



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

MARCH 12, 2024

## 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 Trevor Bosack, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Ryan McDillon, Director of Community Development John Svalenka, Parks and Recreation Director Randy Splitt, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by President Bogdanowski.

## Audience Participation

None.

## Administration

### **Informational Item Concerning Lakewood Road Improvements**

Presented by Village Administrator Shannon Andrews

On Wednesday, March 20th, the McHenry County Division of Transportation (MCDOT) will host a Public Information Meeting for the Lakewood Road Corridor Project at the Lake in the Hills Village Hall from 4:00pm – 7:00pm. The meeting will be conducted in an open house format where residents can stop in at any time that evening to learn more about the project and provide comments. Invitations have been mailed directly to those residents who live adjacent to the project.

Concerns had been raised at previous Board meetings regarding the MCDOT's intent to install a roundabout at the intersection of Lakewood Road and Miller Road as part of this project. Staff has prepared a presentation, which is attached to the agenda, to further discuss the impact of the planned intersection improvement. Much of the content has been provided by MCDOT through educational meetings between Village and MCDOT staff and through training that the County provided regarding roundabouts.

This item is being presented for informational purposes only.

Trustee Murphy asked if the plans include a pedestrian crossing mechanism. Administrator Andrews stated that she is not sure what safety measures are included in the County's plans.

Trustee Anderson asked how pedestrian traffic will be handled during festivals, noting the increased foot traffic at those times. She also asked if there would be a notice to prepare drivers to slow down for the roundabout ahead of the steep slope. Administrator Andrews stated that these are questions that the engineering team will be able to answer. Trustee Anderson also asked who will incur the cost of large trucks running over the ribbons.



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Administrator Andrews explained that the county will be responsible for that cost, adding that this is actually the purpose of the ribbons.

Trustee Dustin echoed concerns for pedestrians and bike traffic and asked why roundabouts are not planned for the other intersections on Lakewood Rd. Administrator Andrews stated that the County has studied the Lakewood Rd and Ackman Rd intersection, and they will be able to answer that question.

President Bogdanowski reminded the Board that the purpose of this informational item is to help Administrator Andrews gather questions in preparation for the County's public meeting.

Trustee Harlfinger stated that the roundabout will not get his approval without the inclusion of signaling for pedestrian traffic.

## **Request to Waive Competitive Bidding and Approve a Contract with Windy City Amusements for Summer Sunset Festival**

Presented by Village Administrator Shannon Andrews

At the February 8, 2024, Committee of the Whole meeting, staff presented a contract with Windy City Amusements to provide the carnival at the 2024 Summer Sunset Festival. Staff was challenged to reengage Windy City to determine if there was any opportunity to increase the Village's share of the ride gross to bring it closer to the 2022 contract language. In addition, the Board expressed concern that our wristband prices should be consistent in cost with other carnivals being offered this year.

Windy City was amenable to adjusting the wristband rates back to the 2023 rates, making them \$30 for Saturday and Sunday afternoons and \$35 for Friday and Saturday evenings. Staff was able to confirm these rates do match the carnival at the Lake in the Hills Rotary Ribfest event.

Unfortunately, Windy City held firm with the revenue sharing portion of the agreement, which entitles the Village to 38% of the ride gross up to \$100,000 and 40% on anything over \$100,000. Staff was able to confirm that these percentages mirror the contract that Windy City holds with the Rotary club for their event.

Based on the above, staff has incorporated the wristband changes into the attached one-year agreement with Windy City Amusements, Inc., which no longer includes extensions. The Village will have the opportunity to re-evaluate after this year's event.

### **Financial Impact**

The Village's FY24 budget estimates net proceeds totaling \$65,000 for the carnival.

Staff recommends a motion to Waive Competitive Bidding and Approve the Contract to Supply Amusements with Windy City Amusements, Inc. for the 2024 Summer Sunset Festival.



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Trustee Huckins asked if a fixed price was discussed. Administrator Andrews stated that there was no discussion on fixed rates.

Trustee Dustin recommended inviting the other local carnival vendors to Summer Sunset Festival to see if they can run an estimate for a comparable setup for future events.

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

## **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, which is 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 the Execution of a Farm Lease Agreement Between the Village of Lake in the Hills and Sue Fruin for a Portion of the Property Commonly Referred to as the Sullivan Property**

Presented by Village Administrator Shannon Andrews

Historically, a portion of the commonly referred to Sullivan property, the farmland just south and west of the softball field and west of the Public Works facility, has been farmed by the Fruin family. The lease agreement has been between the Village of Lake in the Hills and Dan Fruin. Earlier in 2024, the Village was contacted by Sue Fruin who expressed an interest in continuing to farm the land but explained that unfortunately, Dan had passed away. An updated Farm Lease Agreement between the Village of Lake in the Hills and Ms. Sue Fruin, for the portion of PIN #18-22-200-027, commonly referred to as the Sullivan Property, has been attached to the agenda for Village Board Consideration.

The Fruin family has leased and maintained this property since May 26, 2005. Entering into this lease agreement reduces the Village's maintenance costs associated with the mowing and landscaping of the property. The lease will commence on March 14, 2024, for a two-year term. An automatic renewal for up to five two-year terms has been added to the lease agreement. A 30-day cancellation notice is required by either party. Ms. Fruin will be responsible for the payment of real estate taxes on the leasehold interest.



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Staff recommends a motion to approve the execution of the Farm Lease Agreement with Ms. Sue Fruin for a portion of the Sullivan Property.

