



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 9, 2024

Call to Order

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

Roll call was answered by Trustees Huckins, Dustin, Bojarski, Anderson, Murphy, and President Bogdanowski.

Motion to allow Trustee Harlfinger to attend telephonically was made by Trustee Huckins and seconded by Trustee Anderson. On roll call vote, Trustees Anderson, Murphy, Bojarski, Dustin, 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, Parks and Recreation Director Randy Splitt, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by the People for Parks Foundation Treasurer, Denise Wasserman Haugk.

Audience Participation

None.

Administration

Informational Item Concerning the Annual Liquor & Raffle License Report

Presented by Village Administrator Shannon Andrews

State statute requires the Liquor Commissioner and municipalities to publicly announce and publish a report that provides information regarding new and renewal liquor and raffle license applications that the Village received in the prior fiscal year. Attached to the agenda, please find the Annual Liquor & Raffle License Report providing the history of the past five years, 2019 through 2023.

Request to Approve a License Agreement with Boy Scouts of America, Troop #369

Presented by Village Administrator Shannon Andrews

Each year for the past ten years, Boy Scouts of America Troop #369 ("Troop 369") has requested permission to park their Slick-Rydr Canoe Trailer in the parking lot at Nockels Park/LaBahn Hain House from late April through September. The trailer holds 10 canoes and several kayaks, which are used by the Troop for various planned activities throughout the spring and summer.

In this 11th year, Staff is recommending that the Board consider issuing Troop 369 a revokable ongoing license to use the parking lot space. Once executed, this license would remain in place until such time as:

- 1) the organization name changes, or
- 2) the charter organization changes, or



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 9, 2024

3) the Village revokes the license.

The issuance of a license simplifies the existing process by eliminating the organization's need to submit these annual requests. It also provides additional protection for the Village, as Troop 369 would be responsible for anything that happens involving the trailer.

Staff recommends a motion to Approve the License Agreement with Boy Scouts of America, Troop #369, under American Legion Post #1231 as its Charter Organization.

Trustee Huckins asked if there is a way for the Troop to provide insurance through the agreement. Administrator Andrews stated that the Village is protected through indemnification.

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

Request to Approve a Village Support Request for the 2024 McHenry County Century Ride

Presented by Assistant Village Administrator Trevor Bosack

The People for Parks Foundation of Lake in the Hills, Inc. (the "Foundation"), is hosting their fourth annual McHenry County Century Ride on May 26, 2024. This recurring event is a fundraiser organized to primarily benefit the Village's Parks and Recreation programs, with a portion of the proceeds also benefiting This Able Veteran, a 501c3 organization that trains service dogs to support US military veterans suffering from PTSD (previously identified as True Blue Dogs Foundation in the Foundation's request letter).

The Foundation has submitted a special event permit application requesting the use of a small portion of the east parking lot and roundabout at Sunset Park for the event. In addition, the Foundation has submitted a request for support from the Village (attached to the agenda) for this year's event. While most items on the list can be accommodated internally by staff, the following requests require Board approval:

- A waiver of the deposit (\$1,000), rental fee (\$35) for Sunset Park, application fee (\$25), and safety plan review fee (\$150).
- A waiver of Section 43.09 "Noise", of the Lake in the Hills Municipal Code
- Permission to allow overnight placement of a twelve-foot (12') equipment trailer in the roundabout at Sunset Park from Friday, May 24 through Monday, May 27, 2024.

Financial Impact

The value of the fee waivers being requested is \$1,210; however, \$1,000 of this will be refunded to the organization if no damage occurs.

Staff recommends a motion to approve the Village support requests from the People for Parks Foundation of Lake in the Hills for the May 26, 2024, event.

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



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Public Works

Request to Approve Geske & Sons Contract for the 2024 MFT Road Resurfacing Road Project and IDOT Resolution

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract in the amount of \$1,079,376.78, to Geske & Sons of Crystal Lake, IL, for the 2024 MFT Road Resurfacing Project and the Illinois Department of Transportation (IDOT) Resolution for Improvement form.

