



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting

May 25, 2021

Call to Order

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

Also present were Village Administrator Fred Mullard, Assistant Village Administrator Shannon Andrews, Chief of Police Dave Brey, Deputy Chief of Support Services Mary Frake, Public Works Director Tom Migatz, Finance Director Pete Stefan, Community and Economic Development Director Josh Langen, Administrative Service Manager Tricia O'Donnell, Human Resource Manager Anita Neville, Deputy Chief of Patrol Services Pat Boulden, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski

Audience Participation:

None

Administration:

Informational Item concerning Communications Analysis – S&I Newsletter

Presented by Administrative Service Manager Tricia O'Donnell

At the direction of Village President Bogdanowski, staff has conducted an analysis of departmental reporting methods to the Village Board. Since December 2016, the Board has regularly received the Status and Information Report (S&I) e-newsletter, which was implemented by the Village Administrator at that time. Prior to this e-newsletter's implementation, elected officials received a monthly report from each department that was compiled into a PDF and delivered by email with the last board packet of the month.

At the time of the S&I's creation, the following goals were communicated to the Village Board:

This report replaces the monthly updates that have been distributed previously, although some of the content will remain the same. The goal is to provide elected officials, Department Directors, and their Assistants updates on current information in smaller pieces at a time instead of one large monthly report. Eligible S&I topics include development updates, staff changes, letters of compliment, event reports, relevant financial reports, press releases, newsletters provided by intergovernmental agencies, and any other information as determined by the Village Administrator.

Since its inception, departments have submitted topics to be included in each week's edition. Administration staff have then compiled the newsletter. Its frequency has varied over time, but since 2019, it has primarily been published on a weekly basis. Recipients of the newsletter, which is considered an internal communication, include the Village Board, department heads, superintendents/deputies, and select staff. In contrast, only the Village Board received the monthly report.

A brief summary of the pros and cons of each communication piece is included below.

S&I e-Newsletter		Monthly Report	
Pros	Cons	Pros	Cons
<ul style="list-style-type: none"> • Mobile/Tablet Friendly, Interactive • Brief, easily consumed updates • Metrics 	<ul style="list-style-type: none"> • Imbalanced departmental coverage • Lack of detailed reporting • Time-consuming on weekly basis 	<ul style="list-style-type: none"> • Allows for detailed reporting • Balanced departmental contributions • Available once per month 	<ul style="list-style-type: none"> • Report Length <ul style="list-style-type: none"> ○ Larger file size that requires download to device • Information overload/lack of reading

Staff is looking to learn what information the Village Board is looking for and are they happy with the current format, frequency, etc.

Trustee Huckins stated that he is happy with the weekly S&I Newsletter’s accessibility and ability to retain interest. When he asked about sharing the newsletter with the public, Tricia O’Donnell explained that the information reaches the public via other means. Trustee Harlfinger and Trustee Dustin like the updates and do not have strong feelings on a change in frequency or format. President Bogdanowski stated that this analysis was provided to the Village Board per his request, it has nothing to do with staff time, etc. Trustee Anderson asked how staff feel about the frequency in which the newsletter is produced. Tricia O’Donnell stated that her main concern is meeting the needs of the readers. Trustee Bojarski is happy with the publication and voiced interest in including a sidebar of statistical data for those interested. President Bogdanowski stated that he would like to see a detailed monthly update on departmental projects to help the Board understand priorities within the Village. He proposed combining the bi-weekly resident newsletter with key points from the S&I. Trustee Huckins agreed with the proposal of publishing bi-weekly combined with another publication for quick updates. Trustee Dustin recommended alternating the format on a bi-weekly basis to offset content while including updates on projects. President Bogdanowski would like the current publications to be reviewed, identifying overlapping information for the purpose of streamlining publications. He asked to discuss this further in the second set of meetings in June.

Request for Waiver of Section 43.09, “Noise”, of the Lake in the Hills Municipal Code for Boulder Ridge Country Club Annual Outdoor Party

Presented by Village Administrator Fred Mullard

Boulder Ridge Country Club is requesting the Village Board to waive the provisions of Section 43.09 of the Municipal Code for their annual Outdoor Party on Friday, July 30, 2021 for their members and invited guests. The entertainment for the event is “Libido Funk Circus”. The band will perform from 7:30pm to 10:30pm on their outdoor patio.

Staff recommends a motion to waive the provisions of Section 43.09, Noise, of the Lake in the Hills Municipal Code, to allow Boulder Ridge Country Club to host their Annual Outdoor Party until 11pm on Friday, July 30, 2021.

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

Request for Waiver of Sign Regulations and Enforcement for Joanna Krzepakowska/Keller Williams Success Realty – Neighborhood Garage Sale

Presented by Village Administrator Fred Mullard

Joanna Krzepakowska, resident and realtor for Keller Williams Success Realty, is requesting that enforcement activities be suspended to allow the erection of temporary signage in the right-of-way. The

signage would advertise a neighborhood garage sale in the Meadowbrook subdivision to take place from June 3 through June 6, 2021, at the intersections listed below. All signs would be installed within Village boundaries from May 27, 2021, until June 7, 2021.

1. Lakewood Road and Miller Road
2. Miller Road and Haligus Road
3. Miller Rd and Swanson Rd (Southside)

It should be noted that the design for the three signs includes an advertisement for a private business, Keller Williams Success Realty. The Village's sign ordinance reserves the installation of temporary signage in the right-of-way for non-profit entities. Zoning Ordinance, Section 16.2-8, allows non-profit entities wishing to place temporary signs in the right-of-ways to submit a written request to the Community Development Department to allow for an event sign(s) to be placed in the public right-of way, which are then approved by the Village Administrator.

Further, Chapter 31, Section 31.01.C of the Municipal Code requires that residents limit garage sale signage to just three days of display during the dates in which the garage sale is in progress. They must be removed within 24 hours.

The request by Joana Krzepakowski is being submitted to the Village Board for approval due to the length of the request and that it is made on behalf of a private business rather than a non-profit entity.

Staff recommends a motion to suspend enforcement activities from May 27, 2021 until June 7, 2021, to allow the installation of temporary signage at the intersections referenced above for the neighborhood garage sale to place from June 3 to June 6, 2021, in the Meadowbrook subdivision.

Trustee Huckins stated that the sign is larger than what is authorized by the ordinance.

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

One final budget amendment is being proposed to the budget for the Fiscal Year Ended December 31, 2020.

In the Motor Fuel Tax Fund, design engineering services for the Industrial Drive drainage improvements and reconstruction projects were approved as part of the process to apply for a Rebuild Illinois grant.

These unbudgeted engineering services caused line item 202.00.00-60.08 to exceed the original budget amount of \$55,000 and an additional \$64,100 is being requested for the cost of these engineering services that were unanticipated at the time the original FY20 Budget was adopted.

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 the Motor Fuel Tax Fund has a sufficient budget 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.

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

Insurance Plan Renewals: Medical, Dental, Vision, and Life

Presented by Finance Director Pete Stefan and Human Resources Manager Anita Neville

As part of its comprehensive benefit package, the Village provides employees and their families with medical, dental, vision, and life insurance plans and coverage. Currently, these benefits are provided by BlueCross BlueShield of Illinois (medical), Guardian (dental), and MetLife (vision and life). There are no changes being recommended to providers during this renewal period.

Once again, a point of emphasis this year is on incorporating the Village's wellness program into our culture by directly tying participation to employee insurance premium contributions. This approach is progressive and the new norm being implemented across industries as a proven tool to help manage increasing healthcare costs and improve employee productivity. The 2020-2021 wellness program kicked off in September 2020 with the annual flu shot event and included numerous opportunities for employees to partner and invest in their own well-being. Employees who meet certain participation requirements can take advantage of the wellness incentive which rewards them with an additional savings off of the employee contribution towards health insurance premiums. For the 2021-2022 plan year, the wellness program incentive is proposed to increase from 2% to 4% for employees who successfully earn at least two thirds of the maximum wellness points available throughout the year. As such, two separate sets of employee rates will once again be utilized for the 2021 renewal: Wellness Rates and Non-Wellness Rates.

FY21 Renewal and Provider Overview

The FY21 budget includes a 10% increase in total insurance costs effective with the July 1, 2021 renewal. The Village initially received a renewal rate increase of 18.4% for the medical plan. After soliciting and receiving quotes from other insurance carriers through our insurance broker, Gallagher Williams-Manny, and further discussions with BlueCross BlueShield, they provided rate relief down to an average 7.1% increase.

Medical Insurance

The Village currently has five components to its medical insurance program. Employees have the choice to participate in four different types of plans – a PPO plan, a High Deductible/Health Savings Account (HDHP/HSA) plan, an HMO plan, or a waiver program. The additional component is the partially self-funded portion of the PPO and HDHP/HSA plans.

The BlueCross BlueShield PPO plan offers the widest choice of network providers. The Village purchases a \$3,500 deductible (single coverage) and \$10,500 deductible (family coverage) medical plan with 80% coinsurance from BlueCross BlueShield and then self-funds the difference between this plan and the plan design offered to employees which is a \$500 deductible for single coverage and a \$1,500 deductible for family coverage.

The BlueCross BlueShield High Deductible/HSA plan offers the same wide network as the PPO plan. The Village purchases a \$5,000 deductible (single coverage) and \$10,000 deductible (family coverage) plan and then self-funds the difference between this plan and the plan design offered to employees which is a \$1,400 deductible for single coverage and a \$2,800 deductible for family coverage.

The HMO is a network plan with copays for primary care, specialists, other services, and prescriptions, and is the least costly but most restrictive plan. As a cost saving measure for the upcoming 2021-2022 plan year, we are proposing offering a new Basic HMO Plan with slightly higher copays, deductibles, and out-of-pocket maximums. The current plan design would still be offered to employees who wish to remain on the existing Enhanced HMO Plan but they would be responsible for paying the entire incremental cost between the two plan designs. This new HMO Plan offering is expected to generate annual savings of almost \$52,000.

Quotes were solicited from several other carriers to ensure that we were receiving competitive renewal rates. Aetna and Humana declined to quote due to their rates being uncompetitive as well as plan design issues. However United Healthcare provided a quote with a 1.8% increase while Cigna provided a quote with a 6.8% increase.

The United Healthcare quote entails substantive changes in plan design and involves an Accountable Care Organization (ACO) arrangement which is different from the current Preferred Provider Organization (PPO) arrangement in place with BlueCross BlueShield. The United Healthcare PPO and HDHP/HSA networks are three tier networks which is more confusing to members, there is a smaller coinsurance and higher inpatient and outpatient copays, as well as higher out-of-pocket maximums. While there were slightly better benefits in terms of prescription copays and office visit copays, the lesser overall plan design and network disruption did not make this quote an attractive option.

The Cigna quote offered a much better match to the plan design and the structure (PPO) but the 0.3% in savings was outweighed by the burdensome administrative costs involved in switching all employees to a new medical plan coupled with the network disruption that such a transfer would generate.

However, based upon the quotes the Village received from alternate carriers, BlueCross BlueShield responded with a rate relief quote that lowered their rate increase from an 18.4% increase to a 7.1% increase.

Partially Self-Funded Medical Plan

Both the PPO and HDHP/HSA plans have a partially self-funded component to them whereby the Village purchases a higher deductible/higher out-of-pocket plan from BlueCross BlueShield and then self-funds the difference down to the plan designs offered to employees. Funding is proposed at a level sufficient to pay expected claims plus fees for the next plan year but actual costs will depend on the number and severity of claims actually incurred. Envision Healthcare will continue to process all medical claim processing, tracking, and reimbursements. Envision Healthcare is BlueCross BlueShield's preferred vendor and has a direct feed from them to receive the Explanation of Benefits to process the claims. This automatic processing of claims has been well received and replaced a manual and burdensome process that was placed on employees and staff.

Waiver Option

The Village currently offers a waiver option to all employees if they have other health insurance available. The annual waiver payment is currently \$2,000 and represents a sharing with the employee of the premium savings the Village realizes if the employee is not enrolled in the Village's health insurance plans.

Dental Insurance

Guardian provides our dental insurance through a self-funded plan arrangement. The Guardian dental plan renewal would have experienced an 8.3% rate decrease had the original 2020-2021 renewal rates been

implemented. However, due to the pandemic and the related delays in the supply and demand for dental services, last year's rates were adjusted at that time to account for the anticipated drop in costs. Starting from that lower base, the dental plan renewal is now coming in at 3.6%. Since the dental plan is self-funded, the Village will be responsible for all claims incurred regardless of the carrier so a dental network with strong discounts is a key component. Guardian's quote did provide a 1% decrease in their claims administration fee.

Quotes were also requested from other carriers with only MetLife providing a competitive proposal with a 10.2% decrease off the original 2020-2021 rates. However, they noted there would be a rate increase cap of 7% in the second year which indicates the current proposed rates are more likely than not below market and would have to be increased in future years above and beyond any inflationary rate increases that may be required. For this reason, the Guardian renewal is being recommended.

Vision Insurance

MetLife's vision plan renewal rate came in at a 4% increase. Both BlueCross BlueShield and Delta Dental submitted proposals with Delta Dental proposing a 5.9% decrease. Once again plan design differences weigh negatively with increased copays for exams and materials. This, coupled with a change in networks, did not appear to justify the annual savings of only \$1,600 so the MetLife renewal is being recommended.

Life Insurance

MetLife provided a 3.6% increase for Life & Accidental Death & Disability insurance coverage. The only other competitive quote was submitted by BlueCross BlueShield, however, that was with a 22.1% rate increase. This benefit is 100% paid for by the Village and is projected to have a total annual premium of \$15,458.

Employee Contributions

Current Non-Wellness contribution rates are 20% for the PPO plan, 7% for the HDHP/HSA plan, and 9% for the HMO plan. Those employees earning enough wellness points to achieve the wellness incentive receive a 2% wellness discount which makes their contribution rates 18% for the PPO Plan, 5% for the HDHP/HSA Plan, and 7% for the HMO Plan.

For the 2021-2022 plan year, employee contribution rates are proposed to increase by 2% but the wellness discount spread is proposed to increase by that same 2% to a new total discount of 4%. That would make the proposed employee Non-Wellness contribution rates 22%/9%/11% for the PPO/HDHP-HSA/HMO plans, and the Wellness contribution rates would remain at 18%/5%/7% respectively.

These contribution rates average 14% for Non-Wellness and 10% for Wellness and provide the Village a competitive advantage in terms of recruitment and retention of its work force. It is also anticipated that increasing the wellness incentive discount spread from 2% to 4% will motivate more employees to earn the required wellness points and result in a healthier workforce while simultaneously lowering overall health care costs.

Flexible Spending Accounts

Employees are provided the opportunity to elect to participate in various other voluntary coverage plans via payroll deduction including flexible spending accounts through Envision Healthcare.

Financial Impact: The total FY21 budget for insurance is \$2,412,300, which includes a 10% increase in insurance premiums effective with the July 1, 2021 renewal. The budget assumes that the number of

employees and the plans selected by the employees will remain the same at the time of preparation plus any known or likely changes to come. However, during open enrollment, employees have the opportunity to elect different plans and levels of coverage.

Also, new employees throughout the year or new positions that are eligible for insurance coverage will also impact the actual insurance costs and results compared to the budget. As such, the total estimated Village cost for FY21 is projected to be roughly \$2,308,000, which is six months (January 2021 to June 2021) at the 2020 renewal and six months (July 2021 to December 2021) of this current renewal for 2021, resulting in budgetary savings of approximately \$104,000 for FY21. This number may increase or decrease depending on the open enrollment outcomes, as well as the actual number of employees who qualify for wellness vs. non-wellness rates.

Staff recommends a motion authorizing the Village Administrator to execute all contracts, applications, and other documents necessary to complete the July 1, 2021 renewal with BlueCross BlueShield for medical insurance, with Guardian for dental insurance, with MetLife for vision and life insurance, and with Envision for flexible spending account, COBRA, and partially self-funded plan benefit administration services; to continue to offer the health insurance waiver program at \$2,000 per year; to offer two HMO Plans – the existing Enhanced HMO Plan and a new Basic HMO Plan; to set employee Non-Wellness contribution levels for medical, dental, and vision insurance to 22% for employees enrolled in the PPO plan, 9% for employees enrolled in the HDHP/HSA plan, and 11% for employees enrolled in the Basic HMO plan; to authorize a 4% wellness incentive discount by setting employee Wellness Rate contribution levels for medical, dental, and vision insurance at 18% for employees enrolled in the PPO plan, 5% for employees enrolled in the HDHP/HAS plan, and 7% for employees enrolled in the Basic HMO plan; and to set the employee contribution levels for the existing Enhanced HMO Plan to be consistent with the above levels of 11% for Non-Wellness and 7% for Wellness, plus the total incremental costs between the Basic HMO Plan and the Enhanced HMO Plan would be added to both the Non-Wellness and Wellness employee contribution amounts.

Trustee Dustin asked several questions pertaining to the deductibles offered and the cost offset of individual plans vs. family plans. Finance Director Pete Stefan explained that the Village's partially self-funded plan creates a savings of about \$200k by splitting the claims between providers. Blue Cross Blue Shield processes the larger claims and Envision Healthcare processes the smaller claims. In addition, family plan deductibles are double or triple that of an individual plan. The IRS requires a minimum level of out of pocket expense for an option to be considered a High Deductible plan. President Bogdanowski asked Pete to confirm the amount of premium savings at a total of 104k less than what was budgeted. He then asked for the rate of increase in employee paid contributions. Pete will provide the information later in the meeting or at Thursday's Village Board Meeting. Trustee Dustin stated that the Village's plan may be desirable to spouses who have insurance elsewhere. Pete explained that the Village's plan does not have spousal restrictions, such as spousal carve out, in place. Trustee Dustin would like subsidized deductibles for individual vs. family plans to be looked at in the future. President Bogdanowski asked for the percentage of employees who opt-out of coverage. Pete and Anita stated that opt-outs average 6-8%. Trustee Bojarski asked if the Village's offerings are comparable to other municipalities. Anita stated that historically, the Village has offered more attractive health coverage plans than other municipalities. Trustee Dustin asked if the wellness portion is only tied to the employee. Anita stated that the wellness incentive is available to the employee only.

