



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

January 9, 2007

Call To Order

The meeting was called to order at 7:31 p.m. Present were Trustees Harlfinger, Murawski, Bogdanowski, Sloan, Wakeman, Yensen, and President Plaza.

Also present were Village Administrator Gerald Sagona, Director of Public Safety James Wales, Public Works Director Fred Mullard, Village Engineer Dave Van Camp, Assistant Finance Director Robert Miller, Community Development Director Dan Olson, Village Attorney Anne Brophy and Village Clerk Denise Wasserman Haugk.

Audience Participation:

Eric Borchert - 190 Cool Stone Bend – President of a computer consulting company in LITH. He was questioning the installation of the recent computer purchases. He also wondered about the situation of the Oaks Fitness Club. He heard it will be going up for auction and wondered if the Village might be interested. President Plaza explained that the Village had previously looked into purchasing the Oaks and that it was too costly for the Village to take on. Mr. Sagona answered the computer question by stating that most of the equipment purchased was replacement equipment and not a new system that needed installation.

Administrator

Raffle License – Lake in the Hills Sportsman’s Club – presented by Village Administrator Gerald Sagona - The Lake in the Hills Sportsman’s Club is requesting a raffle license. All provisions of Section 31.02 of the Village Code have been met. The Lake in the Hills Sportsman’s Club unanimously voted to request a waiver of the fidelity bond requirement associated with the Raffle Application form. Motion was made to place this item on the Village Board Agenda.

Utility Bill Carrier Envelope Advertisement– presented by Village Administrator Gerald Sagona - On December 9, 2004, the Village executed a contract with Statement Marketing, Inc. (SMI) to provide advertisements on the Village’s utility bill carrier envelopes. As part of this contract, the Village has the ability to approve or reject the proof provided by SMI. Mr. Craig Parks, of SMI, has submitted a proof, which contains advertising for Govnor’s Public House. This advertisement will be printed on all utility bill carrier envelopes for the month of February, 2007. This item was information only.

Director of Police/Public Safety

Ordinance – Establishing Chapter 15, Code Hearing Department, of the Municipal Code – presented by Director of Public Safety James Wales - As previously discussed, the Village needs to create an administrative hearing process for individuals to contest photo red light enforcement compliance citations and

vehicle impoundment and bail bond fees. The draft ordinance will also allow for adjudication of all other Village ordinance violations, except liquor, tobacco and traffic violations not specifically identified. President Plaza mentioned that McCog is trying to get together a group to create one administrative hearing process. Mr. Wales mentioned that they are looking into a regional process through various municipalities in the area. Mr. Wales envisions getting this program up and running and having other municipalities possibly join in. Trustee Sloan wondered if the meetings would be ad-hoc or scheduled. According to Mr. Wales they would be scheduled. Trustee Wakemen wondered about a provision for vacating the default. Attorney Brophy detailed what was in the ordinance. Motion was made to place this item on the Village Board Agenda.

Director of Community Development

Ordinance – Conditional Use – New Life Baptist Church– presented by Director of Community Development Dan Olson - The applicant, New Life Baptist Church, is requesting a Conditional Use Permit to continue to operate a church at 9228 Trinity Drive and to double its space to approximately 8698 square feet by expanding into the adjacent 9218 Trinity Drive. The 9228 Trinity Drive property was granted a Conditional Use Permit in December 1999 to operate a church for a period not to exceed four years. The ordinance was amended in October 2003 to extend the timeframe for another four years. New Life Baptist Church is still operating in the building and would like to continue to operate at this location and expand into 9218 Trinity Drive. A four year time limit is suggested to ensure that the building can become available for commercial use in the future. A public hearing was held in front of the Planning and Zoning Commission on December 18, 2006. By a vote of 7 to 0, the Commission recommended approval of the Conditional Use for a period not to exceed four years. Trustee Sloan wondered if it was normal to grant extensions. Motion was made to place this item on the Village Board Agenda

