



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

## Committee of the Whole Meeting

July 8, 2008

### Call To Order

The meeting was called to order at 7:30 p.m. Present were Trustees Harlfinger, Murawski, Bogdanowski, Mulcahy, Huckins, 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, Community Development Director Dan Olson, Village Attorney Jennifer Gibson Village and Village Clerk Denise Wasserman Haugk.

### Audience Participation:

#### Administrator:

**Renegotiate Agreement – Northern Illinois Flight Center – Sale of Aviation Fuel** – presented by Village Administrator Gerald Sagona - On December 31, 2003 the Village entered into an agreement with Northern Illinois Flight Center, Inc (NIFC) to provide full service refueling at the Lake in the Hills Airport. The highlights of the agreement are as follows:

- Term of 10 years (December 31, 2013).
- NIFC is allowed to use the Village's underground fuel tanks.
- NIFC pays a minimum flowage fee of 10 cents per gallon for the first 20,000 gallons sold per month. For each additional 10,000 gallons sold, the fee increases by 5 cents per gallon (from the prior fee)
- Pump price must be within 2.5% of the average pump price charged for full service at regional public airports
- Services open 7 days a week (excluding major holidays) from 7am to dusk, minimum of two staff persons during peak times, and provide necessary equipment.
- When tanks are removed as part of the Airport Improvement Program, NIFC to install a new fuel farm (minimum two 10,000 gallon tanks and all associated equipment) on property designated and improved by the village (concrete, telephone, and electric). Agreement is then extended for 10 years from the date the fuel farm is operational.

Several months ago, the Village conducted a survey to garner feedback on the operations of the airport. A major issue was that cost of 100LL general aviation fuel due to the fact that only "full service" was available. Ninety four percent (94%) of the survey participants said they would purchase more fuel at our airport if "self service" was offered. Based on the survey results, I met with Mr. Howard Seedorf, President of NIFC, to discuss this feedback. Mr. Seedorf volunteered to conduct an experiment to lower the cost of the fuel to the same "self serve" pricing at other regional airports. The results of the test are as follows (gallons of 100LL pumped):

2006	2007	Avg	2008	%
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			06/07	increas e	
March	6,069	5,230	5,650	<b>9,458</b>	67.4%
April	5,897	4,533	5,215	<b>9,616</b>	84.4%
May	6,276	6,140	6,208	<b>11,421</b>	84.0%

Based on this information, staff has researched whether it would be feasible to begin work on installing a “self serve” fuel farm for the 100LL fuel. Based on the timing with the airport improvement program and the property not being available to install the fuel farm, this does not appear to be a viable option. Attached please find the report by Airport Manager Dave Gregoria outlining the research that has been completed to date. It is our opinion that from a long term perspective, a village owned and operated 100LL “self serve” fueling system may be in the best interests of the Village and the general aviation community. Trustee Murawski wondered about the safety of self service and any insurance increase. According to Mr. Sagona, no negligible increase. If the Village operates a self serve fuel farm then Mr. Seedorf probably would not be interested in running a fuel farm. Trustee Yensen would support the amendment. Motion was made to place this item on the Village Board Agenda.

**Waive Competitive Bidding – Layne Western – Well 6 Emergency Pump Repair** – presented by Village Administrator Gerald Sagona – On June 20, 2008 Water Division staff confirmed operational failure of the pumping assembly at the Well 6 water treatment plant. Layne Western arrived on site to diagnose the problem and concluded that the well pump must be pulled from the ground in order to determine the cause of failure. Exposure of the pumping equipment immediately uncovered a broken drive shaft in the motor and excessive wear along the column pipe. The availability of repair service for the damaged equipment was not a certainty and the waiting period to receive proper inspection reports was excessive in consideration of the peak water production season. It was necessary to replace the damaged equipment in order to expedite Well 6’s return to service and to provide enhanced reliability of the well pump for the future. In accordance with 17.07C of the Municipal Code, I authorized an emergency purchase in the amount of \$44,098.00 to allow Layne Western to complete the repairs to Well 6. A waiver to competitive bidding, as required by Paragraph 17.07A of the Municipal Code, is requested for these repairs. Layne Western is the sole Midwest representative of the pump manufacturer. Motion was made to place this item on the Village Board Agenda.

**Director of Public Safety:**

**Resolution – Recognizing the Lake in the Hills Citizen Corp Council** – presented by Director of Public Safety James Wales – The Illinois Citizen Corp Council has recently developed a set of programmatic standards in order to have a more active and robust Citizen Corp program in Illinois. It entails each council submitting a Semi Annual Programmatic Report to provide the state with information about our Council. The report will allow us to retain our active status on the state level, which in turn allows us to continue to apply for grant funding. One of the areas that we need completed for the report is a Resolution by the Village recognizing the Citizen Corp Council. Motion was made to place this item on the Village Board Agenda.

Update on fireworks: From 7/3 – 7/6 there were 79 complaints and 42 citations issued. The 42 citations issued this year were just shy of the total amount of citation issued for 2007.

