



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

SEPTEMBER 28, 2023

Call to Order

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

The Pledge of Allegiance was led by Lake in the Hills Building Commissioner Marc Nard.

Roll call was answered by Trustees Huckins, Dustin, Harlfinger, Murphy, and President Bogdanowski. Trustee Bojarski was not present.

Motion to allow Trustee Anderson to attend telephonically was made by Trustee Huckins and seconded by Trustee Murphy. On roll call vote, Trustees Murphy, Dustin, Harlfinger, and Huckins voted Aye. No Nays. Motion carried.

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

Audience Participation

None.

Administration

Request for Approval of the MCDOT Request for Concurrence of De Minimis Impact to Ken Carpenter Park

Presented by Village Administrator Shannon Andrews

The McHenry County Division of Transportation ("MCDOT") is nearing the completion of the Phase II design of the northern leg of the Randall Road project, which extends from Polaris Drive/Acorn Lane up to Ackman Road. The project will require the acquisition of a temporary easement along the south side of Miller Road to reconstruct and match into the existing 8-foot-wide shared use path on the south side of Miller Road, which is currently on the property of Ken Carpenter Park, as depicted below:



Since the impacted property is a part of a publicly owned park, it is protected under Section 4(f) of the U.S. Department of Transportation Act. As such, the Federal Highway Administration (“FHWA”) is required to determine that there are no feasible and prudent alternatives that would avoid the impact to the property and that the project includes all possible planning to minimize harm. Alternatively, the FHWA can make a finding that the project has a de minimis impact on subject property, meaning it will not have an adverse effect on the activities, features, and attributes of the park property.



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MCDOT believes the impacts to the property qualify as de minimis, but requires concurrence from the Village, as the property owner. To that end, MCDOT has submitted the letter attached to the agenda requesting the Village's concurrence with this determination.

Staff has reviewed the request and understands that while the area highlighted in the image above will be impacted during construction, its function will be restored upon project completion. MCDOT has provided notice and held an informational meeting for the public on May 11, 2023. Staff is seeking the Board's concurrence that the MCDOT request satisfies the USDOT requirements for the project to proceed with the de minimis finding.

If concurrence is withheld, the FHWA will require additional documentation showing that feasible and prudent alternatives have been exhausted and MCDOT's plans for a January letting of the project will likely be delayed.

Staff recommends a motion to Approve the MCDOT request for concurrence of de minimis impact to the depicted area of Ken Carpenter Park under the Randall Road project.

Trustee Murphy asked if the park would remain accessible during construction. Administrator Andrews stated that her understanding is that it will be accessible from the parking lot.

Trustee Dustin asked if a sidewalk will be added along the west side of Randall Road south of Miller Road. Administrator Andrews stated that a walking bridge will be installed on the north side of Miller Road. However, she is unsure of future plans for the section in question as that area is managed by the county.

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

Public Works

Request for Approval to Waive Competitive Bidding on the Village Hall Entryway Project

Presented by Public Works Director Ryan McDillon

Staff is seeking a waiver of competitive bidding regarding change orders for the Village Hall Entryway Replacement Project and is seeking approval for additional work in the amount of \$6,866.70 by Carmichael Construction.

At the March 9, 2023, Board of Trustees Meeting, the contract was awarded to Carmichael Construction, for the low bid of \$46,812.00. As staff progressed through the permitting for the project, a change order of \$650.00 was necessary to revise the engineering drawings for compliance with ADA. A second change order in the amount of \$1,500.00 was requested when the new elevation in the concrete curb separation of the main entrance required new railings to be installed. Finally, a third and final change order in the amount of \$4,716.70 was requested after it was found that the curb height on the north entrance was too low to install the existing railing and required additional concrete work to complete the project.



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Since it is not feasible to rebid the project entirely or bid the additional scope of work, staff is recommending that the Board waive competitive bidding for the change orders being requested under this project. The \$6,866.70 in additional work brings the total project cost to \$53,678.70.

Financial Impact

The FY23 budget includes funding of \$90,000.00 for this project. The original contract approved by the Board was \$46,812.00. This was increased as follows:

- Change Order #1 in the amount of \$650.00 for additional engineering at time of permit.
- Change Order #2 in the amount of \$1,500.00 for new railing at main entrance.
- Change Order #3 in the amount of \$4,716.70 for additional concrete work at north entryway.

The total project cost with all change orders included is \$53,678.70, which remains \$36,312.30 below the original budgeted amount.

Staff recommends a motion to waive further competitive bidding regarding change orders for the Village Hall Entryway Project and approve additional work in the amount of \$6,866.70 to be performed by Carmichael Construction.

