



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

## Committee of the Whole Meeting

May 11, 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, Chief of Support Services Mary Frake, Public Works Director Tom Migatz, Finance Director Pete Stefan, 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

### Administration:

**Waiver to Competitive Bidding for GovQA Software** - Presented by Assistant Village Administrator Shannon Andrews- The Village is requesting approval for a waiver to competitive bidding in order to renew the Master Services Agreement for GOVQA software in the amount of \$20,540.

The Village entered into a Master Services Agreement with WebQA in September, 2013. The company has since transitioned their name to GovQA. The agreement provides the Village licensing and support for this specialized Community Development software, which includes modules for code enforcement, business licensing, permitting and contractor management.

The Master Services Agreement had an initial term of one year, with automatic annual renewals, provided annual increases do not exceed 8%. This year, GovQA is implementing a 5.6% increase, bringing the total cost for 2021 to \$20,540, which is just \$572 over the budgeted amount, but requires board approval in order to proceed.

**Financial Impact:** The Village's 2021 budget included \$19,968 in the General Fund for GovQA licensing. The actual expense is \$20,540, which is over budget by \$572.

Staff is recommending that the Board approve the waiver to competitive bidding for the renewal of the Master Services Agreement through September 30, 2021. The cost in Fiscal Year 2021 will be \$20,540.

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

### Finance

**Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2020** - Presented by Finance Director Pete Stefan -As part of the process to close Fiscal Year 2020 in advance of audit fieldwork to be conducted later this month, one final housekeeping budget amendment is being proposed for six separate funds as summarized below.

### **General Fund**

The net effect on the total General Fund budget will be zero but budget amounts need to be transferred between costs centers. A total of \$49,400 is needed in the Public Properties Division to cover three additional months of street lighting costs as there were invoicing issues in late 2019 that prevented those invoices from being paid in FY19. This budgetary increase will be offset by a corresponding decrease to the ice and snow controls line item in the Streets Division.

Additionally, a total of \$83,700 is needed to cover additional costs in the Management Information Systems (MIS) budget for additional microwave network charges incurred in FY20 as well as additional information technology (IT) consulting costs incurred during the recruitment for a new IT Manager. These budgetary increases will be offset by a total of \$65,200 in decreases in the MIS Division resulting from personnel costs savings during staff vacancies as well as savings in MIS supplies, parts, and software, plus an \$18,500 decrease in the Village Administration budget resulting from fewer economic development studies being undertaken in FY20 than anticipated.

### **Motor Fuel Tax Fund**

An additional \$18,200 is being proposed for the Motor Fuel Tax Fund to cover the final payment for the Crystal Lake Road Project that was carried over from FY19.

### **Special Service Area Funds**

Budgetary increases are being requested for four separate Special Service Area (SSA) Funds for FY20. \$9,200 is being requested in SSA#4A for additional labor costs incurred for Joseph Court detention basin maintenance services. A total of \$1,900 is being requested in SSA#4B for labor and equipment costs incurred for the same Joseph Court detention basin maintenance work. In SSA#15, an additional \$2,600 is being requested for a picnic table project in Cheswick Place. And finally, an additional \$200 is being requested for additional labor costs incurred in SSA#24 for Harvest Gate detention maintenance services.

**Financial Impact:** There is no financial impact of approving the proposed budget amendment Ordinance as these are budgetary dollars only, however, it will ensure that all funds have sufficient budgets for FY20 to cover all expenditures incurred.

Staff recommends a motion to approve an Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2020.

Trustee Dustin asked questions concerning the cost of the health insurance. Finance Director Stefan explained the cost difference could have been due to change in the plans but can research this more. Trustee Huckins asked if the last IT employee did not take health insurance benefits and if this is where the discrepancy is. Finance Director Stefan stated that it is a possibility and he will get more detailed information for the Board soon.

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

### **Police:**

**State Plan of Operation (SPO) between the State of Illinois and the Illinois Law Enforcement Agencies-**Presented by Chief of Support Services Frake- The department is a member of the Illinois Law Enforcement Support Office Program (LESO). The U.S. Department of Defense, Defense Logistics Agency (DLA) provides surplus equipment to LESO for distribution to Illinois law enforcement agencies. The

program assists local law enforcement in obtaining police-related equipment with low overhead costs. Over 11,000 law enforcement agencies across the nation receive equipment from the DLA.

The department obtained FN 303 Launchers through the LESO program. The FN 303 Launcher is a less lethal tool that uses compressed air to fire a projectile designed to incapacitate a person without causing critical injuries. The launchers are deployed in the patrol division.

**Financial Impact:** The cost of the LESO program is covered by the state.

Staff recommends a motion to approve and authorize the Chief of Police to sign the State Plan of Operation (SPO) between the State of Illinois and the Illinois Law Enforcement Agencies.

A discussion ensued concerning the safety of the weapon. Resident James Dickson voiced he is concerned this weapon can be lethal. He commented there was one study that weather conditions can change the trajectory of the bullet and how can the Village assure this weapon will not accidentally cause more injury than intended. Deputy Chief of Support Service Mary Frake explained the officers receive intense training that focuses on striking legs and never the head or neck. Chief of Police Brey commented this weapon gives the officers a choice when lethal force is authorized.

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

**Board of Trustees:**

Trustee Murphy thanked the staff for educating the Parks and Recreation Board about how programs are budgeted. Also, the Parks and Recreation Board were very grateful for the approval of the basketball court at Cattail Park.

Trustee Bojarski: None

Trustee Dustin: None

Trustee Bogdanowski: None

Trustee Harlfinger: None

Trustee Huckins: None

**President:** Will read the Public Works Week Proclamation at the May 13<sup>th</sup> Village Board Meeting. He also thanked the Board and staff for all their support over the last 10 years. He is looking forward to retirement but will miss serving his community.

**Audience Participation:** None

**Adjournment:** There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:51 pm

Submitted by,

Cecilia Carman  
Village Clerk