



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

December 10, 2019

Call To Order

The meeting was called to order at 7:30 p.m. Roll call was answered by Trustees Bogdanowski, Bojarski Murphy, Harlfinger, Dustin and President Ruzanski.

A motion to allow Trustee Huckins attend telephonically was made by Trustee Harlfinger and seconded by Trustee Dustin. On roll call Trustees Bojarski, Bogdanowski Murphy, Harlfinger, Dustin voted Aye. No Nays. Motion Carried.

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

Pledge of Allegiance was led by President Ruzanski.

Audience Participation: Resident Liz Wakeman thanked the Board for their past support for the Pub in the Park event and was available for any questions. Trustee Dustin asked why the dates were changed and is now closer to Rib Fest. Ms. Wakeman stated the distributor was not available and the weekend needed to be changed. President Ruzanski asked if additional police are needed for next year and she stated no.

Administration:

Raffle License Request for Lake in the Hills American Legion Post #123- Presented by Village Administrator Jennifer Clough- The Lake in the Hills American Legion Post #1231 is requesting a Raffle License for Tuesday, December 31, 2019 at 3pm. The raffle will consist of one Henry Level Action 22 Rifle or the winner can choose cash. 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.

Staff recommends a motion to approve the raffle license request and waive the fidelity bond requirement for Lake in the Hills American Legion Post #1231. Motion was made to place this item on the Agenda.

Village Support Request for the 2020 People for Parks Foundation of Lake in the Hills - Pub in the Park- Presented by Village Administrator Jennifer Clough- Pub in the Park is the signature fundraising event for The People for Parks Foundation of Lake in the Hills and is a fast growing, popular craft beer tasting and food truck festival. The Foundation is requesting the Village to provide support for the proposed 2020 event at Sunset Park on Saturday, June 27, 2020. The Pub in the Park Craft Beer and Food Truck Festival will be held from 3:00pm until 7:30pm and they will be returning to the format of the first few years and 2019 with a small number of food trucks.

The People for Parks Foundation sole fundraising purpose is to raise and distribute monies to the Lake in the Hills Parks and Recreation Division for the scholarship, park and equipment needs of the community.

The Village appreciates all the generosity in the past that has made Parks and Recreation programs possible from the Foundation. Staff continues to see the most need for financial assistance in our afterschool program, Beyond the Bell, for scholarship needs with the community. Staff and the Foundation plan to further discuss this opportunity as well as other in the future.

The Foundation is requesting support and the waiver of various requirements for 2020:

- The \$25 Liquor License fee
- Deposit and rental fee of Sunset Park
- Any equipment use charges
- Public Works fees and staff hourly rates associated with the installation and dismantling of fencing needs, parking lot ropes, water hook up and electricity and other advance and during event Support
- Police Department fees and staff hourly rates
- Raffle license fee (application to follow)
- Parking restrictions on Miller Road during the event
- Sign regulations to allow for temporary signs, within the Village boundaries, advertising the event from June 13, 2020 until June 28, 2020 at the following intersections:

Algonquin & Square Barn (Northwest Corner)
Lakewood & Algonquin
Crystal Lake & Algonquin
Lakewood & Ackman

Miller & Randall
Pyott & Rakow
Miller & Lakewood

The intersections of Algonquin and Randall and Acorn and Randall have not been included in this Request for Board Action due to safety concerns with the major McHenry County construction project on Randall and Algonquin Road. The Police Department and Community Services Department had safety concerns with allowing non-construction signs at these two corners. Staff is recommending to not allow any non-construction signage at these two locations while major construction on Randall and Algonquin road is still ongoing.

The Foundation is also requesting the general support of the Parks and Recreation Division as well as promotion of the event through various Village media outlets.

Financial Impact: The following is a summary of the personnel expenses the Village provided to the Foundation for Pub in the Park in 2019:

- Police Department - \$2,334.92 in overtime wages
- Public Works Department - \$2,465 in wages (55 regular and 11 overtime hours)

As a point of information, all monies donated by the Foundation are directly reinvested in the Village of Lake in the Hills through the Parks and Recreation Division.

Staff recommends a motion approve Village support and waivers as described in the above request. Motion was made to place this item on the Agenda.

IGA with School District #300 for Access to and Occupancy of Certain Facilities in the Event of an Emergency- Presented by Village Administrator Jennifer Clough- School District #300 reached out to staff regarding the need to have an emergency shelter location available for Lincoln Prairie Elementary staff and students. The Intergovernmental Agreement will allow Village Hall to be available as an emergency shelter when Lincoln Prairie Elementary School is required to be evacuated for extended periods of time, such as during a Code Red emergency. Per the agreement, School District #300 will assume all liability and risk when staff and students are using Village Hall as an emergency shelter.