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

Request to Approve Airport Staffing Recommendations

Presented by Public Works Director Ryan McDillon

With the recent departure of the Airport Manager, staff has taken time to analyze the operation to determine the best possible staffing solutions for the airport moving forward.

Airport Manager Review

Reflecting on the history of the Airport Manager position, it had previously been a part-time role and attached to the responsibilities of the Deputy Public Works Director (DPWD). After a period of high turnover from 2011-2014 in the DPWD position, the Airport Manager position was separated out as its own full-time position. At the same time, the airport was in the middle of its long-standing Airport Improvement Project and the new fuel farm was to be installed at the end of the year.

The Village is now approaching the conclusion of the Airport Improvement Project, with the airport lighting being the final project—now delayed until 2024. This will leave the airport with sporadic capital projects to manage over the next ten years. The priority of those projects will largely be based on availability of funds, which may take time to accrue. This reduction in workload has staff questioning the need for a full-time airport manager and is considering the two alternatives below:



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- 1) Reduce the Airport Manager position to part time. The current budgeted salary is \$108,000, which would be reduced to approximately \$52,000, with additional savings from the reduction in benefits. The scope of assigned work would be limited to the oversight of day-to-day airport operations, contract management, budgeting, emergency operations and liaison to the FAA, IDOT, tenants, and engineering firm. Oversight of maintenance would revert to Public Properties, who is better equipped to manage the day-to-day needs and develop a long-term plan for the airport. The ability to successfully recruit for the position will be the largest challenge.
- 2) Explore contracted management services. Staff is in the process of meeting with firms to better understand how this arrangement could work to the Village's benefit. At this time, the preference would be to have an Airport Manager on staff; however, contracted support may be necessary if recruitment is not successful. If costs are anticipated to exceed \$52,000 in a year, staff will need to revisit the staffing plan to consider additional alternatives.

Public Properties Role in Airport Maintenance

The remainder of the staffing at the airport has stayed reasonably constant since the fuel operations were introduced with one part-time Lead Airport Service Technician and three part-time Airport Service Technicians. These positions often experience frequent turnover and the individuals hired often do not have sufficient skills to perform anything but basic maintenance. With that, the role of the airport service technicians has been largely reduced to fuel operations, mowing, snow removal, and odd jobs as assigned.

Staff believes there is a more efficient alternative to this staffing model, which includes the creation of a permanent full-time position, in tandem with a shift in the maintenance responsibilities, returning them back to Public Properties. The new position would be a Union employee assigned to the Public Properties Division; however, the funding would be split at 33% General Fund and 67% Airport Fund, as the majority of the day-to-day tasks of this position will be airport specific. The Airport has multiple properties that are best served by being brought under the Public Properties umbrella and maintained in the same manner and standards as the rest of the Village operated facilities. The Public Properties team would cross train their staff to make sure multiple General Utility I workers could provide the coverage necessary at the airport.

Staff would also recommend a reduction in the number of part-time hours for the line staff. The current budget includes 3,629.50 part-time hours at an average salary of \$16.17 per hour. These hours would be reduced to 832 hours to cover the weekends throughout the year at a salary of \$18 per hour.

Finally, there will also be a greater reliance on the Public Works administrative staff to assist in managing the airport leases, including issuing notices, processing accounts receivable, and collections.

Financial Impact

The addition of a full-time General Utility Worker I at a cost of \$53,435.20 in year 1, split 33% to the General Fund and 67% to Airport Operation and Maintenance Fund would be an unbudgeted increase of \$35,801.58 to the Airport Fund and \$17,633.62 to the General Fund.



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There would be a reduction in Airport Manager hours by 50%. The current full-time Airport Manager budget is \$108,000, which would be reduced to approximately \$52,000, for a savings of \$54,000.

There would be a reduction of 2,797.50 part-time hours. The current part-time budget is \$61,580, which would be reduced to approximately \$15,000 for a savings of \$46,580.

Overall, the staffing plan as proposed would provide a net decrease of \$64,778.42 to the Airport Fund and a net increase of \$17,633.62 to the General Fund.

Staff recommends a motion to Approve the proposed airport staffing plan to recruit for a permanent part-time Airport Manager position, create a full-time General Utility I (GUI) position, reduce the part-time Airport Service Technician hours to 832, and transition airport maintenance responsibilities to Public Properties.

President Bogdanowski asked for a summary of the current staffing situation. Director McDillon stated that the Village employs 3 part-time line service technicians working various shifts at the airport 7 days a week—none of which work more than 50-60 hours in a two-week period. Until recently, the gaps in labor were covered by the former manager.

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

Board of Trustees

None.

President

None.

Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:50 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk

Committee of the Whole Meeting
September 28, 2023