On April 2, 2024, Public Works opened three sealed bids for the 2024 MFT Road Resurfacing Road Project. The three bids ranged from a high bid of \$1,158,173.30 to a low bid from Geske & Sons of \$1,079,376.78. This low bid is \$106,699.17 under the engineer’s estimate of \$1,186,075.95 and \$114,703.30 below the budgeted amount of \$1,194,080.00. The Village has previously contracted with Geske & Sons for road resurfacing and has been satisfied with their work.

This project includes a total length of 16,058 feet of resurfacing. The list of scheduled roadways has been provided below:

Street	Beginning Street	Ending Street
Alexandria Dr	Terramere Ln	Stickley Ln
Baldwin Ct	Baldwin Ln	End
Birkdale Ct	Annandale Dr (North)	End
Blackhawk Dr	Algonquin Rd (West)	End
Claremont Ln	Wildspring Dr	Grafton Farm Dr
Clear Sky Trl	Starwood Pass	End
Crimson Ct	Albrecht Rd	End
Deer Path Rd	Oakleaf Rd	Wander Way
Halfmoon Gate	Starwood Pass	Miller Rd
Harvest Gate	Algonquin Rd (West)	Village Hall Dr
Hickory Rd	Hawthorne Rd	Pheasant Trl
Hunters Path	Wander Way	Hawthorne Rd
Lake Dr	Pheasant Trl	Hickory Rd
Litchfield Ct	Litchfield Ln	End
Litchfield Ln	Miller Rd	Litchfield Ct
McPhee Dr	Oak Street (East)	Creekview Ln
Pheasant Trl	Lake Dr	Echo Hill
Raxburg Ct	Stanton Cir	End
Starwood Pass	Prides Run	Sweetwater Ridge
Sullivan Pass	Wright Dr	Lakewood Rd



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Sweetwater Ct	Sweetwater Ridge	End
Sweetwater Ridge	Starwood Pass	Starwood Pass
Wexford Ct	Wexford Ln	End

In order to use MFT funds, the Illinois Department of Transportation (IDOT) requires that the Village Board of Trustees appropriate the funds by approving an IDOT Resolution in the amount of the cost of the resurfacing, which is \$1,079,376.78.

Financial Impact

The FY24 Budget includes \$1,194,080.00 for MFT road resurfacing in the Motor Fuel Tax Fund. At \$1,079,376.78, Geske & Sons’ bid is \$114,703.30 under the budgeted amount.

Staff recommends a motion to award a contract to Geske & Sons for the 2024 MFT Road Resurfacing Road Project, in an amount not to exceed \$1,079,376.78 and a motion to approve the IDOT Resolution for Improvement Under the Illinois Highway Code to appropriate \$1,079,376.78 of MFT funds for the 2024 resurfacing program.

Trustee Dustin requested Geske & Sons not repeat the partial curb repair issue from last year.

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

Request to Award a Contract and IDOT Resolution for the 2024 MFT Road Resurfacing Project

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval for Construction Engineering Services for the 2024 Motor Fuel Tax (MFT) resurfacing program.

The 2024 MFT Road Resurfacing Project includes over 16,000 feet of resurfacing throughout the Village. Construction oversight of this project is performed by the Village Engineer, Baxter & Woodman, who has provided a task order (attached to the agenda) to perform construction supervision services at a cost not to exceed \$79,856.00. This includes \$70,658.00 for the engineering portion of the work and another \$9,198.00 for the material testing. These expenditures are also itemized within the required IDOT Engineering Services Agreement for this project.

Prior to using MFT funds, the Illinois Department of Transportation (IDOT) requires that the Village Board appropriates the funds by approving an IDOT Resolution for Improvement. This Resolution commits the Village to an expenditure of \$79,856.00 for the engineering and material testing work.

