



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

SEPTEMBER 21, 2021

Call to Order

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

Also present were Village Administrator Fred Mullard, Assistant Village Administrator Shannon Andrews, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, IT Manager Joe Neilon, Airport Manager Michael Peranich, Village Attorney Brandy Quance, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Presentation

Officer Carlo Coduto and Sergeant Lloyd Howen Jr. received Years of Service Awards for serving 20 years with the Lake in the Hills Police Department.

Audience Participation

None.

Administration

Request for Change to Appendix B of the Municipal Code, Comprehensive Fine and Fee Schedule

Presented by Village Administrator Fred Mullard

Staff requests one change to the fishing permit fees approved by the Village Board on July 29. Since the ordinance was approved in July, staff noted that, while annual fishing permit fees were included, there was no fee established for a daily fishing permit. The proposed daily fee is \$15 per person—per day and applies to both residents and non-residents. The annual fee for residents was set at \$40 per household (\$30 for seniors). The annual fee for non-residents was set at \$60 per person. The relative cost of a daily permit is higher due to the administrative burden for such a short permit period.

Staff recommends a motion to approve an ordinance to add a Daily Fishing Permit fee to Appendix B, Comprehensive Fine and Fee Schedule of the Municipal Code.

Trustee Huckins questioned the fee increase compared to previous years. Administrator Mullard explained that the increase was structured to benefit residents and curb weekend purchases, which are issued by the police department. Trustee Anderson asked if the fee is comparable to the surrounding areas. Trustee Dustin stated that Three Oaks has waived their permit fee and instead charges an entrance fee of around \$10 per vehicle.

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



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Request for Approval of Ordinance Authorizing the Disposal of Surplus Property

Presented by Assistant 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 is no longer necessary or useful to the Village. In order to allow for disposal or sale, the attached Ordinance declares the property as surplus. The Ordinance authorizes the Village Administrator to determine the appropriate means of disposal. Staff will sell items with 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 approve the ordinance declaring Village property as surplus.

Pointing to the recent increase in the price of vehicles, Trustee Dustin asked if it makes sense to dispose of or sell vehicles that are still functioning. Assistant Administrator Andrews stated that many factors are considered before concluding that an item is no longer of value to the Village. Administrator Mullard added that two of the vehicles being considered have more than 120k miles on them and were previously used by the police department. President Bogdanowski asked if the decision is made based on an established calculation. Assistant Administrator Andrews stated that the number of years that the vehicle is expected to remain in service, cost of maintenance, safety level, and maintenance staff's recommendation are all considered. Trustee Anderson requested that the specific criteria for surplus designation appear on future reports. Assistant Administrator Andrews explained that the capital sheets capture thorough reasons for turnover. Additional details can be added in the case of surplus vehicles.

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

Request to Award of Contract for the Boardroom Audio/Video Upgrade

Presented by IT Manager Joe Neilon

Staff is seeking the Board's approval for the Award of Contract for the Boardroom Audio/Video Upgrade to SRU Communications and Technology, Inc. ("SRU").

The Fiscal Year 2021 budget included \$40,000 in capital funds for the replacement of the Boardroom audio equipment. The Village identified that our existing audio system in the Boardroom has reached the end of its useful life and requires replacement. The microphones cut out frequently, there is buzzing from the speakers, and the recording device on the amplifier no longer functions.

Earlier this year, staff met with multiple vendors to discuss in detail the audio/video needs in the Boardroom. From these meetings, the Village was able to develop and compile an RFP that included the replacement of all audio equipment in the rack such as amplifiers and mixers, all microphones, all speakers, recording devices, and most wiring with an easy to use touch screen interface. In addition, the RFP included a requirement for audio integration of a PC located in the A/V Closet that can be controlled at the Clerk's desk.

Staff included three supplemental options for the contractors to consider when submitting their responses:

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- Option 1 - Replace or re-use existing cabling after testing for full functionality.
- Option 2 - Purchase and installation of 2 PTZ web cameras that would integrate into the new system.
- Option 3 - Integration of our VOIP phone system into the new system.

The RFP was posted on August 9, with a mandatory pre-proposal meeting held on Monday, August 16, which was attended by seven vendors. The vendors were given a tour of the Boardroom and were shown the existing wiring and conduit locations in the ceiling and behind the desks. This was an important step to make sure the vendors understood the complexity of the installation, as the existing conduit is at capacity.

The bid opening was held on Friday, September 3, 2021, with the Village receiving four (4) responses that ranged from a high of \$56,078.78 to a low of \$37,000. A more detailed summary of the RFP results has been attached as Exhibit A.

The MIS Staff reviewed the submissions in their entirety and found that while all 4 submitted sound proposals, SRU and Audio Video Specialists were the only two vendors that included Option 1 in their base price, which reduces the Village's risk of additional charges when installation begins. Staff found that SRU provided a proposal with higher quality audio equipment and a more detailed plan on how the system will be installed and integrated.