Bh hwysbm table until first meet in march

Ordinance – Conditional Use – Crystal Lake Adventist Fellowship– presented by Director of Community Development Dan Olson - The applicant, Crystal Lake Adventist Fellowship, is requesting a Conditional Use Permit to operate a church in an approximately 6563 square foot tenant space at 9240 Trinity Drive. The property was previously granted a Conditional Use Permit to operate Joy Community Church for a period not to exceed four years. That Conditional Use Permit has now expired; Joy Community Church has moved into its own new building; and Crystal Lake Adventist Fellowship would like to occupy the same tenant space. A four year time limit is suggested to ensure that the building can become available for commercial use in the future. A public hearing was held in front of the Planning and Zoning Commission on December 18, 2006. By a vote of 7 to 0, the Commission recommended approval of the Conditional Use for a period not to exceed four years. Pastor Mark Woods is in attendance for questions. Motion was made to place this item on the Village Board Agenda.

President Plaza asked for a motion to table the following item until the first meeting in March. Motion to table the following item until the first meeting in March was made by Trustee Bogdanowski and seconded by Trustee Harlfinger. On roll call vote, Trustees Harlfinger, Wakeman, Yensen, Sloan, Bogdanowski and Murawski voted Aye. No Nays. Motion carried.

Ordinance - Amendment to the 2002 Comprehensive Plan – Design Guidelines for the Route 47 Commercial Business District (Sub Area #1) – presented by Director of Community Development Dan

Olson - The 2002 Comprehensive Plan provides recommendations for the Route 47 sub-area and identifies the creation of design guidelines for the sub -area as a strategy for implementing the plan. An amendment to the Comprehensive Plan to add Design Guidelines for the Route 47 Commercial Business District is therefore proposed. In anticipation of future guidelines governing different areas of the Village, we will add the guidelines to a new Chapter VII – Design Guidelines. On December 12th, the Village Board reviewed the amendment and voted to set a public hearing for January 9th. The hearing was scheduled for January 9th prior to this meeting.

Engineer:

Parks and Recreation:

Public Works:

Contract – SEC Group – 2007 Professional Engineering Services Master Contract – presented by Public Works Director Fred Mullard - The Master Contract between the Village of Lake in the Hills and SEC Group serves as a base document for all engineering services provided to the Village by SEC Group. There are no changes to the existing agreement other than the billing rates have increased slightly. A copy of the 2007 Professional Engineering Services agreement was given to the Board for review and consideration. Mr. Dave Van Camp of SEC Group was in attendance to answer any questions. Motion was made to place this item on the Village Board Agenda.

Contract – Baxter & Woodman – 2007 Professional Engineering Services Master Contract– presented by Public Works Director Fred Mullard - In October 2006, Public Works received Statements of Qualifications (SOQ) from thirteen engineering firms interested in providing engineering services related to the Village’s water system. The SOQs were evaluated by a panel consisting of the Village Administrator, Public Works Director, Deputy Public Works Director, and Water Superintendent. As a result of the evaluation four firms were selected to provide a detailed presentation to the panel further explaining their qualifications to serve the Village. Based on these presentations, the panel recommended Public Works attempt to negotiate a master contract with Baxter & Woodman, Inc. A master contract, based on the previous contract with EarthTech, was presented to Baxter & Woodman, Inc. for consideration. Minor changes were proposed to and accepted by Public Works. The final document was reviewed and accepted by the Village Attorney. A copy of the proposed Master Contract was given to the Board for consideration. Public Works recommends accepting this contract. Carolyn Grieves, the Project Manager for Baxter & Woodman, Inc. was present to answer any questions. Trustee Bogdanowski does not see the difference between this contract and the previous contract with the previous firm. According to Mr. Mullard each contract is similar with minor changes. Motion was made to place this item on the Village Board Agenda.

Contract – Baxter & Woodman – Water System Study and Model Update– presented by Public Works Director Fred Mullard - In discussion between Baxter & Woodman and Public Works it was determined that the first task order should update the existing water system plans. Task Order 1 would update and calibrate the water system model last updated by EarthTech in 2004. With this information plus a review of our water system records, they will then prepare a revised master plan to assist in long range system planning. This will replace the existing master plan prepared by EarthTech in 2004.

