



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

August 11, 2020

Call To Order

The meeting was called to order at 7:30 p.m. Present were Trustees Harlfinger, Huckins, Dustin, Bogdanowski, Bojarski, Murphy and President Ruzanski.

Also present were Village Administrator Fred Mullard, Interim Finance Director Wayde Frerichs, Chief of Police Dave Brey, Interim Public Works Director Peter D'Agostino, Interim Community Services Director Ann Marie Hess, Village Attorney Brad Stewart and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski.

Audience Participation: None

Administration:

Raffle License Request for Lake in the Hills Elementary PTC- Presented by Village Administrator Fred Mullard- The Lake in the Hills Elementary PTC is requesting a Raffle License for a monthly drawing to be held once a month from September 2020 through May 2021.

All provisions of Section 31.02 of the Village Code have been met. Lake in the Hills Elementary PTC unanimously voted to request a waiver of the fidelity bond requirement associated with the Raffle Application form.

Staff recommends a motion to approve the Raffle License Request and waive the fidelity bond requirement for Lake in the Hills Elementary PTC.

Trustee Dustin asked how the raffle will be conducted. He is concerned there could be restrictions with an on line raffle. Village Administrator Mullard stated he is unsure how the raffle will be organized. Attorney Stewart explained the raffle needs to be partially conducted in the Village in compliance with our ordinance. Motion was made to place this item on the Village Board Agenda.

Empower Health Services, LLC Biometric Screening and Flu Vaccination Agreement- Presented by Village Administrator Fred Mullard- The Village will be contracting with Empower Health Services, a new wellness vendor for 2020-2021. This new vendor agreement is required, because the previous wellness vendor, Interactive Health filed for bankruptcy and went out of business unexpectedly in June 2020. The attached agreement requires Board approval, due to an indemnification clause on page 2, paragraph 6.

Financial Impact: Wellness services were budgeted for 2020 and funds are available for this vendor agreement. The budgeted amount was \$15,000, but it is estimated that \$5,000 will be spent this year. The actual costs have been greatly reduced due to Covid-19 and this wellness vendor provides services at a lower cost than the previous vendor, so there is no financial impact.

Staff recommends a motion to approve and authorize the Village Administrator to execute the Empower Health Services, LLC Biometric Screening and Flu Vaccination Agreement. Motion was made to place this item on the Village Board Agenda.

Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA)- Presented by Village Administrator Fred Mullard- Per the contract and bylaws of IRMA, the Village's General Liability and Workers Compensation Insurance Carrier, the Village must appoint a Delegate and an Alternate Delegate to serve as the Village's voting member of the Board of Directors.

By Resolution, on January 12, 2017, the Village Board approved the naming of the Finance Director as the Delegate and the Assistant Village Administrator as the Alternate Delegate.

The attached Resolution reflects a revision to the appointed Delegate to be that of the Village Administrator, Fred Mullard, and the Alternate Delegate to be that of the Assistant Village Administrator, Shannon Andrews, to represent the Village on the Board of Directors of IRMA.

The Intergovernmental Risk Management Agency (IRMA), founded in 1979, was the first municipal risk pool in Illinois. IRMA is a risk sharing pool of 69 local municipalities and special service districts in northeastern Illinois which have joined together to manage and fund their property/casualty/workers' compensation claims. The Village has been a member of IRMA since December 31, 2010.

Staff recommends a motion approve a Resolution Appointing a Delegate and Alternate Delegate to IRMA. Motion was made to place this item on the Village Board Agenda.

Ratify existing Task Order and Resolution for Change Order for additional hours from Advanced Business Networks- Presented by Village Administrator Fred Mullard- Due to loss of staff, ABN had to increase their onsite days from 1 to 3 days a week. Advanced Business Networks has been supporting the Village's IT needs as a back up to the Manager and the IT Specialist in 2020. After reviewing the existing task order we have determined that there are not enough hours allotted for this year for the required increase in support. Therefore, we requested an additional 60 days from ABN to support us for the rest of 2020.

Staff requests ratification of the original task order with ABN, which complies with the Master Agreement approved by the Village Board. The task order should have been presented to the Board for approval at the beginning of the year due to its cost.