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

## Public Works

### Informational Item Concerning Woods Creek Reach 9

Presented by Public Works Director Ryan McDillon

Under the guidance of the Village's previous engineer, Christopher B. Burke Engineering, the Village established a plan to improve storm water quality, which consisted of a three-phase project to stabilize its portion of the Woods Creek streambank before performing dredging of Woods Creek Lake to remove silt and sediment. Construction of the first phase, referred to as Reach 10 was completed in 2021, Reach 11, the second phase of the project, was completed in 2023, and Reach 12, the final phase, was completed in late 2023.

During the onboarding process with the new Village Engineer, Baxter and Woodman, it was identified that Reach 9 in the Woods Creek Watershed Based Plan should be improved prior to moving forward with the dredging of the lake. Reach 9 includes approximately 1,300 linear feet of Woods Creek and approximately 10-acres of riparian area located immediately north of IL Route 62 and continuing up to the start of the Reach 10 project. When the project plan was initially developed, the condition assessment of Reach 9 had given the project a lower priority making it ineligible for IEPA grant funding. For this reason, it was bypassed, and work continued on Reaches 10, 11 and 12. With these sections now complete, Baxter and Woodman believe Reach 9 can be reassessed and submitted for IEPA grant funding.

In order to proceed, Baxter and Woodman would need to complete an assessment to determine appropriate ecological restoration and stewardship options related to stabilizing eroded streambanks, enhancing channel conditions, and restoring and stewarding the native plant communities along the riparian corridor. Baxter & Woodman will record detailed notes and take photos related to existing conditions and proposed restoration and stewardship options. The information collected will be used to develop a Conceptual Stream/Riparian Ecological Restoration Plan and Cost Estimate. Once complete, representatives from Baxter and Woodman would present their findings and recommend next steps to the Board at a future meeting.

### Financial Impact

In the FY24 budget, the Village had included \$315,000 for the dredging of Woods Creek Lake. This work would be deferred while Baxter and Woodman are engaged to complete their assessment of Reach 9. This initial step is expected to cost \$9,500. No budget amendment would be needed at this time.

Unless the Board directs otherwise, staff will move forward with authorizing Baxter and Woodman to begin preparing the Woods Creek Reach 9 Conceptual Stream/Riparian Ecological Restoration Plan and Cost Estimate. As such, the engineering associated with the dredging of Woods Creek Lake would be postponed until we have a solid picture of the appropriate next steps.



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## **Request to Waive Competitive Bid Requirements and Award Contract for Dam 2 Controls Upgrade**

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to waive competitive bidding requirements and award a contract for the Dam 2 controls upgrade to Concentric Integration, LLC in the amount of \$157,900.00.

The Village uses an auto dialer system, an individual hardware alarm dialer installed at the dam 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 Mission Managed Scada system that provides alarm notifications using a combination of voice calls, text messages, and email messages. Mission Managed SCADA allows many more alarms to be configured, provides a single point of user management, and provides alarm history, which the current auto dialer system does not. A generator backup system, site lighting, and video surveillance will also be installed.

Baxter & Woodman/Concentric Integration, the Village engineer, has been a trusted water production advisor for the Village for several years and has been successfully performing SCADA water treatment plant upgrades for the Village. Concentric Integration's familiarity and expertise with installation, setup, training, and management of SCADA systems is paramount. They are also the only outside entity to have access to the programming for the Village. To put this project to competitive bid would mean that other outside companies would then have access to the Villages 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 FY24 budget includes \$180,000.00 for the Dam 2 Controls Upgrade in the Capital Improvement Fund. The total cost for the Dam 2 upgrades is \$157,900.00, which is \$22,100 under budget.

Staff recommends a motion to waive the competitive bidding requirement and award a contract to Concentric Integration for the Dam 2 Controls Upgrade for \$157,900.00.

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

## **Request to Accept a Bid and Award a Contract with Homer Industries for the 2024 Playground Impact Attenuating Surface Project**

Presented by Public Works Director Ryan McDillon

Staff recommends awarding a contract with Homer Industries in the amount of \$25,568.00 for the 2024 Playground Impact Attenuating Surface project.

Annually, Public Works contracts with a service provider to replace the playground mulch, otherwise known as impact attenuating surface (IAS), at each village-owned playground. The Village published a request for proposal



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(RFP) for Playground Impact Attenuating Surface in the Northwest Herald on January 11, 2024, posted the notice to the Village website, and sent invitations to sixty-four companies listed on the Village approved vendor list. The Village received two responses ranging from a high of \$42,112.00 to a low bid of \$25,568.00 from Homer Industries. The Village has contracted with Homer Industries in the past and has been satisfied with their services.

## Financial Impact

The Village's 2024 budget includes \$31,420.00 for impact attenuating surface; however, Homer's bid of \$25,568.00 is \$5,852.00 under the total budget and is broken out below in the following funds:

- General Fund: 30.32.61.04 = \$8,296.00
- SSA2: 308.61.04 = \$6,120.00
- SSA3: 312.61.04 = \$2,312.00
- SSA4A: 316.61.04 = \$1,572.00
- SSA4B: 320.61.04 = \$128.00
- SSA5: 324.61.04 = \$1,700.00
- SSA6: 328.61.04 = \$2,720.00
- SSA15: 352.61.04 = \$2,720.00

Staff recommends a motion to accept the bid and award a contract with Homer Industries for the 2024 Playground Impact Attenuating Surface project in an amount not to exceed \$25,568.00.

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

## Board of Trustees

Trustee Anderson congratulated the Parks and Recreation department for receiving an award from NISRA for their exceptional community partnership.

## President

None.

## Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:23 pm.

Submitted by,

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

Shannon DuBeau  
Village Clerk