



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

September 10, 2019

Call To Order

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

Also present were Village Administrator Jennifer Clough, Assistant Village Administrator/Finance Director Shane Johnson, Deputy Chief of Police Mary Frake, Water Superintendent Ryan McDillon, Community Service Director Fred Mullard, Village Engineer Chad Pieper, Village Attorney Brad Stewart and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski

Audience Participation: None

Finance:

Payment to Windy City Amusements Inc. for the 2019 Summer Sunset Festival- Presented by Assistant Village Administrator/Finance Director Shane Johnson- The Village is currently contracted with Windy City Amusements Inc. (WCA) to supply amusements for the annual Summer Sunset Festival through 2019. Based on the agreement and the activity of the 2019 festival, the Village is required to pay WCA the sum of \$54,111.56.

Financial Impact: The expense amount budgeted in FY 2019 was \$75,000 based on an average of the 2017, 2016 and 2015 years of activity. 2018 was excluded due to the substantial amount of rain received during the 2018 festival which drove down attendance. The actual amount will also have a corresponding effect on the revenue side budget for the festival.

Staff recommends a motion to approve the payment to Windy City Amusements Inc. in the amount of \$54,111.56 based on 2019 activity and the contract terms to supply amusements for the annual Summer Sunset Festival with Windy City Amusements Inc.

Trustee Huckins asked if the staff knows why the revenues have been down. Assistant Village Administrator/Finance Director Shane Johnson stated they are unsure.

Motion was made to place this item on the Agenda.

Police:

Resolution to Pursue a McHenry County Consolidated Law Enforcement Training Facility- Presented by Deputy Chief of Police Frake- For the past few years, the department has participated in discussions with other McHenry County police agencies about developing a consolidated training facility that includes a firearm range. No agency in McHenry County has an indoor firearm range for officer training and firearm qualification.

This draft resolution outlines our intention of pursuing the possibility of a McHenry County consolidated law enforcement training facility. A county-wide training facility has the potential of more efficient and effective means of education and experience for all law enforcement officers. Centralizing training methods have the added benefit of inter-agency cooperation where every officer is taught the same techniques and would work seamlessly together in the event of a mutual aid call.

The resolution outlines the next steps in the pursuit of this project. The current emphasis will be on identifying resources, including shared staff and facilities.

Staff recommends a motion to approve the resolution and continue exploring the benefits of a McHenry County consolidated law enforcement training facility. Motion was made to place this item on the Village Board Agenda.

Chicago Field Division Rockford Resident Office FY2020 Cooperative State and Local Agreement Lake in the Hills Police Department- Presented by Deputy Chief of Police Frake- The U.S. Drug Enforcement Administration (DEA) leads the battle against the use of illegal drugs in the United States. The DEA Rockford Cooperative Task Force oversees drug enforcement efforts in fourteen counties in Northwestern Illinois including McHenry County. The DEA Task Force partners with state and local law enforcement agencies to conduct comprehensive drug investigations. The advantages of this partnership are increased manpower for drug investigations, expanded jurisdictional reach, close coordination between all law enforcement officials, and sharing resources. This increases the investigative ability of the department and highlights the department's dedication to combat the drug problem locally, by actively participating in drug investigations in and around Lake in the Hills.

The department has been a member of the DEA Rockford Cooperative Task Force since January of 2015. The officer assigned to this duty is assigned on a fulltime basis to the McHenry County Sheriff's Police Narcotics Task Force. This replaces the 2019 agreement and will cover October 1, 2019, until September 30, 2020.

Staff recommends a motion to approve the agreement between the Lake in the Hills Police Department and the DEA Rockford Cooperative Task Force.

President Ruzanski asked if the Village will need to designate an officer to the task force. Deputy Frake stated there is an assigned officer and this agreement will allow the officer to investigate in different parts of the county and state. The officer will also be allowed to work directly with the DEA.

Trustee Huckins asked if the police department has seen any benefits to this program. Deputy Frake stated there have been significant benefits such as the amount of resources and funding available to the police department.

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

FARO Zone 3D Visionary Software Indemnification- Presented by Deputy Chief of Police Frake- The department uses FARO Zone 3D Visionary software for incident reconstruction of traffic accidents and crime scenes. Page 4, paragraph 8 in the Standard Terms and Conditions of Sale is an indemnification clause requiring Board approval. The terms are for one year starting October 31, 2019, to October 30, 2020.

Financial Impact: The total renewal price is \$429 with funds available in the 2019 budget for the purchase.

Staff recommends a motion to approve and authorize the Chief of Police to execute the Faro Standard Terms and Conditions of Sale. Motion was made to place this item on the Village Board Agenda.

Public Works:

Request to waive the competitive bidding requirements and award a contract for the Well 6 Design/Build Project, and purchase commodities to be installed by Village Staff- Presented by Water Superintendent Ryan McDillon- Last year, staff presented a plan for a multi-year water treatment facility upgrade project for each of the eight Village well houses. In 2018, the Village completed a design/build project for Well 14 on McPhee Drive, and again earlier in 2019 at the Well 12 water treatment plant on McKenzie Drive. The projects brought much needed controls and process upgrades to the aging systems at Wells 14 and 12. Both projects were completed on time and within budget.

Earlier this year, staff met with representatives from Baxter & Woodman/Concentric Integration (“Concentric Integration”), the Village water resources and controls engineer, to design the Well 6 improvements that are budgeted in FY19. Similar to the upgrades performed at Wells 14 and 12, the Well 6 project consists of two components; upgrading the SCADA system controls, and replacing and upgrading the mechanical valves and actuators. During the design discussions for Well 6, staff determined there was an opportunity to reduce the cost by splitting the project, allowing Concentric Integration to replace the SCADA system controls componentry, and purchasing the mechanical valves and actuators through a competitive bid process and installing them with in-house staff. This was successful at Well 12 and will be repeated at Well 6 at a significant savings to the Village. The Concentric Integration portion of the project has been priced at \$69,660.00.

In order to procure the valves and actuators that will be installed by in-house water division staff, a Request For Proposal (RFP) was authored by Village staff and in August, the RFP invitation was sent to 18 water system part supply vendors, posted on the Village’s website, and published in the Northwest Herald. On August 19, one submittal was received from Core and Main of Carol Stream, IL, in the amount of \$30,722.00. After the RFP opening, Village staff contacted several water part supply vendors to inquire as to why they did not participate in the RFP. The most common response that the vendors provided to Village staff was that they were not able to provide valves and actuators that met the requirements of the RFP. Nevertheless, the valves and actuators specified in the RFP are necessary for the facility upgrade project and Village staff recommend that the Village Board approve the purchase of valves and actuators from Core and Main in the amount of \$30,722.00.

Financial Impact: The Village’s 2019 budget includes \$25,000.00 for professional engineering oversight and \$250,000.00 for the electrical and mechanical componentry upgrade work for both Wells 12 and 6, or \$137,500.00 per treatment facility. If approved, the contract with Concentric Integration would be in the amount of \$69,660.00 and the Core and Main commodities would cost \$30,722.00 for a total cost of \$100,382.00, which is \$37,118.00 under the \$137,500 budget.

Staff recommends a motion to waive the competitive bidding requirement and award a contract to Concentric Integration, LLC for the SCADA system upgrade portion of the Well 6 Design/Build project in the amount of \$69,660.00.

Staff recommends a motion to approve the purchase of control valves and actuators from Core and Main in the amount of \$30,722.00. Motion was made to place this item on the Village Board Agenda.

Community Service:

Sign Ordinance Survey- Presented by Community Service Director Fred Mullard- The results of the survey of opinions related to the Sign Section of the Zoning Ordinance are attached in the Committee of the Whole packet. The survey was initially announced through a press release that was published and e-mailed to all registered businesses in the Village. This was later followed up with a notice e-mailed by the Chamber of Commerce and direct phone calls to 20 businesses based on prior interest in the subject, location, and staff size. The survey closed September 3 with 90 participants.

The results are separated into the five groups of respondents as they identified themselves.

- Business Owner (39 respondents for 43%)
- Business Property Owner (5 respondents for 6%)
- Developer or Real Estate Professional (5 respondents for 6%)
- Resident (30 respondents for 33%)
- Other (11 respondents for 12%)

Here is a quick summary of some of the results.

- Businesses would like to see an easing of the restrictions on temporary signage.
- Residents want to maintain the uncluttered appearance of the community.
- Mixed response to restrictions on special wall signs, pennants & banners, window signs, and how much action (blinking, flashing or movement) to allow for LED message boards.
- General agreement to continue prohibitions on off-property advertising signs, inflatables, and human signs.
- General agreement to allow perforated vinyl window coverings and LED message boards.

The results will be passed on to the Planning and Zoning Commission for their consideration in developing changes to the Zoning Ordinance. Staff anticipates a public hearing on a text amendment before the end of the year. Staff requests any input you want to provide the Commission before they start action on revisions.

Trustee Murphy asked to clarify if there will be no changes to the sign ordinances until the end of the year. Community Service Director Mullard stated that is correct.

Trustee Huckins stated concern over the amount of video gaming signs now placed in the Village. He mentioned the ordinance does state no video gaming signs. He asked if this is what the Village is allowing. Director Mullard stated the staff would need more guidance from the Board on how they want to proceed with this. President Ruzanski agreed with Trustee Huckins that there should be no gaming signs allowed.

Trustee Dustin stated he read through the whole report and stated many responses were in the neutral category. He mentioned with technology there are many different type of signs available and asked if all these are being considered. He lastly stated many comments pertained to temporary signs not being removed in a timely manner. Director Mullard stated the staff is taken into consideration all types of signs as they develop the new ordinances.

Public Access Easement across Algonquin Road Surgery Center's Property- Presented by Community Service Director Fred Mullard- The Algonquin Road Surgery Center prepared a plat of easement granting a public access easement across their property for Village Board acceptance. The Village requested Algonquin Road Surgery Center provide a public access easement to allow connection to the public access easement provided by the Residences of Lake in the Hills. The two easements would allow traffic to transit east or west between the two legs of Village Hall Drive in the future. At this time, there is no plan to connect

the two existing pavement segments within the easements. The plat and ordinance accepting the easement are attached for your consideration.

Staff recommends a motion to approve an ordinance accepting the public access easement across the Algonquin Road Surgery Center's property at 2550 West Algonquin Road on Parcel 19-30-200-028.

Trustee Dustin asked for clarification to where the easement is located. Director Mullard explained.

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 - None at this time

Trustee Bogdanowski graciously thanked the staff of the Village for the hard work to make Sunset Fest a success. Next year will be the festival's 20th year and he has spoken to Administrator Clough about getting more staff involved in the planning. He will step down in one year as the chairman of the fest but will still be on the committee.

Trustee Murphy thanked everyone for their help with the Sunset Fest. She also gave an update from the Parks and Recreation Board. The Board is beginning to develop ideas for the Larsen property, Haligus Road home and the pre-school building.

President Ruzanski: Will read a Proclamation for Constitution week this Thursday. There will also be an executive session.

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:52pm

Submitted by,

Cecilia Carman
Village Clerk