accepting their proposal since delaying the project may further escalate prices.

While the Village has not previously worked with Top Roofing, their references provided positive feedback related to similar projects. Based on this, staff feels comfortable that they are qualified to perform this work and recommend awarding the Well 12 Roof and Gutter Project to Top Roofing of Wheaton, IL in the amount of \$29,500.

#### **Financial Impact**

The 2023 Village Budget includes \$24,000 for this project. The total cost for this project is \$29,500, which is \$5,500 over budget; however, due to other projects coming in lower than anticipated, there are enough funds in the water operating and maintenance fund account to cover the overage.

Staff recommends a motion to award a contract to Top Roofing a contract for the Well 12 Roof and Gutter Replacement Project in an amount not-to-exceed \$29,500.

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

### **Request to Approve Participation in the State of Illinois Rock Salt Joint Purchasing Program for the 2023-2024 Snow Season**

Presented by Public Works Director Ryan McDillon

Rock salt can be purchased under the State's Master Contract, which is established by the State of Illinois Department of Central Management Services. As part of this cooperative purchasing plan, the purchase is exempt from the normal bidding process as stated in Section 9.13 of the Municipal Code.

The Illinois Department of Central Management Services released their joint purchasing requisition for rock salt requirements for the winter of 2023-2024. Participating municipalities have until April 7, 2023, to fill out and submit the survey form to the State. The survey form requires each municipality to provide its desired quantities, providing information the State uses to solicit bids on behalf of each municipality. Once a municipality submits the survey



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form to the State, the municipality is required to procure a certain amount of rock salt from the low bid vendor for the winter of 2023-2024 depending on the participation category that it selects. As such, Village staff are requesting Village Board authority to participate in the State of Illinois rock salt joint purchasing program for the 2023-2024 snow season.

Staff estimates the Village requires 1,200 tons of rock salt for the 2023-2024 winter season. Calculations justifying this amount are attached to the agenda for your review. The requisition offers the Village two procurement options for the winter of 2023-2024. Staff plans to select the option allowing for the purchase of 100% of its 2023-2024 contract request, which requires the Village to purchase the full 100% (1200 tons) and as much as 120% (1440 tons) of the contract amount.

### **Financial Impact**

Although the joint purchasing opportunity for the winter of 2023-2024 allows participants to begin taking possession of rock salt at the end of 2023, staff does not anticipate taking possession of any rock salt procured under this contract until 2024. As such, staff anticipates returning to the Village Board in January 2024 to request spending authority for 2024.

Staff recommends a motion to approve participation in the State of Illinois rock salt joint purchasing program for the 2023-2024 snow season.

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

### **Request to Award a Contract for Village Hall Entryway Replacement Project**

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract to Carmichael Construction Inc. for the replacement of the concrete entryways into Village Hall for a total of \$46,812.

Staff released a Request for Proposal (RFP) for Village Hall Entryway Replacement Project on January 27, 2023. The RFP invitation was sent to twenty-five vendors, posted on the Village's website, and published in the Northwest Herald. Public Works received and opened four sealed proposals on February 17, 2023, where prices ranged from a high of \$81,999 to a low of \$46,812 from Carmichael Construction Inc. of Marengo, IL.

While the Village has not previously worked with Carmichael Construction, their references provided positive feedback related to similar projects. Based on this, staff feels comfortable that they are qualified to perform this work and recommend awarding the Village Hall Entryway Replacement Project to Carmichael Construction Inc. of Marengo, IL. in the amount of \$46,812.

### **Financial Impact**

The volatility in the cost of concrete work has caused the pricing on this project to swing from an initial estimate of \$26,000 in early 2022, up to \$90,000 at the time the project was budgeted in the fall, and back down to the low bid of \$46,812. With the FY23 budget at \$90,000, this project would be \$43,188 under budget.



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Staff recommends a motion to award a contract to Carmichael Construction Inc. of Marengo, IL. for the replacement of the concrete entryways into Village Hall for a total of \$46,812.

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

## **Request to Approve the Task Order for the Woods Creek Streambank Reach 12 Project**

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a task order to Christopher Burke Engineering (CBBEL) for design engineering and bidding for the Reach 12 project.

The Woods Creek Reach 12 project is the third phase 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 lakebed. The first phase of restoration in Lake in the Hills began in 2019 with the Reach 10 project. Reach 11 began in 2022, 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 have been completed, the Village will be able to successfully dredge Woods Creek Lake and begin seeing the benefits of this investment.

Christopher B. Burke Engineering, LTD. (CBBEL) is the Village's storm water and lakes engineering consultant. Village staff requests approval of the task order, which is attached to the agenda, to hire CBBEL to design and bid the Reach 12 project. If approved, CBBEL will begin design work so the Village can award and complete the construction of the project this year.

### **Financial Impact**

Due to the limited scope of this leg of the project, there is no grant funding available. The 2023 Lake Restoration Fund includes \$25,000 for Reach 12 Engineering.

Staff recommends a motion to approve the task order with Christopher B. Burke Engineering to provide design and bidding services for the Woods Creek Streambank Reach 12 Project at a cost not to exceed \$21,000.