Staff recommends a motion to approve and authorize the Village President to execute the Intergovernmental Agreement with School District #300 for Access to and Occupancy of Certain Facilities in the event of an Emergency.

Trustee Dustin asked if the Police Department construction begins will there be space available. Administrator Clough stated the IGA allows the parties to leave the agreement if a 30 day notice is given. Attorney Stewart added the contract states agreement is subject to the Village's availability.

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

Ordinance – 2020 Fiscal Year Budget- Presented by Village Administrator Jennifer Clough- Attached is the proposed Budget Ordinance for the 2020 Fiscal Year as discussed at the budget workshop held on November 19, 2019. The proposed budget was made available to the public on November 15, 2019 via the Village's website at www.lith.org and at Village Hall. The public hearing is scheduled for Tuesday, December 10, 2019 at 7:15 p.m. at Village Hall.

Financial Impact: The total fund balance draw down across all 19 funds of the Village is (\$1,890,945) which is addressed in detail on pages 26 – 27 of the FY 2020 Annual Budget document. A summary of the most pertinent decreases in fund balance that account for 99% of the total draw down are summarized below:

Water O & M Fund – (\$905,035) or 48%

- The decrease in fund balance is driven by SSA #51 and the water main project. The expense is in FY 20 at roughly \$1.5 million, but the revenue through the sale of bond proceeds was received in FY 19 in the amount of roughly \$1.6 million. This has caused a timing difference for the recording of the revenue and expenditure. The fund balance in this fund increased by over \$1.7 million in FY 19. If the SSA #51 project is removed from FY 20, the increase to fund balance would be \$526,777.

Lakes Projects Fund – (\$396,564) or 21%

- The decrease in fund balance is driven by the streambank stabilization project and related 319 grants for Reach 10 and Reach 11. This fund is estimated to have approximately \$518,864 in fund balance at the start of FY 20. Fund balance has sitting in this fund for several years due to no planned lakes projects in the recent past. The ending fund balance is estimated to be roughly \$122,270 at the end of FY 20 due to using that money for the specific purpose of lakes maintenance.

Capital Improvement Planning (CIP) Fund – (\$372,145) or 20%

- The decrease in fund balance is driven by the need for investments, replacements or upgrades to our capital assets and projects throughout the Village. In FY 20, the Village plans to invest just under \$2.2 million, which is the most the Village has invested in capital to date.

General Fund – (\$194,599) or 10%

- The decrease in fund balance represents 1.1% of the FY 20 budgeted expenditures of \$17.9 million. This modest draw down is needed to cover the short fall in the CIP Fund to pay for a portion of the Police Department Schematic Design project in the amount of \$230,000 that the Village Board gave direction to include in November of 2019 in order to continue to process and next step of the Police Department space need analysis. The General Fund is projected to add just over \$900,000 in FY 19, putting fund balance reserves at 77%. The slight drawdown in FY 20 will put reserves at 71%. The General Fund balance policy requires a reserve of 25%.

Staff recommends a motion to approve the attached ordinance Establishing a Budget for the Village of Lake in the Hills for the 2020 Fiscal year.

Trustee Dustin asked the staff to challenge themselves to save \$194,000 so that the budget is balanced. He also would like to have a special meeting to look at the budget concerns over the next five years. Trustee Harlfinger agreed and asked staff to schedule a meeting with the Board. All board members agreed with having a special meeting.

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

Finance:

Ordinance – 2019 Tax Levy Abatement-Presented by Assistant Village Administrator/Finance Director Shane Johnson- Attached is an ordinance providing for the abatement of the \$75,350 levy which will be extended by the County Clerk pursuant to Ordinance Number 2019-34 adopted on August 22, 2019 in connection with the issuance of the \$1,495,000 General Obligation Bonds, Series 2019 bond issue for the water main replacement project located specifically in Special Service Area #51.

Attached is an ordinance providing for the abatement of the \$68,350 levy which will be extended by the County Clerk pursuant to Ordinance Number 2012-08 adopted on February 23, 2012 in connection with the issuance of the \$1,275,000 General Obligation Refunding Bonds, Series 2012 bond issue for the refunding of the 2003 Debt Certificates issued to finance safety improvements at the airport.

The Village budgeted to pay for the above debt issuances through the Special Service Area #51 property tax levy and through operating revenues from the Airport Operating & Maintenance Fund. Accordingly, abatement ordinances must be filed to prevent the extension of property taxes to all Village parcels in connection with these bond issuances.

Staff recommends a motion to approve the attached ordinances. Motion was made to place this item on the Village Board Agenda.

Ordinance – 2019 Tax Levy- Presented by Assistant Village Administrator/Finance Director Shane Johnson- For the 10th consecutive year the Village is pleased to propose a no increase or flat property tax levy on behalf of our residents and businesses. The Village Board and staff are keenly aware of our state's extremely high property tax burden and realize keeping our portion flat for the past decade has been helpful and appreciated by our community.

The proposed amount to be levied for corporate and special purpose property taxes for 2019 is \$5,481,747

which is a 0.0% change from the 2018 tax extension of \$5,481,747. The 2019 tax levies for debt service in the Water Fund for G.O. Bonds Series 2019 (SSA #51) in the amount of \$75,350 and in the Airport Fund for G.O. Bonds Series 2012 in the amount of \$68,350 are proposed to be abated entirely for a total of \$143,700. The estimated tax rate is expected to decrease by (7.4%) from 0.796106 to 0.736869 due to the projected 8.0% increase in EAV. The proposed 2019 levy of \$5,481,747 can be summarized as follows:

Levy	Amount
Corporate	\$1,840,604
Police Pension	\$1,498,027
Social Security	\$695,988
Police Protection	\$613,535
IMRF	\$359,083
Workers Compensation	\$270,000
Liability	\$191,250
Audit	\$13,260
Total 2019 Tax Levy	\$5,481,747

Financial Impact: The property tax levy accounts for approximately 31% of the total General Fund revenue for FY 2020.

Staff recommends a motion to approve the attached ordinance for the Levy of Taxes for the Village of Lake in the Hills for 2019. Motion was made to place this item on the Village Board Agenda.

Ordinance – 2019 Special Service Area Tax Levies- Presented by Assistant Village Administrator/Finance Director Shane Johnson- Attached are twelve separate ordinances for the 2019 Special Service Area (SSA) Tax Levies. New this year is the ordinance for SSA #51 for the water main improvement project.

As discussed during the FY 2020 budget presentation, the 2019 levies for each of these twelve Special Service Areas range from \$700 for SSA#8C to \$127,320 for SSA#2 and represent a 0% increase from the 2018 tax levy. The combined levies for all twelve Special Service Areas total \$530,652.

Staff recommends a motion to approve the attached ordinances establishing a tax levy for the twelve Special Service Areas within the Village of Lake in the Hills for 2019. Motion was made to place this item on the Village Board Agenda.

IGA for Northern Illinois Purchasing Cooperative- Presented by Assistant Village Administrator/Finance Director Shane Johnson- In 2006 the Village entered into an intergovernmental agreement with multiple local government entities creating the Northern Illinois Government Energy Cooperative, NIGEC. The main focus of this group was to for the economic benefit of aggregated electrical power purchases. In 2015 the same group of government entities retitled to Northern Illinois Purchasing Cooperative, NIPC. The purpose of retitling was to expand the group’s cooperative purchasing efforts to other goods outside of electric suppliers.

The new IGA is largely similar to the agreement entered into in 2014. The only changes to the agreement are;

- Removal of an exchange agreement with World Energy Solutions for energy and related solution

purchases

- The term of the agreement entered on February 1, 2020 for a five year term, expiring January 30,2025
- Update the Village of Lake in the Hills President to Russ Ruzanski

Staff recommends a motion to approve the agreement between Lake in the Hills and the Northern Illinois Purchasing Cooperative. Motion was made to place this item on the Village Board Agenda.

Police:

PowerDMS Service Order #Q-55897 Terms and Conditions- Presented by Chief of Police Brey- The department uses PowerDMS software to manage policy and training documentation. The annual software subscription fee for 75 users is due for 2020. Paragraph 9 in the Terms and Conditions includes an indemnification clause requiring Board approval.

Financial Impact: The per-user fee is \$51.74 for a total of \$3,880.50, which is \$112.50 over the 2020 budget amount for the purchase.

Staff recommends a motion to approve and authorize the Chief of Police to execute the PowerDMS Service Order #Q55897. Motion was made to place this item on the Village Board Agenda.

Public Works:

Approve three master contracts for professional engineering services for Fiscal Year 2020- Presented by Director of Public Works Dan Kaup- Historically, the Village has retained the services of a single firm to act not only as the Village Engineer, but also to serve as the sole on-call engineering firm for all engineering-related projects. In an effort to implement a system that broadens the areas of expertise available to Village staff, fosters competition between additional firms, and is more in line with how other municipalities retain engineering services, the Village sought to retain multiple firms for this support. This past summer, the Village released a request for statement of qualifications (RSQ) for Village engineering services, and received statements from seventeen firms. A Village selection team comprised of staff from the Public Works and Community Services Departments as well as Trustee Suzette Bojarski selected eight firms to interview. Of the final eight firms, the Village selection team recommends that the Village Board of Trustees enter into agreements with three engineering firms from January 1, 2020 to December 31, 2020. As staff have presented to the Board of Trustees in the past, the intention is to retain the services of these three firms for more than the single year, but with the presentation of these Master Agreements each year for Board consideration. The three engineering firms are: Baxter & Woodman, Inc. (“Baxter”) to serve as Village Engineer and development services engineer; Christopher B. Burke Engineering, LTD. (“CBEL”) to serve as the designated stormwater and lakes engineer; and Chastain & Associates, LLC (“Chastain”) to serve as the motor fuel tax and transportation infrastructure design engineer. Baxter and Chastain have worked for the Village in the past to the satisfaction of Village staff and neighboring municipalities such as the Villages of Cary and Algonquin and the City of Crystal Lake currently work with CBEL and speak very highly of the firm.

The attached master agreements will serve as the base documents for all engineering services provided by the three firms and all task orders that meet or exceed \$20,000.00 will be brought to the Village Board for approval.

Staff recommends a motion to approve a master contract with Baxter & Woodman, Inc. for professional engineering services from January 1, 2020 through December 31, 2020.

Staff recommends a motion to approve a master contract with Christopher B. Burke Engineering, LTD. for professional engineering services from January 1, 2020 through December 31, 2020.

Staff recommends a motion to approve a master contract with Chastain & Associates, LLC. for professional engineering services from January 1, 2020 through December 31, 2020.

President Ruzanski thanked Trustee Bojarski for her hard work and time on these contracts.

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

Ordinance Amending the Lake in the Hills Airport Private Hangar Electrical Service Fees- Presented by Director of Public Works Dan Kaup- One of the fees the Lake in the Hills Airport charges tenants who lease hangar spaces at the airport is a monthly private hangar electrical service fee (“Electrical Service Fee”). The Electrical Service Fee is meant to reimburse the Village for electricity used by private hangars and is based on the circuit breaker size of each hangar as well as electricity invoices from the previous year (October to October) . Electrical service costs for public uses, such as airfield lighting, navigational aides, the fuel tanks, and the airport office, are separated from private hangar use and are not reimbursed through the Electrical Service Fee. The 2019 fiscal year saw an increased cost for electricity primarily due to additional consumption. Therefore, the following increases are reflected for 2020 fees in the attached Proposed Ordinance:

Breaker Size (AMP)	Monthly Fee (USD)	Comments
20	\$6 \$9	Single breaker serves 3 individual hangars
20	\$11 \$13	Single breaker serves 2 individual hangars
20	\$22 \$26	Fee per individual breaker
30	\$33 \$38	Fee per individual breaker
40	\$44 \$51	Fee per individual breaker
50	\$56 \$64	Fee per individual breaker
60	\$67 \$77	Fee per individual breaker

Financial Impact: The new electrical fees are estimated to bring the airport an additional \$3,216 per year in revenue.

Staff recommends a motion to approve an Ordinance amending the Lake in the Hills Airport Private Hangar Electrical Service Fees. Motion was made to place this item on the Village Board Agenda.

Community Service:

Public Utility and Access Easements Across The Heathers Senior Living Property-Presented by Director of Community Services Fred Mullard- The Heathers Senior Living, formerly Ebbington Senior Living, prepared for Village Board acceptance a plat of easement granting public utility and access easements across their property. The Village requested the easements to allow public access to the site and maintenance and repair access to water, sanitary sewer, and stormwater infrastructure on the site. The Lake in the Hills Sanitary District has already accepted the easement. Attached for your consideration are the plat and ordinance accepting the easement.

Staff recommends a motion to approve an ordinance accepting the public utility and access easements across The Heathers Senior Living property at 4550 to 4570 Princeton Lane on Parcel 18-14-411-003. 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 - None at this time

Trustee Murphy - None at this time

President Ruzanski: reminded everyone Flurry Fest is Saturday and that he received a resignation letter from Parks and Recreation Board member Mike Lupo. Please send him any recommendations to fill this seat. Lastly he will give a year in review report at the Board of Trustee Meeting.

Audience Participation: None

New Business: None

Motion to enter into Closed Session to discuss Collective Negotiating Matters and Probable Litigation per 5 ILCS 120/2(C)(2) and (11) was made by Trustee Harlfinger and seconded by Trustee Murphy. On roll call vote Trustees Bojarski, Bogdanowski, Murphy, Huckins, Dustin, and Harlfinger vote Aye. No Nays Motion carried.

Committee of Whole reconvened at 8:37pm. Roll Call was answered by Trustee Dustin, Murphy, Harlfinger, Bojarski and President Ruzanski.

Adjournment: A motion to adjourn the Committee of the Whole meeting was made by Trustee Harlfinger and seconded by Trustee Murphy. All in favor by voice vote. There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:38 pm.

Submitted by,

Cecilia Carman
Village Clerk