**Community Development:**

**Engineer:**

**Parks and Recreation:**

**Facility Use Request – Algonquin Argonauts Football Organization** – presented by Parks and Recreation Director Trudy Wakeman – In accordance with the Facility Use Policy, authorization is required by the Village Board for the purpose of soliciting or collecting monies within any of the Villages rental facilities. David Patterson, a member of the Algonquin Argonauts Football Organization, is requesting to sell logo apparel and spirit wear, magnets, bumper stickers, pre-packaged snack items and non-alcoholic drinks at the free summer camps and games at Sunset Park conducted by the organization. Motion was made to place this item on the Village Board Agenda.

**Public Works:**

**Contract – Curran Contracting Company – 2008 Street Resurfacing Program** – presented by Public Works Director Fred Mullard – On June 17, 2008 four sealed bids for the 2008 Street Resurfacing Program were opened at Public Works. The four bids ranged from a low \$616,701.62 from Curran Contracting Company to a high of \$687,874.35. The engineer's opinion of probable construction costs for the project is \$614,607.25. Smith Engineering recommends awarding the contract to Curran Contracting Company. A copy of the bid tabulation and a letter of recommendation from Smith Engineering were given to the board for review. Motion was made to place this item on the Village Board Agenda.

**Change Order – McHenry Analytical Laboratory – 2007/2008 Water Testing Contract** – presented by Public Works Director Fred Mullard – On May 10, 2007, the Board awarded a contract to McHenry Analytical Laboratory to conduct all mandated IEPA water quality analysis for the contract period of July 1, 2007 through June 30, 2008. As the contract period is nearing its conclusion, additional water testing needs incurred throughout the year necessitating a change order that exceeds 10 percent of the original contract agreement. McHenry Analytical Laboratory's quote for 2007/2008 services was specifically based on the IEPA's database at the time, which did not have Well 16 testing included. Despite the fact that the IEPA issued an approved operating permit for Well 16 in June of 2006, they did not add the appropriate testing requirements until September of 2007. The additional sampling load imposed by the IEPA for Well 16 is responsible for the bulk of the unanticipated expenditure. The remaining \$217.80 is due to additional, main breaks during the contract period. A copy of McHenry Analytical's explanation letter and proposed Change Order 1 to this agreement was given to the Board for review. Motion was made to place this item on the Village Board Agenda.

**Final Acceptance/Letter of Credit – Bellchase Subdivision Units 2 and 3** – presented by Public Works Director Fred Mullard – The two-year maintenance period has expired in the Bellchase Subdivision. Centex Homes requests that the public improvements for these areas be accepted by the Village. In addition, they request their maintenance letter of Credits for Unit 2, LOC 589030-30 totaling \$125,000 and Unit 3, LOC 589031-30 totaling \$105,000 be released, once the bills of sale have been provided. Smith Engineering and Public Works have inspected the developments and concur with the developer's request. Smith Engineering's recommendation letter was given to the board for review. Motion was made to place this item on the Village Board Agenda.

**Airport – Contract Extension – Chicago Title & Land Trust – Airport Access** – presented by Public Works Director Fred Mullard – In August 2001, the Village Board approved a License Agreement with Chicago Title and Land Trust Company for access to the Airport from property owned by a private

party. This Agreement expires in August 2008. The current agreement allows use of the runway and taxiways in exchange for assurances that the Airport Minimum Standards and Rules and Regulation are followed. Also, the property owner pays the Airport a fee for aircraft tied down on their property as renters. In discussion between the property owner and the Village staff, it was determined that a one-year extension of the agreement under the same terms is appropriate. The new agreement would expire August 31, 2009. Copies of the current and new agreements were given to the Board for review. Motion was made to place this item on the Village Board Agenda.

**Airport – T-Hangar Space Lease – ET-04 (Blue Skies Flying Service), ET-10 (Blue Skies Flying Service), WT-16 (John Macrina), WT-19 (Paul M. Linder) -** presented by Public Works Director Fred Mullard – The Lake in the Hills Airport Rules and Regulations requires airport tenants to enter into applicable leases or storage agreements. The four tenants are entering into a yearly renewal of their T-Hangar Space Lease and have signed the appropriate lease document. Motion was made to place this item on the Village Board Agenda.

**Finance Director:**

**Comprehensive Annual Financial Report for the Fiscal Year ended December 31, 2007 and Financial Statements for the IDNR Grant #BP 06-377** – presented by Finance Director Pete Stefan – The Board has been copies of the Village’s Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended December 31, 2007, and the financial statements and independent auditor’s report for the Illinois Department of Natural Resources Grand #BP 06-377 for the grant period of August 30, 2005 through June 30, 2008. The CAFR has been submitted to the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting awards program. Brian LeFevre of Sikich LLP, the Village’s auditing firm, made a brief presentation in regards to the financial condition of the Village. 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** –

Trustee Huckins – **Community Advisory Council for Randall Road Liaison Report** – Kudos to Public Works for their Gypsy Moth presentation.

Trustee Yensen – **McHenry County Transportation Liaison Report** -

Trustee Bogdanowski – **Business Relations Committee Liaison Report** -

Trustee Joe Murawski – **Senior Liaison Report** – ☺ -Kudos to Trevor from the Parks and Recreation Department.

Trustee Paul Mulcahy - **Planning and Zoning Commission Liaison Report** – Update on squirrel situation – The neighborhood squirrel was eating out of Trustee Mulcahy’s bird feeder.

**President:**

**Audience Participation:**

**Adjournment:** There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:04 p.m.

Submitted by,

Denise Wasserman Haugk  
Village Clerk