Based on this assessment, staff recommends moving forward with the second lowest bidder, SRU Communications and Technology, Inc., with a proposal cost of \$37,679.48.

Staff is recommending that the Village include Option 3 from SRU at an additional cost of \$1,300. Combined with the based bid, the total project cost would be \$38,979.48, which remains under the budgeted amount of \$40,000.

Option 2 was included to help staff assess the future costs to implement video streaming should this become a priority of the Board. Option 2 is not being recommended at this time and based on the range of responses, more research would be necessary to properly identify the Village's needs.

The proposed touch screen interface will have controls for phone, volume, audio recording, etc.

Financial Impact

Capital Improvement Fund: Budget \$40,000 | Requested \$38,979.48 | Remaining \$1,020.52

The Fiscal Year 2021 capital budget included \$40,000 for this project. With a base bid of \$37,679.48 and the Village exercising Option 1 at \$0.00 and Option 3 at \$1,300, the total project cost is not to exceed \$38,979.48.

Trustee Anderson asked if SRU Communications and Technology is offering a guarantee on the wiring. IT Manager Joe Neilon explained that there is a clause in the contract stating that if the wiring cannot be replaced, SRU will confirm that the wires are fully functioning and add new connectors to the ends. However, the plan is to replace all wires.



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Trustee Huckins and Trustee Dustin voiced concerns over the quality of audio when phoning-in for meetings. Joe stated that the Boardroom microphone signals will feed directly to the VOIP phonenumber resulting zero degradation in the quality of audio on the other end of the phone. The caller's voice will be audible through integrated speakers in the Boardroom rather than through a physical telephone's speakers.

Trustee Huckins asked for a timeframe. Joe stated that the upgrade is projected to take five business days. However, the start date has not been established. He estimated 6-10 weeks until completion.

Staff recommends a motion to Award a Contract to SRU Communications and Technology, Inc. for the Boardroom Audio/Video Upgrade in an amount not to exceed \$38,979.48.

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

Public Works

Request for Agreement for Engineering Design and Special Services for the Runway 8/26 Rehabilitation and Reprofiling Project

Presented by Airport Manager Michael Peranich

Staff seeks to enter into an agreement with Crawford, Murphy and Tilly, Inc. (CMT) for runway design engineering and special services for the Runway 8/26 Rehabilitation and Reprofiling Project in an amount not to exceed \$157,400.

In March of 2019, the Village Board approved a design phase service agreement with CMT for phase one engineering of the runway rehabilitation project. Bids for that project were opened in summer of 2020 but, because they were much higher than anticipated, the project was never awarded. The work that CMT did for that project was a precursor to and is substantially included in the current runway project. CMT started design of the additional work included in this project under risk of non-payment. Additionally, the airport consultants are not eligible for payment until the contract for construction is awarded. This added design work includes all of the additional pavement work included in the contract to be awarded.

Starting in 2022, the Village plans to bring the existing runway up to current FAA design specifications by rehabilitating it. This action will eliminate an existing Modification of Standards (MOS) on file with the FAA and allow the airport to focus future grant money on other projects. This project will involve rehabilitating the existing runway including replacing the aggregate base, repaving, and reprofiling the surface to allow for proper stormwater runoff. The length of the existing runway will not increase as a result of this improvement project. The displaced thresholds, which were previously established by the FAA to prevent aircraft from flying too close to objects in the approach paths to the airport, will be eliminated as all obstructions have since been removed. This work will force closure of the airport for an estimated 64 calendar days next year. This information was already shared with the airport businesses and tenants.

The Village has a master agreement with CMT for aviation consulting services which allows the Village to enter into agreements for services as-needed. The attached agreement with CMT for design engineering and special services



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totals \$157,400. The Village and IDOT previously authorized CMT to complete this work in order for CMT to draft plans for IDOT to submit during the solicitation of bids for the construction portion of this project. Staff plans to present the Board with a separate agenda item to address the construction portion of this project by way of a construction phase agreement from IDOT. This will allow the Village to hire CMT to oversee the construction portion of this project next year.

Financial Impact

The Village's 2021 budget includes \$125,000.00 in the Airport Fund for engineering and design services. However, IDOT has informed the Village that because of the Village's current FAA entitlement money balances and the recent funding made available to the airport from the Coronavirus Aid, Relief, and Economic Security Act, the Village's total contribution for the entire Runway 8/26 Rehabilitation and Reprofiling Project, including design work from the original phase one runway engineering, this design work, and the construction contract will only amount to a total of \$14,650.

Staff recommends a motion to enter into an agreement with Crawford, Murphy and Tilly, Inc. (CMT) for runway design engineering and special services for the Runway 8/26 Rehabilitation and Reprofiling Project in an amount not to exceed \$157,400.

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

Request for Concurrence to Allow Runway 8/26 Rehabilitation & Reprofiling Project Award

Presented by Airport Manager Michael Peranich

Staff seeks concurrence from the Village Board of Trustees to allow the State of Illinois to award the Runway 8/26 Rehabilitation and Reprofiling Project to Plote Construction, Inc.