The total cost of this task order is not to exceed \$40,570.00. Public Works only budgeted \$15,000.00 for general engineering and \$6,000.00 to update the water system model. A budget amendment will be required. Preparing these revisions at this time will provide Baxter & Woodman the necessary information to consider reductions in future capital and O&M expenses which they believe are feasible in the short term. Due to the possible long term cost savings, Public Works recommends approving this task order at this time. Trustee Sloan wondered about the budgeted amount. According to President Plaza the amount is reasonable considering Baxter & Woodman will review possibly questionable plans from the former firm. According to Mr. Mullard this review will help re-establish priorities. Motion was made to place this item on the Village Board Agenda.

Payment Request – Lamp Inc. – Public Works Renovation and Expansion Project– presented by Public Works Director Fred Mullard - The Village Board awarded the contract to Lamp Incorporated on February 9, 2006 to oversee the design and manage the expansion and renovation of the Public Works facility on Haligus Road. Lamp Inc. is submitting a request for Progress Payment 8 in the amount of \$356,828.40. The Public Works Department supports the request for payment. A copy of the pay request and waiver of lien were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Payment Request – Berger Excavating Contractors, Inc. – Crystal Lake Road Reconstruction Project– presented by Public Works Director Fred Mullard - The 2006 MFT Crystal Lake Road Reconstruction contract was awarded to Berger Excavating Contractors, Inc. on May 11, 2006 for \$1,092,996.00. They are requesting Progress Payment 3 in the amount of \$354,090.59. The Public Works Department and Smith Engineering support the progress payment. Payroll documentation is on file. Copies of the recommendation, pay request, and waivers were given to the Board for your review and consideration. President Plaza feels they have done an excellent job – despite the delays. He wondered on resident feedback. Trustee Murawski heard positive feedback as well. Motion was made to place this item on the Village Board Agenda.

Payment Request/Resolution – V3 Construction – Sunset Park Parking Lot– presented by Public Works Director Fred Mullard - The Sunset Park Parking Lot contract was awarded to V3 Construction on April 13, 2006 for \$810,357.41. Previously approved change orders adjusted the project cost to \$861,761.41. V3 Construction is submitting Change Order 3 in the amount of \$7,425.01 for undercuts that were completed and the time extension until May 11, 2007 as indicated in Attachment A, thus adjusting the project cost to \$869,186.42. V3 Construction is also requesting Progress Payment 5 in the amount of \$293,306.74 for work completed to date. The Public Works Department supports the attached change order and progress payment. Payroll documentation is on file. Copies of the pay request, waivers, resolution, change order and recommendation were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Payment Request/Resolution – J.S. Riemer – 2006 Drainage Improvement Project– presented by Public Works Director Fred Mullard - The 2006 Drainage Improvement Contract was awarded to J.S. Riemer on April 27, 2006 for \$347,231.70. A previously approved change order adjusted the project cost to \$383,134.89. J.S. Riemer is submitting Change Order 2 in the amount of \$23,120.00 for changes to a manhole and driveways on Sycamore Street required due to the V-gutter and paving installed. This adjusts the project

cost to \$406,254.89. J.S. Riemer is also requesting Progress Payment 2 in the amount of \$227,901.46. The Public Works Department supports the change order and progress payment. Payroll documentation is on file. Copies of the pay request, waivers, resolution, change order and recommendation were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Payment Request/Resolution – George W. Kennedy Construction – 2006 Water Main Replacement Project– presented by Public Works Director Fred Mullard - The 2006 Water Main Replacement Contract was awarded to George W. Kennedy Construction on April 27, 2006 for \$987,761.96. A previously approved change order adjusted the project cost to \$993,429.46.

All the work was completed on December 12, 2006. George W. Kennedy Construction is submitting a request for Balancing Change Order 2 in the form of a credit in the amount of \$15,263.46 and Final Progress Payment 4 in the amount of \$131,777.65. The Village is in possession of a maintenance bond for \$97,816.60. The Public Works Department supports the attached balancing change order and progress payment. Payroll documentation is on file. Copies of the pay request, waivers, and recommendation were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Purchase – Cargill Inc. – Softener Salt– presented by Public Works Director Fred Mullard - The Village presently has three ion exchange water treatment facilities. The ion exchange facilities soften the water during the regeneration procedure to remove barium. Softener salt is used for this process due to the higher quality, as compared to industrial rock salt. Cargill Inc. is the sole provider of softener salt in the Midwest region. Cost is based on an estimated 1,500 tons at a price of \$175,550. The salt will be purchased as required throughout the year. Cargill Inc. was the 2006 supplier and performed satisfactory. A copy of the 2007 quotation for this product was given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Purchase – Water Resources – Water Meters and Replacement Parts – presented by Public Works Director Fred Mullard - The Village's water system will require water meters and replacement parts throughout fiscal year 2007 to support projected growth and necessary maintenance. These water meters and parts will be used for the new developments, equipment replacements, and refurbishment. Water Resources Inc. is the sole regional supplier of the water meter styles used by the Village of Lake in the Hills. Trustee Sloan wondered how many meters that will get the Village. According to Mr. Mullard it will be about 150 meters that are installed more efficiently than one's in the past. Motion was made to place this item on the Village Board Agenda.

Purchase – Alexander Chemical Corp – Water Treatment Chemicals– presented by Public Works Director Fred Mullard - To meet IEPA and USEPA standards for drinking water, the Village uses chlorine gas, fluoride, and potassium permanganate to properly treat potable water. Only two vendors are available and within reasonable proximity to Lake in the Hills to supply the required chemicals. Alexander Chemical Corp. submitted the lowest quote and supplies all of the chemicals that we require. Water treatment chemicals are budgeted for in the 2007 budget at an estimated cost of \$33,340. Alexander Chemical Corp. was the 2006 supplier and performed satisfactorily. Copies of the 2007 quotations for these individual chemicals were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Purchase – Landmark Ford – Three Pickup Trucks– presented by Public Works Director Fred Mullard - Three vehicles approved in the FY07 Budget have been identified by Public Works and Community Development as eligible for purchase under the master contracts established by the State of Illinois Department of Central Management Services. As a part of a cooperative purchasing plan, the purchase is exempt from normal bidding process by Section 9.13 of the Municipal Code. The three vehicles are:

- 2007 Ford Ranger Super Cab 4WD \$15,417.48
- 2007 Ford Ranger Super Cab 2WD \$12,575.48
- 2007 Ford Ranger Super Cab 2WD \$12,348.48

A detailed breakdown of the contract amounts were given to the Board for review. Motion was made to place this item on the Village Board Agenda.

Resolution – MFT Reimbursement for Road Salt– presented by Public Works Director Fred Mullard - The 2007 Motor Fuel Tax (MFT) Budget allocated funds to purchase road salt for snow control for the Village of Lake in the Hills. The proposed resolution will appropriate the MFT funds and allow Public Works to request reimbursement of the General Fund expenditures. A copy of the resolution was given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Finance Director:

Purchase – Dell Inc. – Computer Equipment – presented by Assistant Finance Director Bob Miller - The 2007 budget has provided for the replacement of 10 workstations, 17 laptops, and 2 servers, in accordance with the Computer Replacement Policy documented in the Information Systems Policy Manual. In addition to the above, 4 workstations are to be purchased as part of the Public Works Renovation project. Finally, there are 4 replacement laptops being purchased for the Police Department, where the cost was not captured in the 2007 budget. The Village purchases Dell computers to ensure hardware compatibility across departments. Dell, Inc. is the sole vendor from which to purchase Dell computers. The quotation from Dell, Inc. totals \$55,224.24 and has been given to the Board for your review. Motion was made to place this item on the Village Board Agenda.

Organizations and Developers :

Board of Trustees:

Trustee Harlfinger - **Parks and Recreation Board Liaison Report** – The Board had discussion on the NISRA program. Information has been passed out to the Board members regarding inclusion in this program

Trustee Wakeman - **Business Relations Committee Liaison Report** -

Trustee Yensen - **Senior Liaison Report** -

Trustee Bogdanowski - **McHenry County Council of Government Liaison Report** -

Trustee Joe Murawski - **County Transportation Liaison Report** -

Trustee Ron Sloan - **Planning and Zoning Committee Liaison Report** – He attended the December meeting and was impressed with the committee.

President:

Audience Participation:

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:17 p.m.

Submitted by,

Denise Wasserman Haugk
Village Clerk