



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

June 11, 2019

Call To Order

The meeting was called to order at 8:21pm.

Roll call was answered by Trustees Bogdanowski, Harlfinger, Bojarski, Dustin, Murphy, and President Ruzanski.

Motion to allow Trustee Huckins to attend telephonically was made by Trustee Harlfinger and seconded by Trustee Dustin. On roll call vote Trustee Bogdanowski, Murphy, Dustin, Bojarski vote Aye. Trustee Harlfinger Abstained. No Nays. Motion carried.

Also present were Village Administrator Jennifer Clough, Assistant Village Administrator/Finance Director Shane Johnson, Chief of Police Dave Brey, Public Works Director Dan Kaup, Community Service Director Fred Mullard, Village Attorney Brad Stewart and Village Clerk Cecilia Carman

Pledge of Allegiance was led by President Ruzanski

Administration:

Raffle License Request for EAA Chapter 790- Presented by Village Administrator Jennifer Clough- The EAA Chapter 790 is requesting a Raffle License for Sunday, June 30, 2019. The raffle will be a 50/50 raffle. All provisions of Section 31.02 of the Village Code have been met. EAA Chapter 790 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 EAA Chapter 790. Motion was made to place this item on the Agenda.

Raffle License Request for People for Parks Foundation- Presented by Village Administrator Jennifer Clough- The People for Parks Foundation is requesting a Raffle License for June 22, 2019 at Sunset Park during Pub in the Park. They will be selling up to 500 raffles at \$5.00 each for a chance to win various donated items. Section 31.02 of the Village Code regulates organizations that conduct raffles in the Village.

Organizations desiring to conduct a raffle must apply to the Village for a raffle license. All provisions of Section 31.02 of the Village Code have been met. The People for Parks Foundation 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 the People for Parks Foundation. Motion was made to place this item on the Agenda.

Finance:

Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2018- Presented by Administrator/Finance Director Shane Johnson- Attached is the Village's Comprehensive Annual

Financial Report (CAFR) for the fiscal year ended December 31, 2018 and the Auditor's Communication to the Board of Trustees. At the April 23, 2019 COTW meeting the financial results for FY 18 were discussed in detail through the informational item power point presentation. This item builds upon that discussion and represents the formal reports that are recorded with McHenry County, posted on our website, and satisfy state statute requirements. Once the CAFR is accepted by the Village Board, it will be submitted to the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting awards program and we look forward to another favorable review.

There is no memorandum stating Management's Response to the December 31, 2018 Management Letter, as there were no Management Letter comments (included in the Auditor's Communication to the Board of Trustees document) identified by the auditor's during the audit of FY 2018. Additional documents attached are the Management Letter required per Illinois Compiled Statutes and the Annual Financial Report for the Police Pension Plan that has been incorporated into the CAFR. Jim Savio, Partner with Sikich LLP, will give a brief presentation at the COTW meeting on June 11th and will be available to answer any questions the Village Board may have in regards to any of the attached items.

Staff recommends a motion Accept the Comprehensive Annual Financial Report, Auditor's Communication to the Board of Trustees, Management Letter Required per Illinois Compiled Statutes, and the Police Pension Annual Financial Report all for the fiscal year ended December 31, 2018. Motion was made to place this item on the Village Board Agenda.

Police:

Service Agreement with Duncan Solutions for Automated Ordinance Citation

Processing System- Presented by Chief of Police Brey- During the strategic planning process outsourcing the department's processing and management of local ordinance violations was identified as one component to streamline operations for a planned reduction in records division staffing through attrition. Current in-house ordinance violation processing is time intensive requiring staff to perform redundant data entry tasks across multiple systems. The records division processed 2,020 ordinance violations in 2018. The records division staff has been reduced by one full-time position through a planned retirement.

The police, finance, and community development departments researched three ordinance enforcement processing systems for use village-wide. The Duncan Solutions system meets all of the requirements for outsourcing ordinance violation processing. Duncan Solutions is priced slightly above the lowest cost vendor Darca, but Darca does not meet all of the prerequisites for violation processing. MIS Systems is also priced under Duncan Solutions but charges a higher collection fee and only processes parking tickets on handheld units, not other ordinance violations. Paragraph six in the service agreement with Duncan Solutions is an indemnification clause requiring Board approval. The service agreement terms commence on the effective date and remain in effect for five years.

Financial Impact: The estimated yearly cost for the Duncan Solutions system is \$19,681. The 2019 budget includes \$18,784 for an ordinance citation processing system, based on five months of service after system implementation, the 2019-estimated cost for the system is \$8,200.28. The total 2019 yearly cost of employment for the retired records clerk that will not be replaced is \$78,678.

Staff recommends a motion to approve the Service Agreement with Duncan Solutions for Automated Ordinance Citation Processing System. Motion was made to place this item on the Village Board Agenda.

Public Works:

Ordinance Authorizing the Disposal of Surplus Property- Presented by Public Works Director Dan Kaup- The Illinois Municipal Code requires adoption of an Ordinance to dispose of surplus property. The Village property listed in 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.

Financial Impact: Any money received from the disposal 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.

Community Service:

Ad hoc Committee on Sign Ordinance Changes- Presented by Community Service Director Fred Mullard- Over the past few months, the Village Board has discussed changes to the sign section of the Village's Zoning Ordinance. It was proposed to establish an ad hoc committee to address these issues.

The Sign Ordinance affects both businesses and residents, but is heavily weighted toward regulation of businesses due to their needs. The current version does not take into account current technology and is sometimes difficult to administer.

Staff recommends the Village Board establish who will make up the committee and how leadership will be established. Staff also recommends the following purposes to guide the work of the committee.

- Make the regulations business friendly
- Bring performance standards up-to-date
- Make improvements to ease administration of the regulations for both the applicants and staff

Staff recommends a motion to establish the purpose, composition, and approve formation of an ad hoc committee to propose changes to the Village's sign ordinance.

Discussion ensued between President Ruzanski and Trustee Harlfinger concerning the members and duties of the ad hoc committee. One more resident is needed to fill the 7 person committee. Trustee Harlfinger questioned the formality of the ad hoc committee because this has not happened in the past. Attorney Stewart explained how ad hoc committees are formed and that they need the Board's approval.

Trustee Harlfinger commented he wants any committee that is formed with elected official to be approved by the Board. President Ruzanski tried to ask Trustee Harlfinger a question. Trustee Harlfinger stated no and continued to speak. Trustee Harlfinger and President Ruzanski began to discuss the need for the ad hoc sign committee and airport committee. Trustee Harlfinger then stated he did not want to be on the ad hoc committee and for Trustee Bojarski to take his place since she had stated interest. Trustee Bojarski stated she did not say she wanted to be on the committee. She mentioned she wanted to get more involved and wants to help the residents and the Village as much as she can. She would like to join any future committee and did not want to take Trustee Harlfinger's place.

Trustee Harlfinger asked her why she did not mention this at the last set of meeting and only to President Ruzanski. Trustee Bojarski reiterated her comment. Trustee Harlfinger interrupted her as she was speaking. President Ruzanski asked Trustee Harlfinger to stop interrupting and stated he was disrespecting him and Trustee Bojarski. President Ruzanski called Trustee Harlfinger out of order.

President Ruzanski stated we should carry this over to the next set of meetings.

Trustee Huckins asked why.

Attorney Stewart explained the Board can vote on the establishment of the committee without having all the members appointed.

Discussion ensued between Trustee Huckins, Trustee Dustin, Trustee Murphy and President Ruzanski about the need for the ad hoc committee. They concluded it needs to move forward and cannot fall back to the Planning and Zoning Committee.

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

Board of Trustees:

Trustee Harlfinger – None at this time

Trustee Huckins- None at this time

Trustee Dustin – None at this time.

Trustee Bogdanowski - None at this time

Trustee Bojarski - None at this time

Trustee Murphy congratulated the Community Service Department for the new equipment at La Guy Park. She also asked for clarification concerning the sign moratorium.

President Ruzanski: The appointment of John Murphy to the Planning and Zoning Committee will be done on Thursday. He also read an article that stated Illinois will be collecting more internet sales tax.

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:59pm

Submitted by,

Cecilia Carman
Village Clerk