Financial Impact: An additional 60 onsite days for the remainder of Fiscal Year 2020 at the rate of \$100/hr per 8 hour day. The extra hours are not budgeted but will be funded from personnel cost savings due to the vacant position. The total payment for these additional days is \$48,000.

Staff recommends a motion to ratify the existing Task Order and approve a Resolution approving Change Order #1 to the Task Order with Advanced Business Networks, Inc. for an additional 60 onsite days for Fiscal Year 2020. Motion was made to place this item on the Village Board Agenda.

Public Works:

Ordinance Authorizing the Sale of Surplus Property- Presented by Interim Public Works Director Peter D'Agostino- The Illinois Municipal Code requires adoption of an Ordinance to sell surplus property. The Village property listed in Exhibit A is no longer useful to the Village and in order to allow for its sale, the

attached Ordinance declares the property as surplus. The Ordinance gives the Village Administrator the authority to determine the appropriate means of sale.

Financial Impact: Any money received from the sale of these items will be returned to the appropriate fund.

Staff recommends a motion to adopt the ordinance declaring Village property as surplus. Motion was made to place this item on the Village Board Agenda.

Board of Trustees:

Trustee Murphy began a discussion concerning garbage can violations. Residents do complain if they receive them and would like to know if this can only be complaint driven instead of sweeps. Trustee Bogdanowski asked if the residents are receiving a citation or a warning. Interim Community Services Director Ann Marie Hess explained the notice is given as an educational item. The Village has issued 254 notices and only 14 needed a second notice. There have been no fines collected. She further explained the sweeps through the Village were first done due to many complaints from the southwest portion of the Village. The administration did not want those residents to feel targeted therefore the decision to canvass the entire village was made. Trustee Bogdanowski commented that giving a violation may not be the best educational tool. The Trustees and administrative staff discussed using the marquee, placing signs throughout the village and the website. The Trustees further discussed what defines a violation. Attorney Stewart clarified garbage containers are allowed after 6pm the day before your pick up and the resident has through the following day (30 hours in total) to put away appropriately. Trustees concluded the Village should only enforce with a compliant and discontinue sweeps.

Trustee Bojarski - None at this time

Trustee Bogdanowski - None at this time

Trustee Harlfinger began a discussion concerning the beach closures. The beaches were past legal capacity as mandated by the Phase 4 of Restore Illinois Plan. Interim Public Works Director Peter D'Agostino reviewed how many people were turned away from the beach this past weekend and the cost for having staff monitor usage. He explained it has been difficult to find staff to monitor the beaches on the weekends. Administrator Mullard further explained they are looking at the seasonal workers staff first due to the lower cost. However they do not want to mandate weekend coverage as it may push the employees to quit. Therefore having regular employees monitor beach usage could lead to paying overtime at the cost of \$40-70 per hour. The discussion concluded with the Trustees directing administration to staff the beaches every Friday, Saturday and Sunday through Labor Day.

Trustee Dustin – None at this time.

Trustee Huckins began a discussion concerning brick mail box structures. He was notified of one resident receiving a violation while noticing 14 other brick mailbox structures that are being allowed. Interim Community Services Director Ann Marie Hess explained the notice was issued because of a request to review the situation. The Trustee discussed what can be done for this resident so that they do not need to remove the structure. Interim Community Services Director Ann Marie Hess explained the resident has been directed to submit a letter of request to the Village Administrator for review and possible inclusion on an upcoming Board meeting agenda. Trustee Huckins commented this is Village wide problem and many residents could receive a violation for a structure on the easement. The ordinance was discussed and

concluded with Administrator Mullard stating that staff will research what structures are present, other municipality's restrictions and any insurance liabilities the Village could incur.

Trustee Huckins commented he had asked for a meeting with several members of the Parks and Recreation Board, Village Board and resident to discuss the future of the Parks and Recreation Department. Administrator Mullard stated the joint meeting of the Parks and Recreation Board and Village Board will discuss goals and expectations of each board and department. Lastly Trustee Huckins asked about the 2 employees that were positive for COVID-19. Administrator Mullard explained no other employees tested positive.

President Ruzanski will present two service awards and read a proclamation honoring Algonquin President John Schmidt.

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:56 pm.

Submitted by,

Cecilia Carman
Village Clerk