Earlier this summer, the Illinois Department of Transportation (IDOT) sought bids from companies to rehabilitate the runway at Lake in the Hills Airport. Three bids were opened on July 31st. Plote Construction, Inc. is the apparent low bidder with a price of \$2,294,000.

The document attached to the agenda indicates unit prices for the runway project included in Plote's bid. Before IDOT can officially award the project, Plote will need to meet all post-letting requirements including bonding and Disadvantaged Business Enterprise (DBE) certification; however, IDOT is seeking concurrence from the Village before they move forward with the award process. The work is anticipated to start on May 1, 2022.

Financial Impact

IDOT has informed the Village that because of the Village's current FAA entitlement money balance and the recent funding made available to the airport from the Coronavirus Aid, Relief, and Economic Security Act, the Village's total contribution for the entire Runway 8/26 Rehabilitation and Reprofiling Project will only amount to \$14,650. The entire project is anticipated to cost \$2,294,000, but the Village's local share would only be a portion of entitlement money from year not covered by the CARES Act.



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Staff recommends a motion of concurrence from the Village Board of Trustees to allow the State of Illinois to award the runway 8/26 rehabilitation and reprofiling project to Plote Construction, Inc.

Trustee Huckins asked for clarity on the bid selector. Airport Manager Michael Peranich confirmed that the bid has been selected by the state of Illinois.

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

Community Development

Request to Allow Variations to Section 7.4 Residential Bulk Chart at 65 Hilltop Drive

Presented by Community and Economic Development Director Josh Langen

David Manuel is proposing to rebuild a residential structure damaged by fire and water drainage and build an elevated deck to the rebuilt and surviving portions of the structure. The damage is estimated to be greater than 50 percent of the value of the structure; therefore, the property no longer has legal non-conforming status and will need to be rebuilt to meet the current Village Zoning Ordinance. The applicant is proposing the front portion of the house to be rebuilt on an existing foundation which is 2.74' into the required 25' front setback. A variation to the Section 7.4 Residential Bulk chart for R-2 property to allow for a 22.26' front setback is requested to accommodate the rebuild. NOTE: Plans indicate the requested 22.26' and existing foundation at this location; however, staff recommendation and Planning and Zoning Commission recommendation both referenced a 22.6' front setback due to scrivener's error.

Given the proposed configuration of the house, access to the sides or rear of the house or lot would not be possible with current zoning regulations as stairs over four feet in height are considered obstructions within a required setback and are not practical. The applicant is proposing decking to access the side and rear of the house. The decking would make use of existing concrete steps and would intrude 7'11" into the required 10' side setback. Therefore, a variation to the Section 7.4 Residential Bulk chart for R-2 property to allow for a 2'1" side setback on the north side lot line is requested to accommodate the proposed decking.

The Planning and Zoning Commission conducted a public hearing on August 16, 2021. However, at the request of the petitioner, no action was taken and the public hearing was continued until September 13, 2021 to accommodate petitioner's edits to submitted plans. The Commissioners voted 5-0 to recommend approval of the requested variations to Section 7.4 Residential Bulk Chart on September 13, 2021. The approval included the following staff-recommended condition:

- 1) Proposed fire-resistance measures, including type of materials, application, and location/expanse of the fire-rated portion of the deck, are found by the Village building code official to qualify as fire-rated by the current building code and eligible for a 2' setback, as opposed to the 5' setback required for non-fire rated structures.

NOTE: This is the condition presented to and adopted by the Planning and Zoning Commission. However, the condition is best stated as a future condition as opposed to affirmation of an existing action or state, using "will



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need to be found” as opposed to “are found”. Therefore, the condition has been adjusted for the Village Board as stated below in the recommendation to the Village Board.

Staff recommends a motion to approve an Ordinance for variations to Section 7.4 Residential Bulk Chart R-2 Zoning District front and side yard setbacks to allow for a 22.26’ front setback and a 2’1” northside setback, at 65 Hilltop Drive, Parcel #19-20-455-040, with the following condition:

- 1) Proposed fire-resistance measures, including type of materials, application, and location/expanse of the fire-rated portion of the deck, will need to be found by the Village building code official to qualify as fire-rated by the current building code and eligible for a 2’ setback, as opposed to the 5’ setback required for non-fire rated structures.

President Bogdanowski stated that a Commissioner had concerns about the easement. Director Langen stated that the easement is acceptable.

Trustee Huckins asked if construction was stopped by the homeowner or the Village. Director Langen explained that the deck was constructed without a permit. Because of this, the Village has made it clear that it is not liable for damage or injury due to the construction. Trustee Huckins asked if permits were obtained for the remainder of the construction. Director Langen stated that all other work was permitted and reviewed.

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

Board of Trustees

In regard to the resident who has been using his property for auto repairs, Trustee Murphy asked for an update on the proposed cease and desist order. President Bogdanowski stated that Village staff are still collecting information.

President

None.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:10 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk