



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JUNE 22, 2021

Call to Order

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

Also present were Village Administrator Fred Mullard, Chief of Police Dave Brey, Chief of Support Services Mary Frake, Finance Director Pete Stefan, 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 Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Request for Raffle License for Lake in the Hills Youth Athletic Association

Presented by Village Administrator Fred Mullard

The Lake in the Hills YAA is requesting a Raffle License from July 8, 2021 until July 11, 2021. The raffle will be a 50/50 Raffle with the maximum number of tickets sold at 5,000. 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. Lake in the Hills YAA 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 Lake in the Hills YAA.

President Bogdanowski surveyed the Board on making future raffle applications an administrative process. The Board was in favor.

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

Request for Windy City Amusements, Inc. Contract to Supply Amusements at Summer Sunset Festival

Presented by Village Administrator Fred Mullard

Attached is a two-year agreement with Windy City Amusements, Inc. to supply amusements for the annual Summer Sunset Festival that is scheduled for September 3, 2021 through September 5, 2021 and September 2, 2022 through September 4, 2022. All terms and conditions are the same as the previous year, with the exception of two new sections that were added to protect the Village should COVID mitigations be required at the time of the event.

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The following payment terms are included in the agreement:

- 38.5% of ride gross up to \$72,500
- 45.5% on anything over \$72,500
- \$300.00 per "fun" booth stand
- \$4,000 donation as an event sponsor

In addition, the contract expires on September 5, 2022, however either party can terminate with 60 days written notice.

Financial Impact

Total tickets sales over the past three years of carnivals (2017, 2018 and 2019) have averaged \$102,000 of which the Village retained an average of \$43,000. This resulted in a payment to Windy City for the difference, which has averaged \$59,000. FY2021 includes a budget of \$60,000 to cover Windy City's portion of the ticket sales. The final payment will be based on actual 2021 and 2022 ticket sales.

Staff recommends a motion to Waive Competitive Bidding and Approve the Contract to Supply Amusements with Windy City Amusements, Inc. for the 2021 and 2022 Summer Sunset Festival.

Trustee Dustin was pleased with the addition of pandemic related wording for the purpose of protecting the Village should COVID mitigations be required at the time of the event.

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

Trustee Dustin returned to the discussion of the raffle application process. He asked if there will be a vote to validate the move to an administrative process. President Bogdanowski confirmed that it will be presented to the Board and confirmed by a vote. Administrator Mullard stated that, as it will be a change to the municipal code, if there are any other related items, they can be included in one comprehensive change. The proposal is expected to be presented to the Board in late July to early August. Administrator Mullard explained that, regardless of the change, he expects items of concern to be brought before the Board. He added that the Village is in the bidding process for the Summer Sunset Festival fireworks display package and intends to confirm a 2-year agreement there as well.

Community Development

Request to Waive Competitive Bidding and Approve an Extension of the Professional Services Agreement with B&F Construction Code Services, Inc. for Inspection Services through June 30, 2022

Presented by Assistant Community Development Director Ann Marie Hess

B&F Construction Code Services, Inc. provides plumbing inspection services to Community Development. This is to meet the State of Illinois' requirement in the Illinois Plumbing Licensing Act that plumbing inspections are to be performed by a State of Illinois licensed plumbing inspector. B&F has staff with qualifications and expertise to meet this requirement and provides exceptional service to the Village. B&F has also provided supplemental services to the Village for code enforcement and building inspections on an as-needed basis.

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Community Development requests a waiver to the competitive bidding process to sign an inspection services agreement extension with B&F for July 1, 2021 through June 30, 2022. Community Development's request is based upon the facts that B&F has provided acceptable service, and that they have not requested a rate increase for the past three years. Additionally, B&F completes their work for the Village within the Village's current permitting software. Community Development anticipates procuring new permitting software in the upcoming year in order to enhance public services. By continuing to use B&F, staff will maximize efficiencies by not having to provide training to a new vendor on a software system that is being phased out.

Financial Impact

There is \$35,000 budgeted for 2021 consultant inspection services. Through May 31, 2021, the Village has paid \$7,218.95 in B&F invoices. Total invoices for this year are not expected to exceed the budgeted amount, and extending the agreement with B&F will maintain the current rate of expenditures.

Staff recommends a motion to waive the competitive bidding process and approve a resolution for a professional services agreement extension with B & F Inspection Services, Inc., to provide inspection services for July 1, 2021 through June 30, 2022.

Director Langen emphasized that the status of the current permitting software is the reason for this request. He explained that training a new inspection service on the current software, which will be replaced next year, would be inefficient. The timing of the software is driving this request.

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

Board of Trustees

Trustee Dustin referenced AT&T franchise data from the recent S&I Report. He asked why there was a decline in collected fees from 70k in 2019 to 59k in 2020. Administrator Mullard stated that the fees reflect a downward trend in subscribers and that Comcast is seeing the same trend. He referenced a Netflix streaming service tax that is being supported by the courts and stated that the Village is looking into this option to make up for lost fees from completing services.

Trustee Murphy: None.

Trustee Anderson: None.

Trustee Bojarski: None.

Trustee Harlfinger: None.

Trustee Huckins: None.



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President

President Bogdanowski announced that he will have two proclamations on Thursday night. As it is customary to change liaison slots every 4 years, he asked if any of the current liaisons wanted to pass their duties. As a result, Trustee Murphy passed the role of Parks and Recreation Liaison to Trustee Anderson. Trustee Dustin will remain the Planning and Zoning Liaison.

Audience Participation

None.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:43 pm.

Submitted by,

A handwritten signature in black ink that reads "Shannon DuBeau".

Shannon DuBeau
Village Clerk