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

After Audience Participation Finance Director Pete Stefan provided answers to the questions regarding the premium savings of \$104k and the rate of increase in employee paid contributions. Pete stated that half of the premium savings was HMO and the other half was that the budget had a 10% increase in July and it will only be a 7% increase. In regards to the second questions, rate of increase in employee paid contributions, if all employees receive Wellness rates, the total increase in employee contributions will be \$219k. Alternatively, if all employees receive Non-wellness rates, the total increase in employee contributions will be \$305k. Trustee Huckins asked is the Wellness program not important to the employee. Human Resource Manager Anita Neville stated there are various ways employees can participate. She feels more will participate after July when the rate difference between Wellness and Non-wellness is more significant. Trustee Anderson asked if there is a penalty for not participating, other than the rate difference. Anita stated no.

Police:

Request for Proposal for Police Towing Services – 2021 to 2022

Presented by Deputy Chief of Patrol Services Pat Boulden

The Police Department requires towing services for a number of police involved operations including arrests, traffic accidents, motorist assists, and other incidents involving a vehicle. In order to ensure that the fees are reasonable, the Department issued a Request for Proposal (RFP) for police requested towing services. The Department received three completed RFP's, from First Class Towing & Recovery, Inc., DN N DRTY, LLC and Whitey's Towing, Inc. d/b/a D&R Towing, Inc. The public RFP opening took place on May 10, 2021 at 2:00 pm.

A site visit of each business's main facility was conducted. The main operating site for First Class Towing & Recovery, Inc. is located at 12 Prosper Ct. Lake in the Hills and is approximately 2.0 miles from the police station. This is First Class Towing & Recovery, Inc.'s primary location where the tow response would be dispatched from and outdoor storage is located. The storage area is fenced, lit, has 4K video surveillance, mobile video monitoring, is secure and will fit approximately 90 vehicles. First Class Towing & Recovery, Inc. has a second location for their indoor storage located at 8711 Pyott Rd. Lake in the Hills which can fit approximately eight vehicles. This location has 4K video surveillance, mobile video monitoring is lit and secure. This location is shared with another business. Per the submitted RFP neither location is alarmed. First Class Towing & Recovery, Inc. has six drivers and six tow vehicles. There are two drivers scheduled on duty working overnight. Four drivers are scheduled during the day. At this time First Class Towing & Recovery, Inc. does not provide towing services for any law enforcement agency.

Whitey's Towing is a standalone building located at 710 Eastgate Rd. Crystal Lake and is approximately 3.6 miles from the police station. This is their primary location where the tow response would be dispatched from and outdoor and indoor storage is located. Whitey's Towing has inside storage for approximately 30 vehicles and approximately 200 vehicles for outside storage. The outdoor storage area is fenced, lit and secure. The indoor storage is lit and secure. Whitey's facility has a camera security system with night vision capability covering inside and outside storage. This camera system has online monitoring capabilities. Per the RFP there is no alarm system at this location. Whitey's Towing has dispatching staff at this location 24 hours a day. Whitey's Towing provides towing services for 15 police agencies. Whitey's Towing employs 17 drivers and 24 tow vehicles.

DN N DRTY, LLC has a standalone location at 1302 Borden St. McHenry and is approximately 12.9 miles from the police station. This is their primary location where the tow response would be dispatched from and outdoor and indoor storage is located. This location is a newer building. Outside storage has room for 100 vehicles, is fenced, lit, secure, security cameras and guard dogs. Inside storage has room for 10 vehicles,

is lit, secured, security cameras, guard dogs and has an ADT alarm system. DN N DRTY, LLC provides tow services to six police agencies. DN N DRTY, LLC has nine drivers and eight tow vehicles. DN N DRTY, LLC schedules their drivers on duty to midnight at which time they are on call. One driver lives in Algonquin. If they were to obtain the contract they would look to hire another driver.

In reviewing the submitted fee schedules Whitey's Towing appears to have the most competitive fee schedule. The main service points looked at on the fee schedule is the recovery rates for accidents, arrest tows and daily storage fees. These three fees comprise the vast majority of the services that would be performed during this contract. Whitey's has the lowest light duty recovery rate and medium duty recovery rate. A majority of recovery requests are for light duty, followed by medium duty, and infrequent heavy-duty recoveries. Whitey's Towing fee for arrest tows is the lowest of the three tow service companies. Whitey's daily storage fee for arrests and accidents is equal to First Class Towing & Recovery, Inc. Whitey's Towing average of all tow fees is the least of the three towing service companies. Whitey's Towing does not charge for after-hours release of tows.

The term of this contract is one year and may be renewed for up to three additional years if mutually agreed by the parties.

Staff recommends a motion, based on the site visit and the review of the pricing schedules, to award Whitey's Towing the contract for police towing services.

Trustee Huckins asked if the Police Department is currently using Whitey's Towing and if there have been any issues with their services in the past. Deputy Chief of Patrol Services Pat Boulden confirmed that the Police Department currently uses Whitey's Towing and has had no issues with their services.

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

Waive the Competitive Bidding Requirements and approve an Agreement to Purchase In-Squad Camera Infrastructure, Body Cameras and Hardware

Presented by Deputy Chief of Patrol Services Pat Boulden

The department currently uses in- squad camera systems for the purposes of capturing corroborating evidence while officers are on traffic stops and calls for service, providing training opportunities from situations captured on video, capturing additional facts regarding potential complaints against officers and providing an additional level of transparency with the public.

The village's IT consultant, Advanced Business Networks (ABN), recommended implementing the Watch Guard video system for in-squad cameras. ABN has implemented the Watch Guard system in other police departments and has extensive knowledge of the system. The department currently has four Watch Guard in-squad video systems ready to be installed and will transition all in-squad video systems as the older model camera systems reach end of life. The in-squad video systems require server hardware for storage.

The department decided to implement a body-worn camera system in FY21. Obtaining the Watch Guard body worn cameras allows for integration with the Watch Guard in-squad video systems. The V300 is a sole source body worn camera permitting integration with the Watch Guard in-squad camera system, the sole source need is based again on the ABN recommendation. The implementation of the body worn camera program was set to begin with the purchase of twenty Watch Guard Vista HD V300 Body Worn Video System cameras. The body-worn camera systems will operate off of the same server hardware for storage as the in-squad video system.

Purchase of the storage server and related equipment will take place immediately. This phase of the purchase will be utilized for the in-squad camera system and allow for the submittal of grant funds to meet the required implementation timeline. The purchase of the body cameras will be delayed at this time for the following reasons: the potential exists for additional grant funding, and legislative changes under House Bill 3653 will have a significant impact on the department's ability to implement the body camera program. Trailer bill language has been proposed and the department will be monitoring the status.

The term of the agreement starts upon the execution of the Watch Guard agreement, terms for the warranties commence upon equipment delivery, both run for 5 years.

Financial Impact: The first phase of the project includes the purchase of the Watch Guard server, access point and warranty for \$10,300.00. The second phase of the project includes the purchase of 20 Vista HD V300 Body Worn cameras, and hardware equipment for \$24,799.00, Watch Guard Vista HD V300 hardware and software maintenance warranty for a period of five years for \$15,580.00 and device fees of \$5,100.00. Total purchase price including all hardware, software, and warranties is \$55,779. This cost is \$779.00 over budget. This overage can be absorbed due to current cost savings across the Village's capital improvement fund in FY21.

Staff recommends a motion to waive the competitive bidding process and approve an agreement to purchase a video storage server and twenty Watch Guard Vista HD V300 Body Worn Camera Systems, at a cost not to exceed \$55,779.00.

Trustee Huckins asked for a timeline on purchases. Deputy Chief of Patrol Pat Boulden stated that the purchase of the server will take place first and the remainder of purchases will take place after July 1, 2021. The timeline will depend on grants and adjustments to the trailer bill language. Trustee Harlfinger voiced a dislike of bodycamera usage and asked for the views of the Law Enforcement on the matter. Chief Brey stated that bodycams are not optional. Bodycams are required by the state based on population. While the Police Department strongly supports the use of bodycams, they are waiting for the trailer bill language to be addressed with respect to allowing officers to review video footage before writing reports and removing misconduct/felony charges for mistakes (e.g., forgetting to turn a camera on or equipment malfunctions). Trustee Harlfinger asked what will happen should the Village of Lake in the Hills Police Department not conform. Attorney Brad Stewart explained that there will be progressive penalties against the municipality, which will escalate until the requirement is met. President Bogdanowski stated that this is an approval for an *agreement* to purchase bodycams and that the physical purchase will not take place at this time. Chief Brey and Deputy Chief of Patrol Pat Boulden concurred and reiterated that the purchase will take place after July 1, 2021 and will be dependent on the trailer bill language being addressed. Deputy Chief of Support Services Mary Frake stated that there may be an update on the language in mid-June. Trustee Bojarski asked if the purchase of the server will restrict the Village on future purchases if something changes. Deputy Chief of Patrol Pat Boulden stated that the Village will not be restricted based on the server purchase.

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

Public Works:

Approval of IDOT forms for the 2021 MFT Resurfacing Program, Resolution for Maintenance, and Approval of a Task Order with Chastain and Associates

Presented by Public Works Director Tom Migatz

Staff seeks Board approval of the following Illinois Department of Transportation (IDOT) forms for the 2021 Motor Fuel Tax (MFT) resurfacing program: The Resolution for Maintenance form, the Local Public Agency General Maintenance form and the Maintenance Engineering to be Performed by a Consulting Engineer form. Staff also seeks Board approval of a task order with Chastain to perform construction supervision and material testing services at a cost not to exceed \$41,200.00.

To use MFT funds, IDOT requires that the Village Board of Trustees appropriate the funds by approving three IDOT forms. As shown on the forms, the total amount of MFT funds the Village plans to use this year is \$1,445,684.23, consisting of construction and engineering services. The construction portion of the work accounts for \$1,389,034.23 and the engineering portion of the work accounts for the remaining \$56,650.00 (\$15,450.00 for preliminary engineering work and \$41,200.00 for construction supervision and material testing services).

Staff already hired the Village's Transportation Engineer, Chastain and Associates ("Chastain"), to perform the preliminary engineering work and is now seeking Board approval to hire Chastain to perform the construction supervision and material testing services work at a cost not to exceed \$41,200.00. Attached is the Chastain task order and the IDOT forms for your review and approval.

Financial Impact: The 2021 Village Budget includes \$1,458,816.00 for construction and \$56,650.00 for engineering services in the MFT Fund, for a total 2021 MFT resurfacing program budget of \$1,515,466.00. The 2021 MFT resurfacing program is expected to be under budget by \$69,791.77, pending final quantities, due to the favorable construction bid unit pricing received by the Village.

Staff recommends a motion to approve the Illinois Department of Transportation forms for the 2021 Motor Fuel Tax resurfacing program: the Resolution for Maintenance, the Local Public Agency General Maintenance form and the Maintenance Engineering to be Performed by a Consulting Engineer form and approval of the task order with Chastain to perform construction supervision and material testing services at a cost not to exceed \$41,200.00.

Trustee Dustin commented on the increase in electric cars and asked where the Motor Fuel Tax funds will come from in the future. Public Works Director Tom Migatz stated that this topic will be coming forward for more discussion.

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

Award a Contract for the 2021 MFT Street Resurfacing Road Project

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award a contract to Geske & Sons of Crystal Lake, IL, for the 2021 MFT Street Resurfacing Road Project, in an amount not to exceed \$1,389,034.23.

On May 11, 2021, four sealed bids for the 2021 MFT Street Resurfacing Road Project were opened at Public Works. The four bids ranged from a low of \$1,389,034.23 from Geske & Sons to a high bid of \$1,595,406.97. The engineer's estimate for this project is \$1,570,414.71. The Village has previously

contracted with Geske & Sons for street resurfacing and has been satisfied with the product and the company.

In order to reduce the number of driveway apron patches during this year's project, staff inserted language into the contract specifications to minimize driveway apron damage. The specifications now require the contractor to saw cut along all sides of a curb before removing a section of curb, in order to minimize damage to driveway aprons. However, should the contractor damage a driveway apron during this project, the contractor will be required to perform a full-width driveway apron patch, and the Village is no longer responsible for paying for the driveway apron patch.

The bid results, a recommendation letter and the capital asset request form are attached for your review. The streets designated for resurfacing total approximately 5.4 miles and are as follows.

Financial Impact: The 2021 Village Budget includes \$1,458,816.00 for this project in the Motor Fuel Tax Fund. If awarded, the contract would be \$59,781.77 under budget.

Staff recommends a motion to award a contract to Geske & Sons of Crystal Lake, IL, for the 2021 MFT Street Resurfacing Road Project, in an amount not to exceed \$1,389,034.23.

Trustee Bojarski commented on an issue arising from a sidewalk project coinciding with a repaving project in the past. She asked if Geske & Sons was responsible for the delay in sidewalk repairs. Public Works Director Tom Migatz stated that while he does not know where that responsibility falls, last year was Geske & Sons first year with the program and the contractor has established a desire to improve upon last year's performance.

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

Award a Contract for the Wedgewood Pond Shoreline Stabilization Project and an Ordinance Approving a Budget Amendment to the Special Service Area #5 Fund

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award a contract to the V3 Construction Group ("V3") of Woodridge, IL, for the Wedgewood Pond shoreline stabilization project in an amount not to exceed \$165,500. Staff also seeks approval of an Ordinance approving a budget amendment to the Special Services Area #5 Fund for the fiscal year ending December 31, 2021.

Village staff released a Request for Proposal (RFP) for the Wedgewood Pond shoreline stabilization project on April 22, 2021. The RFP invitation was sent to over fifty vendors, posted on the Village's website, and published in the Northwest Herald. Public Works received and opened eight sealed proposals on May 13, 2021. The V3 Construction Group ("V3") of Woodridge, IL was the lowest responsible bidder at \$165,500, which is \$15,500 over the budgeted amount of \$150,000.