Financial Impact

The Baxter and Woodman Task Order in the amount not to exceed \$79,856.00 would be \$4,626.00 over the Village’s 2024 MFT budget of \$75,230.00. Despite this overage, the Village will see savings in the cost of construction, resulting in a net positive impact.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 9, 2024

Staff recommends a motion to approve Baxter & Woodman Task Order 2024-6 for 2024 MFT Construction Services, in an amount not to exceed \$79,856.00 and a motion to approve the IDOT Resolution for Improvement and Engineering Services Agreement, which appropriate \$79,856.00 of MFT funds for the 2024 resurfacing program.

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

Request to Approve a Task Order and IDOT Forms for 2025 MFT Road Resurfacing Design Engineering

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to engage Baxter & Woodman to perform Design Engineering Services for the 2025 Motor Fuel Tax (MFT) Resurfacing program.

The Village Engineer, Baxter & Woodman, has provided a task order (attached to the agenda) to perform design engineering services for the 2025 MFT Resurfacing Program at a cost not to exceed \$30,000.00. This expenditure is also itemized within the required IDOT Engineering Services Agreement for this project.

Prior to using MFT funds the Illinois Department of Transportation (IDOT) requires that the Village Board appropriate the funds by approving an IDOT Resolution for Improvement. This Resolution commits the Village to an expenditure of \$30,000.00 for the design engineering services.

Financial Impact

The Baxter & Woodman Task Order in the amount not to exceed \$30,000.00 would be \$9,700.00 over the Village's 2024 MFT budget of \$20,300.00 for this project. Despite this overage, the Village will see savings in the cost of construction for the current year's project, resulting in a net positive impact.

Staff recommends a motion to approve Baxter & Woodman Task Order 2024-04 for 2025 MFT Design Engineering Services, in an amount not to exceed \$30,000.00 and a motion to approve the IDOT Resolution for Improvement and Engineering Services Agreement to appropriate \$30,000.00 of MFT funds for the 2025 MFT Design Engineering.

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

Request to Approve an IDOT Resolution and Task Order for Albrecht Road Resurfacing Design Services

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to engage Baxter & Woodman to perform Design Engineering Services for the Albrecht Road Resurfacing Project.

In 2019, Illinois enacted a Rebuild Illinois capital program to fund public infrastructure projects and revitalize local economies across the state. The initiative provides municipalities with public infrastructure grant opportunities as well as revenue in the form of bond proceeds.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 9, 2024

The Rebuild Illinois capital program provided municipalities with bond proceed revenue based on population size from 2020 through 2022. The Village had received a total of \$1,926,240.18 in Rebuild Illinois bond proceeds by the end of 2022, which have to be used prior to July 1, 2025. The Industrial Drive Construction project used approximately \$1,267,082.00 of the available funds, which leaves approximately \$659,000.00 for the Albrecht Road Resurfacing Project.

The Village Engineer, Baxter & Woodman, has provided a task order (attached to the agenda) to perform Phase 1 design engineering services for the Albrecht Road Resurfacing Project at a cost not to exceed \$27,000.00. This expenditure is also itemized within the required IDOT Engineering Services Agreement for this project.

Prior to using the Rebuild Illinois proceeds within the MFT fund, the Illinois Department of Transportation (IDOT) requires that the Village Board appropriate the funds by approving an IDOT Resolution for Improvement. This Resolution commits the Village to an expenditure of \$27,000.00 for the design engineering services.

Financial Impact

The Village's 2024 MFT budget includes \$62,580.00 for Phase 1 & 2 engineering design of Albrecht Road. With Phase 1 not to exceed \$27,000.00, it will leave a remaining balance of \$35,580.00 for Phase 2 engineering.

Staff recommends a motion to approve Baxter & Woodman Task Order 2024-05 for Design Engineering Services for the Albrecht Road Resurfacing Project, in an amount not to exceed \$27,000.00 and a motion to approve the IDOT Resolution for Improvement and Engineering Services Agreement to appropriate \$27,000.00 of Rebuild Illinois Bond Proceeds within the MFT Fund for the design engineering of the Albrecht Road Resurfacing Project.

