



Call to Order

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

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

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

Also present were Assistant Village Administrator Trevor Bosack, Chief of Police Matt Mannino, 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 Trustee Harlfinger.

Audience Participation

Juan Gonzalez of unincorporated Lake in the Hills addressed the Board concerning his inability to obtain a boat sticker and resident fishing license as a result of residing in an unincorporated area of Lake in the Hills. President Bogdanowski asked Director Splitt to collect the necessary information from Mr. Gonzalez to move forward with reconciling this issue.

Finance

Informational Item Concerning Manual Schedule of Bills Revisions

Presented by Finance Director Pete Stefan

Historically, the Village has approved payroll related payments to vendors on the Manual Schedule of Bills each month, but the true cost of each payroll is actually reflected in gross payroll totals—not just payments made to vendors to clear out payroll deduction liability accounts. Beginning with the June Manual Schedule of Bills being presented for approval at the July 25th Village Board meeting, gross payroll totals will be included in the Manual Schedule of Bills totals in lieu of just the payments to various vendors. This will result in a higher dollar amount being presented for approval which, over the past twelve months, has averaged \$596,947.70 per month or \$275,514.32 per payroll, which is essentially the net payroll payments to employees. The following chart shows the original Manual Schedule of Bills totals presented for approval on a month-by-month basis over the past twelve months as well as the revised amounts had the new method been in place:

Month	Year	Original Total	Less Payroll Fund	Non-Payroll Sub-Total	Plus Gross Payroll	Revised Total	Dollar Increase	Percent In-crease
June	2023	882,891.02	(610,260.52)	272,630.50	1,127,373.24	1,400,003.74	517,112.72	59%
July	2023	1,004,397.79	(727,589.34)	276,808.45	1,258,571.41	1,535,379.86	530,982.07	53%



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August	2023	810,160.43	(525,932.20)	284,228.23	1,145,479.69	1,429,707.92	619,547.49	76%
September	2023	904,343.13	(635,682.88)	268,660.25	1,125,005.34	1,393,665.59	489,322.46	54%
October	2023	821,049.17	(569,491.70)	251,557.47	1,085,561.66	1,337,119.13	516,069.96	63%
November	2023	943,277.26	(679,234.78)	264,042.48	1,582,254.17	1,846,296.65	903,019.39	96%
December	2023	1,048,467.68	(705,654.88)	342,812.80	1,183,937.92	1,526,750.72	478,283.04	46%
January	2024	952,436.52	(676,775.38)	275,661.14	1,235,196.31	1,510,857.45	558,420.93	59%
February	2024	816,606.66	(529,901.16)	286,705.50	1,137,459.19	1,424,164.69	607,558.03	74%
March	2024	1,007,311.49	(587,619.80)	419,691.69	1,127,014.33	1,546,706.02	539,394.53	54%
April	2024	899,603.54	(599,644.10)	299,959.44	1,146,695.24	1,446,654.68	547,051.14	61%
May	2024	1,041,957.42	(755,322.31)	286,635.11	1,611,932.92	1,898,568.03	856,610.61	82%
Averages		927,708.51	(633,592.42)	294,116.09	1,230,540.12	1,524,656.21	596,947.70	64%

This new method will present gross payroll costs for approval as part of each fund with a personal services budget and will allow for the elimination from the report of payments to vendors for payroll deductions, which are essentially a subset of gross payroll costs and would therefore not be necessary to approve a second time.

Public Works

Request to Approve a Waiver of Competitive Bidding for the Emergency Repair of Well 10

Presented by Public Works Director Ryan McDillon

At 6:30 PM on July 10th, Water Operator Larry Feffer was called out to Well 10 for a well failure alarm. He contacted Dave Buhcke with the Public Properties Division to assist with the investigation and it was determined that the failure was related to the well pump. On July 11th, Joe Bappert from Concentric conducted an Ohm resistance test and confirmed the well motor had failed.

Municipal Well & Pump was contacted immediately. Administrator Andrews authorized the emergency removal and inspection of the well pump and motor for a price not to exceed \$15,902.00. This work began on Monday, July 15th. A copy of the proposal for that work has been attached to the agenda for your review.

At this time, it is staff’s recommendation to waive competitive bidding and allow staff to negotiate a contract with Municipal Well & Pump for the repair and replacement costs that are expected once the disassembly and inspection have been completed. Staff would then return to the Board at a future meeting with a proposed contract to complete the repair.