President Bogdanowski raised a concern over resident pushback. Director McDillon explained that this Reach is much smaller than the previous project and does not affect residential lots.

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

## **Request to Approve an Aviation Fuel Contract Extension**

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval of a one-year contract extension for aviation fuel with Arrow Energy of Saline, Michigan, in an amount not-to-exceed \$500,309.94.



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On March 14, 2019, the Village Board awarded Arrow Energy of Saline, Michigan, a three-year contract, from April 8, 2019, to April 7, 2022, for the purchase of aviation fuel for resale. The contract included two optional one-year renewals. The first renewal was exercised on March 8, 2022. Airport staff wish to exercise the final extension period with Arrow Energy who has been providing fuel to the airport since 2014. As such, staff recommends approval of the second one-year contract extension from April 8, 2023, to April 7, 2024, in an amount not-to-exceed \$500,309.94.

### **Financial Impact**

The Fiscal Year (FY) 2023 Village Budget includes \$500,309.94 in the Airport Fund for the purchase of aviation fuel for resale. Staff is requesting authority to spend up to that amount during this final one-year contract extension term. Staff will return to the Board in the event they anticipate exceeding the FY23 Budget or the one-year contract extension amount.

Staff recommends a motion to approve a one-year contract extension for aviation fuel with Arrow Energy of Saline, Michigan, in an amount not-to-exceed \$500,309.94.

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

### **Request to Approve an Inter-Governmental Grant Agreement with the Illinois Department of Transportation for the Rehabilitate Runway 8/26 Electrical Project**

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to enter into an Inter-Governmental Grant Agreement with the Illinois Department of Transportation for the rehabilitation of Runway 8/26 Electrical Project.

The Participation Agreement establishes the rights and obligations of the Village and the State of Illinois as they pertain to the rehabilitation of the runway electrical system project. This project encompasses both design and construction engineering work on the part of the airport's consultant, Crawford, Murphy, and Tilly, Inc. (CMT).

The overall cost of this project is estimated to be \$1,402,801.76. This number includes a \$10,000 administrative fee payment to IDOT for their services which will be covered exclusively by federal grant dollars. The Village does not pay a portion of this fee. The actual cost of the project is \$1,392,801.99 of which the Village is responsible for 5% or \$69,640.09. The Federal Aviation Administration (FAA) and State of Illinois cover the remaining \$1,333,161.67 or 95%.

It is important to note that in agreements such as these, which rely on State or Federal funding, the Village does not have upfront ownership of the expenses related to engineering. On this project, that cost is estimated to be \$82,800. This represents CMT's design work on the project, which is performed well in advance of the actual bid and subsequent construction work.



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## Financial Impact

The Village's 2023 budget includes funding in the amount of \$1,285,352 for this project. This figure did not include \$67,650 for the Village's local share of the project as this had been anticipated to be paid in the fall of 2022 and was included in the FY22 budget estimate. As such, the total project cost of \$1,402,801.76 is currently estimated to be \$117,449.76 over the FY23 budget. The Village would need to draw the \$67,650 previously budgeted from reserves. This would leave the project \$49,799.70 over budget. The Village's share of this overage would equate to \$1,990.10. However, these numbers remain estimates until the project is officially completed. At that time, the Village would identify if a budget amendment would be necessary to cover the cost of the project. Upon completion of the project, any unused money would be returned proportionately to the FAA, IDOT, and Village.

Staff recommends a motion to authorize the Village Administrator to enter into an Inter-Governmental Grant Agreement with the Illinois Department of Transportation for the Rehabilitation of Runway 8/26 Electrical Project.

Trustee Dustin questioned the allocation of the additional \$67,650 and its effect on the budget. Airport Manager Michael Peranich stated that the funds were not counted in the 2022 budget. Administrator Andrews added that the \$67,650 was included in revenues. The Village's max responsibility remains 5%. The unused funds caused FY22 to be under budget but will negatively affect the current budget year.

Trustee Huckins asked if this is the final project. Director McDillon confirmed that this is the last of IDOT's safety upgrades.

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

## Parks & Recreation

### Informational Item Concerning a Garden Plot Update

Presented by Parks & Recreation Director Trevor Bosack

At the January 10, 2023 Village Board meeting, staff recommended that the Village consider eliminating the garden plot rental program until its viability could be reviewed as part of the Master Planning process. This recommendation had come in response to concerns raised by residents utilizing the program who reported poor soil conditions, lack of a water source, and extensive weeds. The Village Board expressed their desire to maintain the program and provided staff direction to review other locations within the Village that might be able to support the program.

Staff identified seven possible park locations and provided an analysis of each to the Parks and Recreation Board based on critical factors such as 1) location, 2) parking, 3) access to water, and 4) cost of necessary improvements. Each park location was selected based on its ability to accommodate thirty 20' x 20' garden plots with 6' wide aisles to accommodate a riding lawn mower (see Fig. 1).



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Fig. 1 – 206’ x 72’ garden plot layout with aisles in **bold**


Staff initially identified Larsen Park and Richard Taylor Park as the two most viable alternatives to the current location and was later asked by the Parks and Recreation Board to look further into Barbara Key and Normandy Parks.