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

Request to Approve an Ordinance Approving Piers and Pier Replacement Project at Knockels Park

Presented by Public Works Director Ryan McDillon

Staff wishes to replace the existing piers at Knockels Park; however, current Code requirements restrict having more than one pier or dock structure per lot. In addition, the Code limits piers or docks from projecting more than 20 feet into a waterway, and it limits portions of piers and docks parallel to a shoreline to a length of no greater than 20 feet. The piers requiring replacement extend beyond these parameters.

In order to move forward, Board action is required to approve an Ordinance allowing these piers to be positioned at the site. There are three total piers along the shoreline; Pier 1 is a fishing pier, Pier 2 is a public boat pier, and Pier 3 is the pier used by the police patrol boat. Piers 1 and 2 are budgeted for replacement in 2024.

On January 29, 2024, Village staff released a Request for Proposal (RFP) for the project to the Village's website, published in the Northwest Herald and contacted twelve separate vendors to notify them of this opportunity. On February 20, 2024, one sealed proposal was opened from Cube Docks for \$48,500.00. Cube Docks is a new contractor working for the Village. Staff contacted their work references and were pleasantly surprised to discover that each of them who responded did so positively, stating they were very satisfied with their results and that they



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 9, 2024

were professional, were on time, and had no issues, further stating that they would use them again in the future. As such, Village staff recommends awarding a contract with Cube Docks for \$48,500.00.

Financial Impact

At \$27,000.00, the larger of the two piers met the capital threshold to be budgeted out of the Village's Capital Improvement Fund. The smaller pier was budgeted at \$22,000.00 out of the Public Properties budget. The bid for both docks from Cube Docks is \$48,500.00, which is \$500.00 below the total FY2024 budgeted amount of \$49,000.00. The \$500.00 savings will be split equally between the two Funds. The total expense within the Capital Improvement Fund will be \$26,750.00 and the General Fund, Public Properties will be \$21,750.00.

Staff recommends a motion to approve an Ordinance Approving Piers at Nockels Park. Motion to accept the bid and award a contract to Cube Docks for the Nockels Park Pier Replacement project, at a cost not to exceed \$48,500.00.

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

Request to Approve an Airport Ground Lease for Hangar PAP-14

Presented by Public Works Director Ryan McDillon

In accordance with Chapter 3.1 of the Lake in the Hills Airport Rules and Regulations, no person shall store any aircraft at the airport except pursuant to a written Lease, license and/or storage agreement approved by the Village. A new ground lease is required upon each change in ownership of a private hangar.

Todd Ogino is seeking approval for a new ground lease for Hangar PAP-14. The initial term of this lease is for twenty years from January 1, 2024, to December 31, 2043, with options to renew for four additional five-year terms. The ground lease has been retroactively dated to January 1, 2024, to the date Mr. Ogino took possession of the hanger and assumed the lease payments. The lease, which is attached to the agenda, has been reviewed by the Village's attorney and has been updated to allow for annual adjustments to the lease rates by the Board. Mr. Ogino has executed the requisite lease documentation and has provided the required certificate of insurance.

Financial Impact

The Airport Fund will receive \$2,343.36 annually from the ground lease. The rent and fees are subject to annual increases as approved by the Board.

Staff recommends a motion to approve the Ordinance Authorizing the Approval of a Ground Lease between the Village of Lake in the Hills and Todd Ogino for PAP-14.

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

Board of Trustees

None.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

APRIL 9, 2024

President

President Bogdanowski announced that he will deliver an Arbor Day proclamation at Thursday's Village Board meeting.

Chief Frake announced that a groundbreaking ceremony for the new police station will take place on site at Village Hall on Friday, April 19 at 4pm.

Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:51 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk