



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

February 19, 2019

Call To Order

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

Also present were Village Administrator Jennifer Clough, Assistant Village Administrator/Finance Director Shane Johnson, Chief of Police Dave Brey, Public Works Director Dan Kaup, Assistant Director of Parks & Recreation Megan Croy, Assistant Finance Director Matt Rossi, Village Engineer Chad Pieper, Village Attorney Brad Stewart and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski

Moment of silence for the victims of the Aurora Shooting was led by President Ruzanski

President Ruzanski thanked staff members for their diligent work and receiving grant for Turtle Island.

Audience Participation: Jeffrey Jakubik of Lake in the Hills asked questions regarding the horse farm on Pyott Road. He asked for clarification on ownership and future plans.

Trustee Harlfinger stated the cost to demolish all the buildings is over a million dollars. The plan is to leave the house as a memorial to the Larson Family. Once funds are available there will be public meetings to discuss future use of the land.

Mr. Jakubik asked if any of the property will be sold. Trustee Harlfinger stated no.

Trustee Bogdanowski commented that none of these plans have been brought to the Board for vote because it is still in the subcommittee.

Trustee Harlfinger confirmed Trustee Bogdanowski statement and reiterated once the property is leveled the plans for the horse farm will not be confirmed until voted by the Village Board.

Strategic Plan Presentation:

Village Administrator Jen Clough gave a brief update of the strategic plan. She stated two of the six objectives have been met. She asked Village Administrator/Finance Director Shane Johnson to review the Operational Excellence objectives.

Village Administrator/Finance Director Shane Johnson gave a summary of phases 1-3.

Public Works Director Dan Kaup reviewed and updated progress of Phase 4.

Assistant Finance Director Matt Rossi reviewed Core and Discretionary Services Initiative and Assistant Director of Parks and Recreation Megan Croy reviewed Voice of the Customer initiative.

Administration:

Club 400 requesting waiver of Section 43.09, “Noise”, of the Lake in the Hills Municipal Code and waiver of Sign Regulations & Enforcement-Presented by Village Administrator Jennifer Clough- Attached please find a letter from Ashley Wilson, attorney for Club 400, requesting enforcement activities be suspended to allow the erection of temporary signage on Henry Lane and a waiver of the provisions of Section 43.09 of the Municipal Code to allow music to be played for events being held by Club 400 at 3090 Henry Lane on Thursday, May 2, 2019 and Thursday, July 18, 2019. Finally, Ms. Wilson, on behalf of Club 400, requests that parking be allowed on the following streets for between 250 and 300 guests:

- Northside of Gladstone
- Eastside of Henry Lane
- Southside of Gateway
- Eastside of Albrecht

Accordingly, the police department will place signage restricting parking to only one side of the street during the events. This will alleviate street congestion and allow for better traffic flow for residents and emergency vehicle access if necessary. Ms. Wilson and Stewart McVicar were present.

Staff recommends a motion to waive the provisions of Section 43.09, “Noise” from 2:00pm until 11:59pm, suspend enforcement activities to allow the installation of temporary signage on Henry Lane, and allow parking for between 250 and 300 guests for events being held by Club 400 on May 2, 2019 and July 18, 2019 at 3090 Henry Lane. Motion was made to place this item on the Agenda.

Ordinance Amending Chapter 31, Section 31.02A, License Required, and Section 31.02E, Conduct of Raffles, of the Municipal Code- Presented by Village Administrator Jennifer Clough- Attached please find an Ordinance amending Chapter 31, Section 31.02A License Required, and Section 31.02E, Conduct of Raffles, of the Municipal Code. These changes will bring the Municipal Code consistent with the State Raffle Act (230 ILCS 15/4).

Staff recommends a motion to approve an Ordinance amending Chapter 31, Section 31.02A “License Required” and Section 31.02E “Conduct of Raffles” of the Lake in the Hills Municipal Code. Motion was made to place this item on the Agenda.

Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing & Appendix B of the Municipal Code- Presented by Village Administrator Jennifer Clough- Attached please find an Ordinance amending Chapter 33, Section 33.26D Fines, Section 33.27F Appeal, Section 33.32 Penalty and Appendix B, Section 2 of the Municipal Code.

At the direction of the Village’s Liquor Commissioner, the Administration Department conducted comparative research on liquor license violation fee, hearing and appeal processes. The research showed variable fee structures and administrative processes across neighboring municipalities. Staff collaborated with the Village attorney to draft an amendment to the Municipal Code that ensures clarity in the Village’s processes and supports the Village’s interest in deterring violations of all nature and, specifically, the sale of alcoholic beverages to minors.

Accordingly, recommended revisions for any violation by a licensed establishment involving the sale of or providing alcohol, include an increase to the minimum fine from \$1,000 to \$2,000 and to the maximum fine from \$2,000 to \$6,000. In addition, the Village's appeal process is further expanded and clarified.

Staff recommends a motion to approve an Ordinance amending Chapter 33, Liquor Control and Liquor Licensing and Appendix B, Section 2 of the Lake in the Hills Municipal Code.

Trustee Harlfinger asked if there is a plan to update businesses on the change in fines and to provide education.

Chief Brey stated businesses will be visited monthly and all officers will be Basset trained.

Trustee Dustin asked if it is a requirement to be Basset Trained.

Chief of Police Brey and Attorney Stewart confirmed yes.

Motion was made to place this item on the Agenda.

Agreement - Windy City Amusements Inc. for the 2019 Summer Sunset Festival- Presented by Village Administrator Jennifer Clough- Attached is a one year agreement with Windy City Amusements Inc. to supply amusements for the annual Summer Sunset Festival on August 30, 2019 through September 1, 2019. All terms and conditions are the same as the previous contract that expired on September 3, 2018. Representatives from the Summer Sunset Festival committee will be in attendance at the committee of the whole meeting to answer any further questions.

Staff recommends a motion Waive competitive bidding and approve a one year agreement with Windy City Amusements Inc. to supply amusements for the 2019 Summer Sunset Festival.

Trustee Harlfinger asked if the Sunset Fest Committee and Rotary Club met to consolidate their bids on the carnivals. A discussion ensued with Trustees Harlfinger, Dustin, Bogdanowski and Diane Murphy of the Sunset Festival. It concluded due to time restraints Sunset Festival Committee needs to finalize the contract for the carnival. They are only asking for a one year contract so they can renegotiate in the future with the Rotary Club. The Rotary Club is discussing where the carnival will be placed at Sunset Park and the Sunset Fest Committee has contacted Rotary Club members and is hoping to bid together for other vendor items as in tents, fences and other items. Motion was made to place this item on the Agenda.

Police:

McHenry County Narcotics Task Force IGA-presented by Chief Brey- The department joined the McHenry County Drug Task Force in 2011. This partnership is due to the growing number of drug-related incidents occurring in our community and McHenry County. Illicit drugs can quickly plague a community and significantly impact the quality of life in our neighborhoods. The department is committed to providing the resources needed for drug investigations and continuing our proactive partnership with the Sheriff's Office. The department has one officer assigned to the task force fulltime.

This agreement replaces the agreement entered on February 13, 2017. The only changes to the agreement are;

- The term of the Agreement effective May 1, 2019, to August 1, 2023, for a four-year term, to get all

- member departments on the same renewal cycle
- Updated the McHenry County Clerk to reflect Joseph J. Tirio
- Updated the Lake in the Hills Village President to reflect Russ Ruzanski

Financial Impact- The projected FY2019 personnel cost of the officer assigned to the task force is \$146,457. The department receives a portion of assets seized during investigations that are eligible for forfeiture.

Staff recommends a motion to approve the agreement between the Lake in the Hills Police Department and the McHenry County Sherriff's Office.

President Ruzanski asked if the task force was used for the incident last week.

Chief of Police stated no the SWAT Team was used.

Motion was made to place this item on the Agenda.

Public Works:

Informational Item concerning the Unincorporated Water Main System- Presented by Public Works Director Dan Kaup- In November of 2018, the County of McHenry consented to the Village of Lake in the Hills' establishment of a Special Service Area in its incorporated jurisdiction in response to the Village's desire to replace its water system infrastructure that lies outside municipal boundaries.

In December of 2018, the Village Board adopted the Fiscal Year 2019 budget, which included expenditures from the Water Fund for the engineering necessary to design the infrastructure improvements as well as for associated legal expenses.

Village staff, in collaboration with the Village Attorney and Bond Counsel, has prepared a conceptual timeline for the Village Board and public review in order to facilitate the initiation of the project.

He stated the American Legions property will be placed in the SSA. By law one property in the SSA needs to be in the incorporated section of the Village.

Suggested direction is to confirm the projected timeline as presented by Village Staff.

Trustee Bogdanowski asked for clarification.

Attorney Stewart stated the American Legion property is a 501C organization and will not be obligated to pay taxes. If the building is sold the status will change. He also clarified the two 60 day waiting periods. The first 60 days is for initial review of the SSA. During the second 60 day period an objection can be filed. The preliminary numbers given to the residents and will be budgeted higher than needed. If they begin below budget then legally the process needs to be repeated.

Trustee Bogdanowski asked Director Kaup if he has spoken to the American Legion.

Director Kaup stated no he wanted to ensure the Board was comfortable with the decision first.

Trustee Bojarski asked if the American Legion building is sold, is there enough case law or precedent to guarantee it will not be forced into the SSA.

Attorney Stewart stated it is common in SSA to have this issue and there is a donut hole in the law for municipalities to make an exception for any property.

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

Motion to approve three Plat of Dedication of Public Easements for the Randall Road Water Main Relocation Project-- Presented by Public Works Director Dan Kaup-As part of McHenry County's planned Randall Road improvement project, the Village will be relocating its existing water main on Randall Road from Algonquin Road to Polaris Drive. On August 23, 2018, the Village Board approved a contract award to Mauro Sewer Construction ("Mauro") to perform the water main relocation work. Mauro began the work in 2018, and in order for Mauro to complete the work in 2019, the Village needs to approve three Plat of Dedication of Public Easements with three property owners on the east side of Randall Road.

The three proposed Plat of Dedication of Public Easements allow for the installation of new water main and water main appurtenances on the east side of Randall Road and then to access, maintain, repair and replace the new water infrastructure in perpetuity.

Staff recommends a motion to enter into a Plat of Dedication of Public Easement with Realty Income Properties 3, LLC, 251 Randall, LLC and with Amerco Real Estate Company. Motion was made to place this item on the Village Board Agenda

Motion to approve a Resolution allowing the Village to perform work on a State right-of-way without posting a surety bond- Presented by Public Works Director Dan Kaup- The State of Illinois requires that any entity desiring to perform work on a State right-of-way must first obtain a permit from the Illinois Department of Transportation and submit a surety bond to ensure that the work is completed in accordance with State specifications and that the right-of-way is properly restored. The State allows municipalities to adopt the attached Resolution, every two years, in lieu of posting a surety bond for each project.

Route 31 is the only State route that runs through the Village, and although the Village currently does not own or maintain any utilities along the Route 31 right-of-way, Village staff recommend that the Village Board of Trustees adopt the attached Resolution, which will expedite the approval process in case the Village needs to perform work along the Route 31 right-of-way.

Staff recommends a motion to approve a Resolution allowing the Village to perform work on a State right-of-way in 2019 and 2020, without posting a surety bond. Motion was made to place this item on the Village Board Agenda

Airport Consultant Agreement-- Presented by Airport Manager Mike Peranich-The Federal Aviation Administration (FAA) requires that all Illinois airports receiving federal grants must perform a Qualification-Based Selection (QBS) process every five years through the Illinois Department of Transportation (IDOT) to select the consultant that will be advising the airport for the next five years. The last selection process for the Village's Airport was conducted in March of 2014. In accordance with FAA policy, IDOT posted the Village's consulting services need on its website last year. Five firms showed an interest in providing consulting services to the Village, and ultimately one firm, Crawford, Murphy, and Tilly, Inc. (CMT), produced a response. Following the selection process outlined in FAA Advisory Circular

150-5100-14e, a staff review team consisting of the Airport Manager, Public Works Director, Assistant Village Administrator, and Trustee Huckins interviewed CMT and determined that they meet the Village expectations for service delivery of professional engineering services for airport operations.

CMT was selected because of the company's 70 years of experience in providing general aviation engineering services, proven record for meeting client needs and 18 full-time professionals on staff that are dedicated 100% of the time to airports in CMT's northern Illinois offices. The agreement is attached for your review and approval. The agreement is for five years, requires CMT to meet federal standards, and allows for termination with a 30-day notice. CMT has served in a consulting capacity for the Village since 2012 and the Village has been satisfied with their performance.

Staff recommends a motion to approve a five-year agreement from March 28, 2019 until March 27, 2024 with Crawford, Murphy, and Tilly, Inc. for airport consulting services.

Trustee Huckins stated the firm did an excellent presentation and believes they are the right company for the job.

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

Community Service:

Ordinance Authorizing the Disposal of Surplus Property-presented by Community Service Director Fred Mullard- The Illinois Municipal Code requires adoption of an Ordinance to dispose of surplus property. The Village Property listed on Exhibit A is no longer necessary or useful to the Village. In order to allow for disposal or sale, the attached Ordinance declares the property as surplus. The Ordinance authorizes the Village Administrator authority to determine the appropriate means of disposal. Staff will sell items with value and dispose of other items appropriately.

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

Greenest Region Compact 2- presented by Assistant Director of Community Services Anne Marie Hess-Staff requests the Board's consideration of the Greenest Region Compact to assist in meeting the requirements for the Village to achieve SolSmart designation. As a proponent for the advancement of environmental protection initiatives, The Metropolitan Mayors Caucus' Environment Committee established the Greenest Region Compact 2 (GRC2) and seeks communities throughout the Chicagoland region to pledge support of the Compact through passing a resolution to endorse the goals of the Compact. The goals promote sustainability and provide support of environmental stewardship. Within the framework of the GRC2 goals, The Solar Foundation has established a SolSmart program to support the advancement of solar energy. The goals of SolSmart include providing information to residents and businesses about the benefits of solar energy, providing education and training to staff, and making it easier and more affordable for residents and businesses to install solar energy systems by streamlining information and permitting processes. Staff is currently participating in the cohort, assembled by the Metropolitan Mayors Caucus, and comprised of 32 communities and county agencies in the Chicagoland region pursuing SolSmart designation. Communities are requested to pass a resolution promoting the Greenest Region Compact 2 goals, as a component of being designated a SolSmart community.

Attached are the 49 high-level goals of the compact that were reached by consensus and have been supported by nearly 100 communities since 2007. These goals align with environmental protection

initiatives already undertaken by the Village. Examples are the adopted tree, groundwater, and storm water protection ordinances, and the Village's recycling collections program.

Communities and government agencies in the immediate area that have signed the Compact include the McHenry County Council of Governments, Algonquin Township, City of Crystal Lake, Village of Algonquin, and Village of Lakewood.

Staff recommends a motion to approve a resolution, to endorse the goals of the Greenest Region Compact 2 and agree to support the Metropolitan Mayors Caucus' Greenest Region Compact 2.

Trustee Huckins asked if this is just a resolution or will steps needed to be taken.

Assistant Director of Community Services Anne Marie Hess stated the Village has begun taking steps with the Solsmart program and many residents have asked for permits for solar panels.

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

Board of Trustees:

Trustee Harlfinger – None at this time

Trustee Dustin – None at this time.

Trustee Huckins- None at this time

Trustee Bojarski congratulated Parks and Recreation for the grant they received for Turtle Island

Trustee Bogdanowski-None at this time

Trustee Artinghelli congratulated Parks and Recreation for the grant they received for Turtle Island

President Ruzanski-reviewed a letter from Deputy Chief Bolden that discussed raising the minimum age to buy tobacco to 21.

Trustee Harlfinger stated his main concern is the loss of sales and taxes.

Trustee Harlfinger and President Ruzanski discussed their opinions concerning what age a person should legally smoke.

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:32pm

Submitted by,

Cecilia Carman
Village Clerk