



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

March 09, 2021

Call To Order

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

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

Pledge of Allegiance was led by President Ruzanski

Audience Participation: None at this time.

Finance:

Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2021 - Presented by Finance Director Pete Stefan- Additional funds are being requested in the 2021 Fiscal Year Budget to fund unanticipated costs in two Village funds.

In the Police Department – Patrol Division of the General Fund, \$22,500 is being requested to fund salary and benefit costs for the lateral hire of a Police Officer for a three-month overlap period to allow for proper training time. While the hiring of this officer will add a potential \$9,500 to Police Pension liabilities, it will not be payable until 2022 and will be included in the next fiscal year’s budget submittal.

In Special Service Area #6 Fund, staff seeks Board approval to partner with the Village of Huntley and have Christopher B. Burke Engineering provide professional ecological maintenance services to the Lake in the Hills east portion of the Southwind natural area, in an amount not to exceed of \$6,510. Christopher B. Burke Engineering, Ltd. was contracted by the Village of Huntley to evaluate site conditions, provide maintenance and enhancement activities, and prepare maintenance recommendations including a Long-Term Maintenance and Monitoring Plan for the Southwind natural areas. The Village of Huntley and Lake in the Hills share Wetland 2. The Village of Lake in the Hills owns the portion of Wetland 2 located at the southeast corner of the natural area. In an effort to maintain the entire natural area, the Village of Huntley contacted Lake in the Hills and provided a proposal from Christopher B. Burke on 2021 maintenance activities.

Financial Impact: Approving the proposed Ordinance will provide authorization to expend an additional \$22,500 from the General Fund for the lateral hire of a Police Officer for a three-month period and an additional \$6,510 for ecological maintenance services to the east portion of the Southwind natural area.

Staff recommends a motion to approve an Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2021.

Trustee Bojarski commented the SSA expenses were already budgeted for this year and asked why this money was needed. Finance Director Pete Stefan explained the normal maintenance was budgeted and this is something unexpected. Administrator Mullard stated the Village has been working with Huntley on this SSA and the budget was approved before Huntley contacted us so adjustments need to be made. He stated the Village does have reserves to cover the cost.

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

Police:

Lateral Officer Hire Above Authorized Staffing Level - Presented by Chief of Police Brey- The department has a projected retirement in July of this year that will create an opening for a police officer position. The patrol division has been running short-staffed, between one and three positions since January of 2019. To expedite the transition and training of a new person the recommendation is to hire a lateral officer candidate to fill the projected opening on or around April 12. This will allow the candidate to start the sixteen-week field training program needed for solo-patrol duties. Starting the new officer before the position vacancy will have them ready for solo-patrol duties around July 30 instead of October 29 if the position is filled in July.

Financial Impact: The estimated salary and benefits cost for the new officer from April 12 to July 12 is \$32,000. A Budget Amendment is being presented as a separate item.

Staff recommends a motion to approve and authorize the Police Department to exceed the authorized staffing level and hire one officer on or around April 12 for the projected vacancy in July. Motion was made to place this item on the Village Board Agenda.

Public Works:

Reject all Bids for the 2021 Grounds Maintenance Services Contract - Presented by Public Works Director Tom Migatz- Staff seeks Board approval to reject all bids for the grounds maintenance services contract that opened on January 29, 2021.

Staff released a Request for Proposal (RFP) for the grounds maintenance services contract on October 26, 2020. The RFP invitation was sent to forty-nine vendors, posted on the Village's website, and published in the Northwest Herald. Staff received and opened three sealed bids on January 29, 2021. After reviewing each bid, staff determined that all three bids were non-responsive. Two of the bids did not contain complete pricing and the vendor that submitted the third bid did not provide unit pricing. After discussing each bid internally and with each respective vendor, staff believes that it is in the Village's best interest to reject all bids and rebid.

Staff rebid the grounds maintenance service contract earlier this month and made some adjustments to the RFP document to make it easier for vendors to provide unit pricing and provide accurate totals. Staff plan to bring forth a contract award recommendation to the Village Board at the March 23rd Committee of the Whole Meeting.

Staff recommends a motion to reject all bids for the grounds maintenance services contract that opened on January 29, 2021.

A discussion ensued concerning the bid process, unit pricing and why the bids were more expensive than years past. Public Works Director Migatz stated Ryco could have given the Village a lower rate for many

years and now may be unable to do this. He also wanted to receive bids that gave more clarity. Village Administrator Mullard explained some services may need to be stopped and the unit pricing gives more accuracy and less conflict on what needs to be paid. The Trustees asked for a copy of the unit pricing document. Public Works Director Migatz stated he will send via email.

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

Commercial Services Activity Agreement with World Resolutions, LLC - Presented by Public Works Director Tom Migatz- Staff seeks Board approval to enter into a commercial service activity agreement with World Resolutions, LLC.

The Lake in the Hills Airport Rules and Regulations require commercial activities which operate from the Lake in the Hills Airport to enter into an agreement with the Village. World Resolutions LLC, d/b/a Pilot Flight Training Courses plans to continue to offer flight training at the airport as they have been for the previous four years. Their last commercial activity agreement was signed in 2017 and expires this month. The agreement grants World Resolutions LLC access to the airport while establishing service standards, insurance requirements, and a commitment to observe the airport rules and regulations and minimum standards.

The agreement will be in effect March 12, 2021 through March 11, 2025. The agreement is based on the standard agreement found in the Airport Minimum Standards. Required insurance coverage has been obtained and is on file.

Financial Impact: An annual fee of \$93.29 will be collected from any flight instructors on record during the course of the year with World Resolutions, LLC d/b/a Pilot Flight Training Courses and paid to the Airport Operating and Maintenance Fund.

Staff recommends a motion to approve the Commercial Service Activity Agreement with World Resolutions, LLC. Motion was made to place this item on the Village Board Agenda.

Board of Trustees:

Trustee Murphy stated the Chair of the Parks and Recreation Board will be at the meeting Thursday and will give an update.

Trustee Bojarski: None

Trustee Dustin: None

Trustee Bogdanowski began discussion concerning the Sunset Fest. The committee would like direction from the Board concerning how much money would be allocated for the festival. The Trustees discussed concern if residents would attend if there is no carnival and how contracts for vendors will be written. Trustee Murphy stated she will email the main participants of the Sunset Committee to meet with Village staff to discuss the issue further. Trustee Huckins stated the Parks Foundations has canceled Pub in the Park for 2021 but will have a bike event. President Ruzanski asked if there is any new information concerning Rib Fest. Village Administrator Mullard stated he has not been in contact with the Rotary Club lately.

Trustee Harlfinger stated he does not agree with the Covid restrictions and is unhappy with our state and federal legislators.

Trustee Huckins: None

President: None

Audience Participation: None

Motion to enter into Closed Session to discuss Collective Negotiating Matters between the Public Body and its employees (5 ILCS 120/2 (c)) was made by Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote Trustees Bogdanowski, Murphy, Dustin, Harlfinger, Bojarski and Huckins vote Aye. No Nays Motion carried.

Village Board Meeting reconvened at 8:17pm. Roll Call was answered by Trustee Bogdanowski, Murphy, Dustin Harlfinger, Bojarski, Huckins and President Ruzanski.

Motion to enter into Closed Session to discuss pending litigation tribunal and arbitration hearing (5 ILCS 120/11(c)) was made by Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote Trustees Bogdanowski, Murphy, Dustin, Harlfinger, Bojarski and Huckins vote Aye. No Nays Motion carried.

Village Board Meeting reconvened at 8:22pm. Roll Call was answered by Trustee Harlfinger, Huckins, Dustin, Murphy, Bojarski, Bogdanowski and President Ruzanski.

Adjournment: Motion to adjourn Committee of the Whole meeting was made by Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote Trustee Harlfinger, Huckins, Murphy, Dustin, Bojarski and Bogdanowski voted Aye. No Nays. Motion carried. There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:24pm.

Submitted by,

Cecilia Carman
Village Clerk