



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

January 26, 2021

Call To Order

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

Also present were Village Administrator Fred Mullard, Assistant Village Administrator Shannon Andrews, Chief of Police Dave Brey, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, Assistant Community Development Director Ann Marie Hess, Village Attorney Brad Stewart and Village Clerk Cecilia Carman.

Officer Jay Recchia was presented a Service Award for 20 years as a Lake in the Hills Police Officer.

Pledge of Allegiance was led by President Ruzanski.

Audience Participation: None

Administration:

Raffle License Request for American Legion Post #1231 - Presented by Village Administrator Fred Mullard- The American Legion Post #1231 is requesting a Raffle License for the following Dates in 2021 from 6:00 P.M. - 9:00 P.M.:

March 31, May 1, September 11, November 6 and December 18

The raffle prizes will consist of various meat 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. American Legion Post #1231 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 American Legion Post #1231. Motion was made to place this item on the Village Board Agenda.

Police:

PowerDMS Service Order #Q-86130 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 is due for 2021. Paragraph 9 in the Terms and Conditions includes an indemnification clause requiring Board approval.

Financial Impact: The per-user fee is \$53.29 for a total of \$3,996.75, which is \$3.24 under the budget amount.

Staff recommends a motion to approve and authorize the Chief of Police to execute the PowerDMS Service Order #Q-86130. Motion was made to place this item on the Village Board Agenda.

Public Works:

Purchase one six-yard dump truck and associated truck-outfitting services - Presented Public Works Director Tom Migatz- Staff seeks Board approval to purchase a truck cab and chassis from Rush Truck Center of Huntley, IL, and to purchase vehicle outfitting services from Henderson Products of Huntley, IL.

The Fiscal Year (FY) 2021 Village budget includes \$205,000.00 for the replacement of unit 86, a dump truck used by the Public Works Public Properties Division. Village staff researched several dump truck brands and equipment before determining that an International brand dump truck cab and chassis outfitted with a Henderson brand dump body and snow and ice equipment provides the most value to the Village. After identifying the specifications for the dump truck, staff compared the final cost of the truck and dump body through several purchasing cooperatives to determine the best competitive bid price. Staff determined that the Central Management Services joint bid for the cab and chassis awarded to Rush Truck Center of Huntley, IL, and the Sourcewell Cooperative's bid for vehicle outfitting services, awarded to Henderson Products of Huntley, IL provides the best available pricing. The cost of the cab and chassis from Rush Truck Center is \$81,415.00 with an additional cost of \$105,396.00 for outfitting from Henderson Products. The \$105,396.00 outfitting cost includes \$11,547.00 for a conveyor system to assist with gravel and dirt distribution. The Village sold truck 26 last year along with the conveyor as it too had neared the end of its service life. As the conveyor creates a specific hydraulic load, purchase and installation is best accomplished during build-out of the vehicle to ensure proper operation. Purchase of the conveyor includes a ten percent discount through Sourcewell.

The total cost for the dump truck is \$186,811.00, which is \$18,189.00 under the budgeted amount of \$205,000.00.

Financial Impact: The Village's FY 2021 Budget includes \$205,000.00 for the purchase of this dump truck in the Capital Improvement Fund. The total cost to replace truck 86 is \$186,811.00, which is \$18,189.00 under budget.

Staff recommends a motion to approve the purchase of one cab and chassis from Rush Truck Center of Huntley, IL, through the Central Management Services in the amount of \$81,415.00. Motion was made to place this item on the Village Board Agenda.

Staff recommends a motion to approve the purchase of vehicle outfitting services from Henderson Products of Huntley, IL, through the Sourcewell Cooperative in the amount of \$105,396.00. Motion was made to place this item on the Village Board Agenda.

Crawford, Murphy and Tilly, Inc. Professional Engineering Services Standard Schedule of Hourly Charges - Presented Public Works Director Tom Migatz- Staff seeks Board approval to amend Crawford, Murphy and Tilly, Inc.'s standard schedule of hourly charges for professional engineering services at the Lake in the Hills Airport from January 1, 2021 through December 31, 2021.

The Village currently retains Crawford, Murphy and Tilly, Inc. ("CMT") of Springfield, IL for airport consulting services. The Board approved a master contract with CMT on February 21, 2019. That contract remains in effect through March 27, 2024.

Annually, CMT requests rate increases and Village staff bring these proposed increases to the Village Board for consideration. Enclosed is a proposed Ordinance increasing CMT's rates from January 1, 2021 until December 31, 2021. CMT has informed Village staff that it charges the same rates to all its clients. In 2021, CMT has elected to keep all rates flat. CMT's rates are only used for on-call hourly assignments as Illinois Department of Transportation rates are used for all federally funded grant projects. CMT has served in a consulting capacity for the Airport since 2012. The Public Works Department is satisfied with their performance.

Staff recommends a motion to approve an ordinance amending Crawford, Murphy and Tilly, Inc.'s standard schedule of hourly charges for professional engineering services at the Lake in the Hills Airport from January 1, 2021 through December 31, 2021. Motion was made to place this item on the Village Board Agenda.

Airport Ground Lease for Hangar PAP-49- Presented Public Works Director Tom Migatz- The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. Mike Biewenga, President of MWB Aviation, LLC is requesting a new ground lease on Hangar PAP-49. This lease is for the period of February 1, 2021 to January 31, 2041. The lease includes an option to renew for four additional five-year terms.

Mr. Biewenga has signed the appropriate lease form and has provided acceptable proof of insurance. A background check was previously completed and no issues were found by the Lake in the Hills Police Department.

Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-49 with Mike Biewenga of MWB Aviation, LLC. Motion was made to place this item on the Village Board Agenda.

Community Development:

Text Amendment to Section 3, Definitions and Section 15, Fences - Presented by Director of Community and Economic Development Josh Langen- Over the past four months staff, consultants, and the Planning and Zoning Commissioners have conducted an in-depth analysis of Section 3, Definitions and Section 15, Fences of the Zoning Ordinance. Many changes have been researched and discussed to bring forth standards that update the placement of fencing in the Village. The Planning and Zoning Commission held discussion on the proposed amendments at the December 14, 2020, meeting. The Planning and Zoning Commission held a public hearing on the proposed amendments January 18, 2021. The only public input at the hearing was from a resident who wanted to be better screened from a community trail and did not feel the amendments were sufficient to allow for the desired screening. Following the public hearing, the Planning and Zoning Commission voted to recommend approval of the amendments to the Village Board.

In updating the regulations, particular attention was given to the following items;

- 1) Consolidating the Zoning Lot definitions into Section 3, Definitions instead of having lot type definitions in Section 15.
- 2) Clarifying the applicability of Section 15 to all properties; including residential, business, and manufacturing.
- 3) Allowing for the ability to construct 100% solid fencing in permitted yards.

- 4) Providing a range of allowable fence materials to include typically available wood, vinyl, and composite materials.
- 5) Allowing for fences which have a typically available lattice-top.
- 6) Providing flexibility with corner fencing to follow lot lines instead of a set angle.
- 7) Providing clearer definition of minor variations able to be allowed by the Community Development Director.
- 8) Allowing for more flexibility on fencing types for perimeter, or buffer, fencing and raising the height limit to 6'.
- 9) Simplifying the requirements for instances where two fences of differing heights meet.
- 10) Taking into consideration Section 26, Landscape Standards, when requiring separation fencing.
- 11) Including illustrations in Section 3, Definitions and updating the illustrations in Section 15, Fences to match Section 3.

Finally, a significant addition to Section 15, Fences is the summary table, which would allow for ease of reference and a summary of standards. For your consideration, attached are the proposed changes to Section 3 and Section 15 of the Zoning Ordinance.

Staff recommends a motion to approve an ordinance to amend Section 3, Definitions and Section 15, Fences of the Zoning Ordinance.

Trustee Huckins asked if landscaping can be used instead of fencing. Director of Community and Economic Development Josh Langen stated yes, in Section 26 there is a provision to allow landscaping.

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

Text Amendments to Section 11, Permitted and Conditional Use Chart - Presented by Assistant Community Development Director Ann Marie Hess- Staff proposes updates to the Permitted and Conditional Use Chart to allow outdoor storage of materials, vehicles, and equipment accessory to a principle use, as a Conditional Use in the B-1 and B-2 Zoning Districts. Currently the ordinance indicates outdoor storage is not permitted in these districts.

The proposed updates are to allow for outdoor storage activities in the B-1, Business Transitional Zoning District, and B-2, Neighborhood Convenience Zoning District in order to help support businesses. In addition, requiring a conditional use approval will allow for conditions to be imposed to appropriately control any adverse impacts the storage activities could potentially have to adjacent and nearby properties.

A review of the Zoning Map reveals this update would allow for outdoor storage to potentially occur on 26 parcels currently zoned B-1 or B-2 that are generally grouped in four geographic regions at follows: Lakewood Road/Ackman Road area, Algonquin Road/Randall Road area, Crystal Lake Road/Miller Road area, and Algonquin Road/ Pyott Road area. Maps were provided in the Request for Board Action section of the packet showing the regions.

A public hearing for these text amendments was held by the Planning and Zoning Commission at their two most recent meetings. There were no public comments. Commissioners voted unanimously to recommend approval of the proposed changes.

Staff recommends a motion to approve an ordinance to amend Section 11, Permitted and Conditional Use Chart, of the Zoning Ordinance to allow outdoor storage of materials, vehicles, and equipment accessory to a principle use in the B-1, Business Transitional Zoning District and the B-2, Neighborhood Convenience Zoning District.

Trustees Bojarski and Huckins stated concern over the definition of materials and what items may be stored outside. Assistant Community Development Director Ann Marie Hess explained only business purpose materials can be stored. Administrator Mullard further explained that this is a conditional use permit which gives the Village leeway on what is allowed. If a property is vacant for more than a year the conditional use permit will expire.

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 Dustin stated he is glad the fencing ordinance is now updated and wants to see staff focus on business development.

Trustee Bogdanowski - None at this time

Trustee Harlfinger - None at this time

Trustee Huckins stated the owners of Dino's Pizza would like to place more signage of the business being open and asked what steps have been made for businesses. Administrator Mullard stated that Director of Community and Economic Development Josh Langen can reach out to the business and develop a plan.

President Ruzanski: None at this time

Audience Participation: None

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:09pm.

Submitted by,

Cecilia Carman
Village Clerk