



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

August 25, 2020

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

Pledge of Allegiance was led by President Ruzanski.

Audience Participation: District 5 County Board Member Paula Yensen brought masks from the County to distribute to the residents. She stated some businesses are not enforcing the mask requirement. She mentioned a beauty salon and Lowe's. She entered Lowe's and found many patrons not wearing masks over their face. The Costumer Service staff informed her employees cannot approach patrons without mask on. Also, the Dairy Queen has not been enforcing the mask rule. An elderly woman complained and became the victim instead. Chief Brey stated the Police have responded to every complaint concerning the mask requirement. The Police Department did visit the Dairy Queen with the Department of Health to inquire about the complaints. The corporate office has also been notified and has informed the business to comply. Board Member Yensen stated elected officials need to be the leaders in enforcing the mask requirement and ensure that residents know who to call if they see a violation. Trustee Harlfinger stated he does not believe in wearing a mask and that the Village should not impose rules on businesses.

Administration:

Addendum to Personnel Rules and Regulations Section III Benefit Leave- Presented by HR Manager Anita Neville- As the coronavirus pandemic continues, it has been increasingly difficult for employees to use benefit leave time requiring the Village to become more flexible on how, why and when employees may use their benefit leave time. The Illinois Governor's Stay at Home Order forced the postponement of vacation plans for some and minimum staffing requirements are making it increasingly difficult to use vacation leave before the end of the year. Therefore, it is recommended to amend the maximum carryover of vacation time from 40 to 80 hours for full time employees and 20 to 40 hours for part time employees. This extended benefit would only be allowed with department director approval and will expire on January 1, 2021.

In addition to this change it is also recommended that additional language be added to the sick leave policy that aligns with HR6201, Families First Coronavirus Act. As families attempt to navigate children returning to school and the coronavirus remains present, it is necessary to expand the reasons employees may need to use their sick leave. Although, many employees still have Emergency Paid Sick Leave (EPSL) that is pursuant to HR6201, Families First Coronavirus Act, others were required to use this time during the Stay at Home Order, now requiring them to use sick time for reasons related to the coronavirus.

Renewal of this addendum may be considered if the coronavirus pandemic extends into 2021.

Financial Impact: The financial impact would be a higher liability of vacation leave. This would be considered compensated absences for 2020 and footnoted in the annual audit.

Staff recommends a motion to approve adopting Addendum to Personnel Rules and Regulations Section III Benefit Leave.

Trustee Dustin asked why employees were unable to take vacation. A discussion ensued and HR Manager Neville explained why employees could not use PTO, how many employees are affected and why an addendum was used. Trustee Huckins asked for the expiration date to be explained. Attorney Stewart explained how much time can be carried over and when it would expire. Motion was made to place this item on the Village Board Agenda.

Award a Contract for Lake in the Hills Telephone System Replacement Project- Presented by Assistant Village Administrator Shannon Andrews- The Fiscal Year 2020 MIS Budget includes the upgrade and replacement of the Village's twenty year old Toshiba Phone System. This wide reaching project impacts all departments of the Village, as the phones at Public Works, Village Hall and the Police Department will all be replaced with modernized equipment.

The Village issued a Request for Proposal (RFP) for the installation of a Mitel Phone system or equivalent and received four responses ranging in cost from a low bid of \$42,076.95 to a high bid of \$107,972.08.

Due to COVID-19, the Village identified a need to protect employees' privacy while working from home by incorporating a feature that would convert an individual's personal phone number into a Village issued phone number when it appears on caller id. An Addendum to the RFP was issued to require this app-based capability.

Marco Technologies did not respond to the addendum. Since they were also the high bidder, this vendor was eliminated from consideration. B&B Networks provided the lowest bid at \$47,416.45, however labor was not included in this price, as well as any and all costs associated with cabling. With no estimate or cap on these costs, the Village would be at risk of accruing expenses well beyond the next lowest bid. As such, this incomplete bid was also removed from consideration.

MidCo's initial RFP submission was the second highest at \$65,740 and failed to include a mandatory discount provided by the manufacturer Mitel, which would have reduced their bid to \$59,274.25. While MidCo resubmitted their bid with the correction, the Village could not accept the change. MidCo's final price submitted in response to the addendum was \$59,253.89.

In contrast, Telecomm Innovations Group (TIG) submitted a bid of \$54,181. The mandatory Mitel discount was included in this price at the time of initial submission and all labor costs are included in the price. In response to the addendum, TIG chose not to increase their base bid and resubmitted again for \$54,181.

While MidCo has been an exceptional partner through the years, their bid exceeded TIG by approximately \$5,000 and failed to properly incorporate the necessary discounts in their initial submission. Based on this, staff recommends that the Village award the contract to Telecomm Innovations Group

Financial Impact: The Village's 2020 budget included \$105,000 in the General Fund for the LITH Telephone System Replacement Project; however this figure did not include the mandatory Mitel discount. The total current expense is \$54,181, which is under budget by \$50,819.

Staff recommends a motion to award a contract to Telecomm Innovations Group for the Lake in the Hills Telephone System Replacement Project in the amount of \$54,181.

Trustee Huckins asked if there will be a disruption in service. Assistant Village Administrator Shannon Andrews stated there will be a timeline developed and she is hoping most work will be done after work hours. Trustee Dustin asked if the system was expandable. Jeff Holesinger of Telcom explained the expansion capabilities and the 5 year maintenance plan. Trustee Dustin asked if the maintenance plan is renewable. Mr. Holesinger said yes. Motion was made to place this item on the Village Board Agenda.

Finance:

Utility Billing Late Fees / Shut-offs During COVID 19- Presented by Interim Finance Director Wayde Frerichs- Like every other community in the state of Illinois, the Village of Lake in the Hills is coping with and adjusting processes to comply with state mandates as they apply to the COVID 19 pandemic. As you're aware, we started waiving late fees on utility bills and discontinued shut-off procedures in March to offer some sort of relief to the residents of Lake in the Hills. The waiver period is coming to an end at the end of August. Now that we've moved to Phase 4 of the state's COVID 19 response guidelines by opening up facilities, parks and recreation programming and village wide business operations, we are also looking to resume regular utility billing procedures regarding the application of late fees and shut-off procedures.

A majority (11 out of 16) of our surrounding communities and the Sanitary District will resume applying late fees and shut-off procedures in September. All municipalities are offering variable payment plans as well. Our intent is to resume normal shut-off and payment procedures; however, we will offer variable payment plans depending on account aging, amounts and circumstances. We will also direct users to agencies offering additional assistance. 89% of the accounts that are over 120 days delinquent are under \$300. Attached are the details of the number of accounts involved and the corresponding dollar amounts.

Financial Impact: None other than delayed collections.

Staff recommends to resume utility billing late fees and shut-offs for non-payment starting in September 1st offering payment plans as needed.

Trustee Huckins asked if any residents have called and asked for help due to hardship. Interim Finance Director Wayde Frerichs stated no and many residents are adding the late fees to their bills even though they are not being collected. Trustee Dustin asked how many shut offs will be done in the next several months. Interim Finance Director Wayde Frerichs explained there are several hundred on the list but he believes most will pay before the shut off date.

Community Development:

Conditional Use for a Therapeutic School for the Mentally and Physically Challenged at 970 East Oak Street- Presented by Interim Community Development Director Ann Marie Hess- Jillian Burgard and Jennifer Link of Roots Autism Solutions, LLC propose establishing a therapeutic school for the mentally and physically challenged at 970 East Oak Street. The location would occupy space within an existing office complex that was previously utilized by a child care business. The use is consistent with the Village's Comprehensive Plan and compatible with the surrounding zoning districts. Village ordinance identifies physically and mentally challenged schools as a Conditional Use in the B-3 zoning district.

Students will range in age from 18 months to 12 years old. They will receive applied behavioral analysis, occupational and speech therapy, along with art and music therapy. The staff consists of board-certified behavior analysts, registered technicians, speech and occupational therapists. This would be a second location in the northwest suburbs for Roots Autism Solutions, LLC.

Adequate parking is available on the site for the business. They plan to serve up to 15 students with staffing at a 1-to-1 ratio. In addition to the direct 1-to-1 support, there may be up to 5 additional staff members on the site.

The Planning & Zoning Commission conducted a public hearing on August 17, 2020. The Commission recommended approval by a vote of 6-0. The attached documents are presented for your consideration. Staff recommends a motion to approve a conditional use for a school for the mentally and physically challenged at 970 East Oak Street on parcel 19-30-332-004.

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Trustee Bojarski asked several questions concerning the school's and employees' licensures. Interim Community Development Director Ann Marie Hess explained the school will work as a private business and has no public school affiliation. The owners believe this will cause less barriers and red tape that is seen in the public school system. President Ruzanski asked when the school will open. Interim Community Development Director Ann Marie stated in one to two months. Trustee Huckins asked why there was a need for a conditional use. Interim Community Development Director Ann Marie explained how the ordinance was developed. Motion was made to place this item on the Village Board Agenda.

Board of Trustees:

Trustee Murphy – None at this time

Trustee Bojarski – None at this time.

Trustee Bogdanowski - None at this time

Trustee Harlfinger - None at this time

Trustee Dustin - None at this time

Trustee Huckins mentioned concern with the construction debris and gaping holes in the streets Lamp construction has left in the Bell Chase neighborhood. He is concerned about the safety of the children in the neighborhood. He stated many neighbors are very upset and are thinking of taking legal action. Trustee Dustin stated his neighborhood is having the same problem.

President Ruzanski: On Thursday will ask for the re-appointments of Sai Sivakumar and Wendy Anderson to the Parks and Recreation Board.

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:19 pm

Submitted by,

Cecilia Carman
Village Clerk