In order to budget for this project, staff researched costs during the FY 2021 budget preparation process. After the bid opening, staff investigated the cause of bids exceeding expected project cost and learned that they were the result of higher than expected labor costs. Award of this project will require a budget amendment to the Special Services Area (SSA) #5 Fund.

The Village has contracted with V3 for other construction projects and has been satisfied with their product

and service. Staff recommends award of this project as the Wedgewood Pond shoreline is in need of stabilization to prevent future erosion.

Financial Impact: The 2021 Village Budget includes \$150,000 for this project in the SSA #5 Fund. The low bid from V3 is \$15,500 over the budgeted amount of \$150,000. Approving the proposed Ordinance will provide authorization to amend the 2021 Village Budget and expend an additional \$15,500 from the SSA #5 Fund. The Fund currently has adequate reserves to absorb the \$15,500 budget amendment; however, the Village will likely need to increase the SSA #5 tax levy within the next five years in order to keep the fund balance reserve sufficient for future projects.

Staff recommends a motion to award a contract to the V3 Construction Group of Woodridge, IL for the Wedgewood Pond shoreline stabilization project, in an amount not to exceed \$165,500.00 and a motion to approve an Ordinance approving a budget amendment to the Special Services Area #5 Fund for the fiscal year ending December 31, 2021.

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

Community Development:

Ordinance Amending the 2002 Comprehensive Plan, Chapter IV, Subarea Plans, Subarea 3

Presented by Community & Economic Development Director Josh Langen

The Community Development Department has prepared amendments to the Comprehensive Plan to expand Subarea 3 to include a Subarea 3a section and a Subarea 3b section. The Subarea 3a section keeps current Comprehensive Plan language addressing the airport and surrounding areas. The Subarea 3b section was created to address specific airport improvement needs in more detail. Subarea 3b addresses airport improvements to the airport runway, hangars, and current and future operations areas. The amendments reflect the Village's efforts toward improvement of existing facilities and development of additional facilities as depicted in the Federal Aviation Administration and Illinois Division of Aeronautics Airport Layout Plan. Planned improvements include upkeep, maintenance, security, development of existing facilities, and addition of new facilities, such as tie-downs and a terminal to ensure future longevity.

Recommended upkeep, maintenance, security, and access implementation items include monitoring and improvement of safety of ground and air operations and modernization of facilities that emphasize safety and sustainability. Also recommended are the securing of safe hangar access through property acquisition, including acquisition of current through-the-fence agreement properties.

The Plan Commission met on May 17, 2021 and recommended approval of the Amendment to the Comprehensive Plan, Chapter IV, Subarea Plans, Subarea 3 by a vote of 4-0, with 3 members absent.

Staff recommends a motion to approve the Ordinance amending the 2002 Comprehensive Plan, Chapter IV, Subarea Plans, Subarea 3.

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

Board of Trustees:

Trustee Dustin expressed interest in the distribution of a report on the University of Illinois Chicago plans from last week's Planning and Zoning meeting. Community & Economic Development Director Josh Langen stated that the information will be better suited as an informational and inspirational piece at this stage. Trustee Dustin stated that details of the plan will be beneficial to the Board as it develops.

Trustee Bojarski: None.

Trustee Anderson: None.

Trustee Harlfinger: None.

Trustee Huckins: None.

President:

President Bogdanowski announced that the Village has established weekly staff meetings with the Administrator and Chief of Police and invited the Trustees to attend.

Staff meeting priorities are:

- Financial health
- Development team
- Communication between staff and the Board
- Trustee and Village employee engagement

President Bogdanowski wants attention given to the Recreation Department for the purpose of replenishing resources.

Audience Participation:

None.

Motion to enter into Closed Session to discuss Collective Negotiating matters pursuant to 5 ILCS 120/2 (c) was made by Trustee Harlfinger and seconded by Trustee Huckins. On Roll Call Trustee Huckins, Harlfinger, Bojarski, Dustin, and Anderson voted Aye. No Nays. Motion Carried.

The Committee of the Whole meeting reconvened at 9:11 pm. Roll Call was answered by Trustees Dustin, Huckins, Anderson, Harlfinger, Bojarski and President Bogdanowski.

Adjournment: There being no further business to discuss, motion to adjourn the meeting was made by Trustee Harlfinger and seconded by Trustee Huckins. All in favor by voice vote. The Committee of the Whole meeting was adjourned at 9:12 pm

Submitted by,



Shannon DuBeau
Village Clerk