Larsen Park would provide a similar gardening experience to the Public Works location, but it is located on the far east side of town, which was considered less desirable to the existing renters. On the positive side, Larsen Park has viable gardening soil, no flooding concerns, ample parking, and residents would have access to a water hose. Unfortunately, the site would most likely be temporary and would need to be relocated again once the long-term plans for the park are finalized.

While the Richard Taylor location is centrally located in the community and has favorable soil, costly tree removal and stump grinding would be required to place the plots in a location that does not compromise the existing soccer field. In addition, Richard Taylor Park, Barbara Key Park, and Normandy Park would each require an auxiliary 500-gallon water storage solution that would need to be filled twice weekly by Public Works staff. Alternatively, a more permanent yard hydrant has been quoted at a cost of \$12,675.

On February 1 each year, garden plot renters from the prior year are given first choice on the opportunity to re-rent their plots in the upcoming season. In anticipation of this, staff contacted each of the renters to collect feedback regarding their interest in changing locations and was surprised to hear that most we spoke to would prefer to keep the Public Works location despite its many challenges. They requested that the Village offer the current site again this year, as they liked their experience and wanted to give it another try. Some of the feedback included: “we were thinking that if we just build upon and improve the existing site rather than move it to another location, which might have its own problems, that would be a better solution” and “I really hope we just improve upon the existing site and not move to a different location.”

Based on this new resident feedback and the prior direction from the Board, staff is prepared to continue offering garden plots this year at the existing Public Works location. Meanwhile, we will continue to use the Parks Master Planning process to identify the scope of resident interest to determine whether a secondary location at Larsen Park would be desirable. Responses to the Request for Qualifications for the Parks Master Plan are due on Tuesday, March 7.

In the meantime, staff is continuing to explore cost-effective opportunities to improve the existing site. Most recently, we applied for a Lowes Hometown Project, which pairs a community program such as our community





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gardens with a group of volunteers. Our project application requests volunteers that could help work the soil, improve the site, and lay mulch. In addition, it may be possible to receive funds to install picnic tables, a bench, or a sloped shelter that could be used to capture rainwater into rain barrels and alleviate some of the water concerns. Lowes indicated that the Village should be notified by June if the project is approved.

## Financial Impact

The cost to rent a rototiller to prepare the site would be \$600. Grant opportunities may assist with further costs of improvements to the site, including solutions to alleviate the soil and water concerns.

## Request to Approve a Waiver of Section 8.04.J, Camping, of the Lake in the Hills Municipal Code

Presented by Parks & Recreation Director Trevor Bosack

The Village received a request from Boy Scouts of America - Sycamore District ("BSA"), to host their annual fall camporee event at the Lake in the Hills 3CK Airport, using the transportation theme of *Planes, Trains, and Automobiles*. In order for them to move forward with the event, they require a camping location nearby with access to water that can accommodate approximately 300 scouts. While Larsen Park would be the most viable option for this event, Section 8.04 of the Municipal Code restricts camping in Village parks.

BSA district representatives are requesting the Village Board consider waiving the provisions of Section 8.04.J, Camping, of the Municipal Code to allow for camping at Larsen Park from Friday, September 29 through Sunday, October 1, 2023. Scouts would arrive on Friday evening and set up camp, with their tents, trailers, and vehicles populating Larsen Park for the duration of the weekend. In accordance with the Noise Ordinance, scouts would be expected to adhere to a strict "lights out" time of 10:00pm each night to limit the impacts to the adjacent neighbors. Campfires would need to be contained in fire pits that are elevated from the ground to prevent turf damage. BSA would be responsible for providing the necessary port-o-potties in accordance with their own internal guidelines.

On Saturday morning, BSA leadership would transport the scouts to the airport for the featured portion of the event, which would be coordinated with the assistance of the airport manager, Mike Peranich. Scouts would then return to Larsen Park for the afternoon/evening, spend the night and depart on Sunday morning. Scouts follow strict outdoor ethics policies that include "Leave No Trace" training for the Scouts. Those principle help to ensure the site will be left in the condition it was found.

A special event permit would also be required if this event were to move forward, however the event is not possible without the ability to provide a camping location.

Staff recommends a motion to grant a waiver to Section 8.04.J, Camping, of the Municipal Code to allow the Boy Scouts of America – Sycamore District to camp at Larsen Park from Friday, September 29 through Sunday, October 1, 2023.

Trustee Murphy questioned the number of tents to be pitched during the event. Director Bosack stated that he expects around 151 tents. Trustee Murphy then recommended informing the neighboring residents. Administrator Andrews explained that the Village will move forward with plans once Board approval is awarded. President



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Bogdanowski recommended informing the surrounding businesses as well.

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

## Board of Trustees

Trustee Murphy commended the Lake in the Hills Police Department for their participation in the Carpentersville Polar Plunge in support of the Special Olympics of Illinois.

## President

None.

## Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 9:23 pm.

Submitted by,

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

Shannon DuBeau  
Village Clerk