Financial Impact

The removal and inspection of the well pump at Well 10 was authorized at a cost of \$15,902.00. Further expenditures are expected but are unknown until a breakdown and inspection of the Well components can be completed. No budget amendment is anticipated at this time.

Staff recommends a motion to waive competitive bidding to allow staff to negotiate a contract for the repairs or replacement of Well 10.



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Trustee Huckins questioned the current status of Well 10. Director McDillon confirmed that it is still down. Motion was made to place this item on the Village Board Agenda.

Request to Approve a Woods Creek Reach 9 Design and Permitting Task Order

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award Baxter & Woodman, a task order for the design and permitting for the Woods Creek Reach 9 Creek Line Stabilization Project.

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.

The Village Engineer, Baxter & Woodman, identified that Reach 9 in the Woods Creek Watershed Based Plan should be improved prior to moving forward with the dredging of the Woods Creek 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, which made 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 & Woodman believes Reach 9 can be reassessed and submitted for IEPA grant funding.

Baxter & Woodman is the Village's stormwater and lakes engineering consultant. Village staff requests approval of the task order, which is attached to the agenda, to hire Baxter & Woodman to design and secure permits for the Reach 9 Restoration Project. If approved, Baxter & Woodman will begin design work in anticipation of the Village applying for an IEPA 319 Grant next spring.

Financial Impact

In the FY24 budget, the Village had included \$315,000 for the dredging of Woods Creek Lake. This work will be deferred while Baxter & Woodman completes their design and permitting of Reach 9. No budget amendment is needed at this time.

Staff recommends a motion to approve Baxter & Woodman Task Order No. 2024-10, for Woods Creek Reach 9 Design and Permitting, at a cost not to exceed \$89,850.00.

President Bogdanowski questioned the timeline of the Woods Creek Reach projects. Director McDillon stated that Reach 9 is the last Woods Creek Reach project that the Village will be responsible for completing.

Trustee Huckins questioned why Reach 9 was not completed with Reaches 10, 11, and 12. Director McDillon explained that Reaches 10, 11, and 12 were priorities due to the state they were in.



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Trustee Huckins questioned the allocation of the \$89,850. Director McDillon confirmed that these funds will pay for the design and permitting only—no construction. However, as a result of the grant, there will be a 60% return on this expense, which the project's documentation will be used to secure.

Trustee Huckins asked if the amount budgeted was for the lake. Director McDillon confirmed that the budgeted \$315,000 was to cover the engineering for the lake dredging.

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

Request to Approve an Airport Ground Lease for Hangar PAP-1A

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.

On July 15, 2024, Aleksei Tseline, representing Aleksei Air LLC, completed the purchase of Hangar PAP1A from CYA LTD. It is important to note that CYA LTD has fulfilled ground lease payments up to August 1, 2024. Aleksei Air LLC, a registered entity in good standing with the Illinois Secretary of State, is now the rightful owner of Hangar PAP-1A.

The proposed initial term of the new lease is twenty years, commencing on August 1, 2024, and concluding on July 30, 2044. Additionally, the lease includes options to renew for four additional five-year terms. Mr. Tseline has diligently executed all requisite lease documentation and has provided the necessary certificate of insurance.

Financial Impact

The Airport Fund will receive \$2,626.44 annually from the ground lease and \$348 from electrical fees. 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 Aleksei Air LLC for PAP-1A.

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

Parks & Recreation

Request to Approve a Lake in the Hills Historical Society Labahn-Hain House Agreement

Presented by Parks & Recreation Director Randy Splitt

Staff proposes the execution of an agreement with the Lake in the Hills Historical Society for their use of the Labahn-Hain House. The Village Board approved a similar agreement on January 24, 2019. Similar agreements have been in place since 2002.



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The agreement allows the Society the use of the upper level of the Labahn-Hain House for storage and office space for no charge. It allows the Society to use the facility at no charge for meetings. It also requires the Society to maintain the display case on the main level. The Village is required to operate and maintain the facility and to consult with the Society regarding any renovation. Both parties agree to indemnify, hold harmless, and defend the other except in cases of negligence.

The agreement is for a period of five years but may be terminated with 30 days' written notification. Staff recommends a motion to approve an agreement with the Lake in the Hills Historical Society for use of the Labahn-Hain House.

President Bogdanowski asked if anyone has seen the upper level. Director Splitt stated that he has pictures.

Trustee Dustin asked if the group will be required to carry their own insurance. Director Splitt stated that the Village is protected through an indemnification clause.

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 Bojarski and seconded by Trustee Huckins. All in favor by voice vote.

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:46 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk