



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting 2007

February 6,

Call To Order

The meeting was called to order at 7:30 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, Parks and Rec. Director Trudy Wakeman, Assistant Finance Director Robert Miller, Community Development Director Dan Olson, Village Attorney Ryan Borgmann and Village Clerk Denise Wasserman Haugk.

Audience Participation:

Administrator:

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 Governor's Public House. This advertisement will be printed on all utility bill carrier envelopes for the month of March, 2007. This was an informational item only.

Director of Public Safety:

Purchase – Landmark Ford – (4) Crown Vic Police Package Squads – presented by Director of Public Safety James Wales - The department is requesting authorization for the purchase of four (4) squads. In the budget, five (5) squads were requested and budgeted for, based on the current five year plan and the replacement plan. One was previously authorized to be purchased for traffic purposes while these four are the traditional police Ford Crown Victoria. The vehicles requested are on state bid with Landmark Ford and the total amount is under the amount budgeted. Motion was made to place this item on the Village Board Agenda.

Community Development:

Public Hearing - Amendment to an Annexation Agreement – PAR Development – presented by Community Development Director Dan Olson - On November 11, 2004 the Village Board approved an annexation agreement for the Lake Pointe project located at the northeast corner of Lakewood and Algonquin Roads. Subsequent to that, it was brought to the Village's attention that the petitioner did not have ownership of the entire parcel, and the McHenry County Conservation District (MCCD) had owned about 7 acres of the site. A land swap between PAR and MCCD has been ongoing since and it is near completion. Eventually lots

1-9 (19.04 acres) will be owned by PAR and the MCCD will take ownership of Lot 10 (10.93 acres), which is the subdivision's stormwater detention facility. The first step is for the Village to set a public hearing in order to amend the annexation agreement. The amendment will clear up the ownership issue and remove Lot 10 from the annexation agreement. The amendment will also add language to the Covenants/Owner's Association section of the agreement to establish a protocol for the owner's association maintenance of the stormwater facility on Lot 10. The amendment also includes a new exhibit for the backup Special Service Area (SSA) Ordinance that will be established for lots 1 -9 to ensure the developers are properly maintaining the stormwater facility. In conjunction with the approval of the annexation agreement amendment, there will be an Intergovernmental Agreement between the Village and the MCCD that will be presented to the Board. The agreement will set forth a procedure on how the Village would enact a levy pursuant to the SSA if the MCCD believed there were problems with the stormwater detention area. Motion was made to place this item on the Village Board Agenda.

Plat of Amendment – Lot 2 Algonquin Plaza– presented by Community Development Director Dan Olson - The Final Plat for Algonquin Plaza Subdivision, recorded in 2005, consisted of three commercial lots and showed “building areas” for Lot 2 and Lot 3 of a particular size . The subdivision developer specified the “building areas” in order to preserve visibility for the planned retail center on Lot 1. AutoZone is proposing to use a 7500 square foot building area, rather than the originally platted 7000 square foot building area on Lot 2. The plat must be amended to reflect the larger building area. The change does not affect or conflict with any Village zoning requirements such as setbacks, and the current Property owners within the subdivision have provided written agreement with the change. While not an error, we view this as a technical correction to the plat. The Village is required to sign off on the plat, and the Village attorney advised that the Board should authorize the execution. Trustee Sloan requested clarification of some distances. Motion was made to place this item on the Village Board Agenda.

Ordinance – Development Plan for the Algonquin Plaza Subdivision – Lot 2 (Autozone) – presented by Community Development Director Dan Olson - The applicant is proposing to build a 7500 square foot retail building on Lot 2 of the Algonquin Plaza (commercial) Subdivision located at the northwest corner of Algonquin and Crystal Lake Roads. Lot 2 is adjacent to both roads, just east of the Curtis Professional Building under construction and just south of a recently approved multi-tenant retail building. An Overall Development Plan for the Algonquin Plaza Subdivision was approved by the Village Board in July 2005 and required each lot of the three-lot subdivision to submit a separate Development Plan. The Planning and Zoning Commission reviewed the application for the development plan on January 15, 2007. By a vote of 7 to 0, the Commission recommended approval of the development plan subject to the condition that a certificate of correction or certificate of amendment of the final plat be recorded; subject to the condition that all comments were addressed to staff's satisfaction; and subject to some building elevation changes: that 3 windows be added to the west elevation, that the building color match the Curtis Professional Building and that architectural enhancements be made to the north elevation. Three windows have been added, the color *and* building material now matches the Curtis building, EIFS frames have been added around the north (rear) doors, and pediments added over both doors (similar to the gable roofs on the building). All other comments have now been satisfactorily addressed. The plat amendment is necessary to reflect a larger building area than that originally specified on the subdivision plat, and staff had recommended that the Commission include recording of the plat amendment as a condition of approval of the Development Plan. However, as legal counsel advised that the Board should approve the plat amendment, staff is asking the Board to approve the Development Plan prior to

the recording of, but following Board approval of the plat amendment. Trustee Sloan wondered where the dumpster pick-up would be. He was also concerned with the North end delivery – would there be enough turn around room for a semi? Trustee Harlfinger is not in favor of the dumpster bay being in the parking lot – though it will be surrounded by matching brick. Motion was made to place this item on the Village Board Agenda.

Engineer:

Parks and Recreation:

Facility Use Policy Update – presented by Parks and Recreation Director Trudy Wakeman – The Facility Use Policy was developed for renters of a shelter or facility through the Parks & Recreation Department. Areas changed in the policy include: eliminating the bullet point for groups of political or religious influence, a clearly defined reservations priority list, clarification of Rules and Regulations, Maintenance and refundable deposit guidelines. Trustee Yensen had a questions regarding session fees. She wondered if there could be a timeline in place as to the return of facility deposit funds. Director Wakeman clarified the verbiage. Motion was made to place this item on the Village Board Agenda.

Membership to the Northern Illinois Special Recreation Association– presented by Parks and Recreation Director Trudy Wakeman - At the January 25, 2007 Board meeting the Village Board agreed to include membership to NISRA in the FY08 Budget. The Board has been given the Resolution providing for that membership, Bylaws, Articles of Agreement, and Guidelines for Approval of New Member Districts. Trustee Wakeman has an issue with voting on this issue before the elections and she believes this should not be voted on until budget discussions/hearings. She feels the Board that is seated at the time of the budget hearings should be the board that votes on this decision. President Plaza did not feel this was an issue. Trustee Harlfinger wondered why this has not been brought up earlier. Trustee Wakeman believes this is an issue that could be researched now, but not to vote on this item. According to Administrator Sagona, the staff was to investigate any concerns and the Board had discussed to petition for membership. Trustee Bogdanowski recalled that there would be dialong between the Village and NISRA as to what is expected of each side. Mr. Shahanian from NISRA mentioned that they require a formal resolution/request to begin proceedings for NISRA to approve the Village as a member. Trustee Wakeman again voiced her concern about a vote from the current board. Trustee Bogdanowski mentioned that the new board will be voting on the actual budget and will have a say then. Trustee Wakeman stressed that she is in favor of joining NISRA, however, she feels that this issue should be voted on in the fall. She supports the membership of NISRA but does not support the timing of the vote. Trustee Yensen mentioned that newly elected officials routinely inherit policies and rules from past boards. She too support NISRA one hundred percent. She has never thought of the timing of this vote and has not thought of this as a political issue. President Plaza sees no difference on this issue versus previous budgets/ordinances being passed under past boards versus newly elected officials. He believes this resolution will get the ball rolling and does not feel that this is a timing issue. Trustee Wakeman feels that there would be no negative affects to wait until November to take a vote on this issue. Trustee Bogdanowski has no problems with giving NISRA a commitment now for next year. Mr. Shahanian feels that the more time they have with the approval of membership, gives NISRA more time to prepare to serve the Village one hundred percent (staff, processes in place). Trustee Sloan wondered about the pro-ration of the dues per the NISRA contract. Mr. Shahanian mentioned that other entities have joined NISRA mid-way through there fiscal year. Trustee

Wakeman noted a typographical error in the resolution. Motion was made to place this item on the Village Board Agenda.

Payment Request – Schroeder Asphalt Services – Bike Paths at Reed Road, Haligus Road, and Larsen Park– presented by Parks and Recreation Director Trudy Wakeman – The bike paths at Reed Road, Haligus Road, and Larsen Park were awarded to Schroeder Asphalt Services, Inc. on October 12, 2006 for \$201,344.40. Schroeder Asphalt Services, Inc. is requesting Progress Payment No. 1 in the amount of \$164,686.41. The Public Works Department supports the 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.

Public Works:

Agreement – Smith Engineering – Design and Engineering Services for updates to the Storm Sewer Atlas– presented by Public Works Director Fred Mullard - The Village Board of Trustees included funds in the 2007 budget for the 2007 storm sewer atlas updates from Randall Road to Lakewood Road. Smith Engineering has submitted a task order for these services in the amount of \$30,000.00. Public Works supports approval of this task order. A representative from Smith Engineering is in attendance at the Committee of the Whole meeting to answer any questions. Motion was made to place this item on the Village Board Agenda.

Agreement/Resolution – Lawn Care by Walter – 2007 Ground Maintenance Services (East) – presented by Public Works Director Fred Mullard - The Village Board of Trustees awarded Lawn Care by Walter the 2006 Ground Maintenance Services Contract for the Village’s east side at the March 9, 2006 VBOT meeting. The original proposal included an option for the same services in 2007 with no rate increase. The Public Works Department recommends accepting the Ground Maintenance Services Contract for 2007 at a cost of \$230,877.90. Change Order 1 adds 10 additional sites which increases the Public Properties’ division fees by \$6,880.00 in 2007 and \$7,155.20 in FY 2008.

This change includes:

- ** Fertilization of the Village Hall grounds three times a year rather than once
- ** Maintenance of two Village-owned open-spaces that were previously maintained by Village residents. The residents requested the change.
- ** Monthly cutting of two sites bordering the Fen which was previously maintained by Village staff
- ** Twice monthly mowing of five sites at the ends of roads previously unmaintained

The 2007 contract total would be \$237,757.90. A copy of the original minutes, a Resolution and Change Order 1 were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Agreement/Resolution – Ryco Landscaping – 2007 Ground Maintenance Services (West) – presented by Public Works Director Fred Mullard - The Village Board of Trustees awarded Ryco Landscaping the 2006 Ground Maintenance Services Contract for the Village’s west side at the March 9, 2006 VBOT meeting. The lowest bidder Alaniz Landscaping wasn’t recommended for award, because the company did not have the personnel or equipment to maintain Village property. The original proposal included an option for the same services in 2007 with no rate increase. The Public Works Department recommends accepting the Ground

Maintenance Services Contract for 2007 at a cost of \$324,407. Change Order 1 increases the cost of SSA 2 by \$8,100.00 and SSA 5 by \$960.00 with no price increases for FY 2008.

This change includes:

- ** Increase the Brooder property mowing from two times a year to once a month
- ** Maintenance to 8 dead-end sites that had not been previously maintained

The 2007 contract total would be \$333,467.00. A copy of the original minutes, a Resolution and Change Order 1 were given to the Board for review and consideration. Trustee Sloan wondered where the Brooder property is. Motion was made to place this item on the Village Board Agenda.

Payment Request/Change Order – Geske & Sons – 2006 MFT Road Resurfacing Project– presented by Public Works Director Fred Mullard - The 2006 MFT Road Resurfacing Project was awarded to Geske and Sons, Inc. on April 27, 2006 for \$389,820.35. Geske and Sons, Inc. is requesting Progress Payment 3 (final) in the amount of \$36,887.66. Geske & Sons, Inc. is also submitting Change Order 1 for a credit in the amount of \$20,943.74 for balancing quantities to the contract. The Public Works Department supports the progress payment and change order. Payroll documentation is on file. Copies of the pay request, waivers, resolution, IDOT forms and recommendation were given to the Board for review and consideration. Finance Department will hold the final payment until IDOT has authorized the attached documents. Motion was made to place this item on the Village Board Agenda.

Payment Request – Lamp Incorporated – 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 9 in the amount of \$276,678.80. Retainage has been reduced and is now held at 5 percent of the completed contract work for Area Erectors. 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.

Resolution – Municipal Work within the State’s Right-of-Way –presented by Public Works Director Fred Mullard - The Village of Lake in the Hills requires a Resolution pledging to complete any work it performs in the state’s ROW, by permit, to properly restore the site, and to ensure compliance with IDOT specifications. A permit and surety bond is normally required for any work within the state’s right-of-way. IDOT will accept this Resolution in lieu of a surety bond for municipal work within the state’s right-of-way. This will greatly expedite the processing of permits. A portion of Route 31, along the Village’s eastern boundary, is the only state right-of-way. The Village previously approved a two-year resolution in lieu of surety in 2003. A copy of IDOT’s correspondence and the Resolution were given to the Board for review and consideration. Trustee Sloan wondered about how long the right of way is. According to Director Mullard, maybe about a half mile. Motion was made to place this item on the Village Board Agenda.

Purchase – Atlas Bobcat – 5600 Turbo Tool Cat Work Machine – presented by Public Works Director Fred Mullard - Public Works budgeted for a utility work machine to aid in the removal of snow and athletic field maintenance. A thorough review by the Public Works staff found only one machine which met the Village’s needs. The recommendation letter given to the Board explains the details and multi-use provisions that Public

Works requires. The only machine that met all the requirements and was within the budget was the Turbo Tool Cat, distributed by Atlas Bobcat Inc. Motion was made to place this item on the Village Board Agenda.

Purchase – Furniture for the Renovated Public Works Facility– presented by Public Works Director Fred Mullard - Bids were opened January 26, 2007 for furniture to outfit the renovated Public Works Facility. Bids from six firms were opened. Two of the firms bids were determined to be non-responsive. Both made their bids contingent upon being awarded a contract for all items. The remaining bids were evaluated based on best value to the Village. Midwest Office Interiors offered the lowest bid for all 18 work stations and 18 office chairs. Midwest's bid was the lowest for 3 Crew leader tables, 12 book shelves, 9 four drawer file cabinets, and 4 two drawer file cabinets. They were second low bidder for 6 two door storage cabinets. Since the storage cabinets will sit adjacent to book shelves and file cabinets, Public Works and Wold Engineers and Architects recommends accepting their bid in lieu of the lowest bid to maintain the unified appearance of the office. Midwest's bid is \$112.32 more than the lowest bidder. Public Works and Wold Architects and Engineers recommend approving a contract with Midwest Office Interiors for the 18 work stations , 18 office chairs, 3 crew leaders' tables, 12 book shelves, 6 two door storage cabinets, 9 four drawer file cabinets, and 4 two drawer file cabinets at a total cost of \$55,616.60. Corporate Concepts was the lowest bidder for the large conference table. The small conference table proposed by the 3 lowest bidders did not provide the professional appearance expected of a Village facility. Public Works and Wold recommend accepting the bid from Corporate Concepts. Corporate Concepts bid is \$273.15 more than the lowest bidder. Additionally, Corporate Concepts was the low bidder for 4 waiting area chairs, 50 training room chairs, and 10 office guest chairs. Public Works and Wold Architects and Engineers recommend approving a contract with corporate Concepts for 1 large conference table, 1 small conference table, 4 waiting area chairs, 50 training room chairs, and 10 office guest chairs at a total cost of \$11,873.74. The Business Section was not the low bidder for the 6 executive chairs and 12 conference room chairs; however, during a visit to various suppliers showrooms, before the bid opening, these models were identified by the Public Works representative as far superior to the other models. Public Works and Wold recommend accepting the bid from The Business Section. The Business Section bid is \$1,224.28 more than the lowest bidder for these 18 chairs. Public Works and Wold Architects and Engineers recommend approving a contract with The Business Section for 6 executive chairs and 12 conference room chairs at a total cost of \$5,207.16. After reviewing the bids for tables, Public Works recommends rejecting all bids for the Inspector's table and Training Room tables. The Inspector's table would be the same model as one we have which is less than two years old. The Training Room tables were to augment existing tables and did not match. Pubic Works will have to fix this problem with a separate bid at a later date. Copies of the bid tabulations and photos of the proposed furniture were given to the Board for your consideration. Motion was made to place this item on the Village Board Agenda.

Airport – T-Hangar Lease – Lee Standard (ET-02), Walter Smith (ET-07), Blue Skies Flying Service (ET-09), Bill Welisek (WT-11) and Thomas Reindl (WT-17) – presented by Public Works Director Fred Mullard - The Lake in the Hills airport rules and regulations require airport tenants to enter into applicable leases, licenses or storage agreements. The 5 tenants on the attached list are entering into a yearly renewal of their THangar Space lease and have signed the appropriate lease document. Motion was made to place this item on the Village Board Agenda.

Airport – Participation Agreement – Beacon Replacement– presented by Public Works Director Fred Mullard - On November 2, 2005 the Village Board entered into an 80/20 Participation Agreement with IDOT regarding replacement of the airport beacon. Since then federal funding has become available under a 90/10 cost share basis. Attached for your review is the new participation agreement which reflects this change. By using the federal funding program, the Village’s portion of the project cost will be \$8,561.43 instead of \$18,000 that the Village would have been responsible for under the state funding program. Motion was made to place this item on the Village Board Agenda.

Finance Director:

Organizations and Developers :

Board of Trustees:

Trustee Harlfinger - **Parks and Recreation Board Liaison Report** – The group had a discussion on the Bark Park layout. There were some residential concerns. Some of the concerns were noise, the cornfield buffer and smell. Staff is currently working with residents to come up with solutions.

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 Liaison Report** -

President:

Audience Participation:

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:30 p.m.

Submitted by,

Denise Wasserman Haugk
Village Clerk