



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JULY 13, 2021

## Call to Order

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

Also present were Village Administrator Fred Mullard, Assistant Village Administrator Shannon Andrews, Deputy Chief of Support Services Mary Frake, Finance Director Pete Stefan, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

## Presentations

Employee Years of Service Awards Presented by President Bogdanowski

President Bogdanowski awarded utility worker Tim Corvillion for 25 years of service. One of Tim's biggest accomplishments was the implementation of the Public Works Sign Shop in 2009. He has served as Service Employees International Union Steward for the past 23 years.

President Bogdanowski awarded Village Administrator Fred Mullard for 20 years of service. Administrator Mullard joined the Village staff in 2001 as Deputy Public Works Director and Airport Manager. After holding several positions within the Village, he was selected to serve as Village Administrator in June of 2020. Having served 24 years as a Civil Engineer Officer with the U.S. Airforce, Administrator Mullard has been responsible for the management and coordination of the Public Works response to flooding, windstorms, and other weather emergencies. The Village has received several awards during his tenure.

## Audience Participation

None.

## Administration

### **Request for Board Action on 2021 Strategic Goals and Objectives**

Presented by Village Administrator Fred Mullard

Finalized wording for the 2021 Strategic Goals and Objectives is presented for the Board's approval. On June 29, the Village Board held an ad hoc meeting to discuss development of strategic goals and objectives which will help focus our actions in the future. Administrator Mullard expanded the items from bullets and added some performance targets to help clarify what we are trying to accomplish. The final format is presented to the Board for consideration, modification (as necessary), and approval.

Staff recommends a motion to approve the final format of the 2021 Strategic Goals and Objectives.



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Trustee Dustin asked if there is a timeline for the plan. Administrator Mullard explained that because this is strategic, the timeline only marks the beginning of work on the initiatives. The Board will be updated on initiatives as they are developed. He went on to explain that the only item that has specific dates is the construction of a new police department; for the purpose of understanding the full scope of the project. President Bogdanowski shared that he and Administrator Mullard received an email from a Parks & Recreation Board member expressing disappointment that the strategic plan lacks a “green” initiative. While the idea was mentioned in the Ad Hoc Strategic Plan Meeting, a green initiative did not make in onto the final plan.

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

## **Request for Resolution to Approve an Intergovernmental Agreement with the Crystal Lake Park District**

Presented by Assistant Village Administrator Shannon Andrews

Staff is recommending that the Village consider entering into an Intergovernmental Agreement with the Crystal Lake Park District for the joint use of facilities, which are the multi-passenger vehicles used for adult trip programming. This agreement encourages collaboration with the Park District to maximize the use of each agency’s multi-passenger vehicle, thereby reducing costs and increasing the Village’s ability to serve the residents.

Under this agreement, the Village and the Park District will work together to jointly plan trips for both Lake in the Hills and Crystal Lake residents. In circumstances where Lake in the Hills is unable to fill the capacity of our bus with our own patrons, we will accept patrons from the Park District as space allows. Likewise, if the Village is at capacity for our bus with a waitlist, the Park District will accept our patrons as space allows. If both agencies have additional capacity, they agree that a single bus may be used to provide transportation for the patrons of both. Further collaboration would also include coordination and facilitation of all activities for the assigned trip, and supervision of participants of co-op groups in case of an emergency.

The agreement is for an initial one-year term ending June 9, 2022; however, it will automatically renew for additional one-year terms unless notice is provided 60 days prior to renewal. The Village may terminate the agreement at any time with 60 days written notice.

At their June 3rd meeting, the Parks & Recreation Board voted 6-0 in favor of recommending approval.

### **Financial Impact**

Ultimately, the Village expects this program to help minimize losses associated with the advanced purchase of ticketed trip events.

Staff recommends a motion to approve the Resolution to Approve an Intergovernmental Agreement for the Joint Use of Facilities by and Between the Crystal Lake Park District and the Village of Lake in the Hills.

Trustee Huckins asked if the Village will charge Crystal Lake a fee for the use of the vehicle. Shannon Andrews stated that fees had been discussed and the final decision was to alternate fees by putting the burden of cost for a trip on the community operating the vehicle. Trustee Huckins asked if the agreement is only for this specific purpose.

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Shannon confirmed that, currently, this is the only purpose. Trustee Dustin asked if this will open up the programs offered by each community to the residents of both communities. Shannon explained that the only eligible events will be those planned jointly with the Park District for both communities with the use of a multi-passenger vehicle. For these events, the Park District will offer a ticketed program to both Crystal Lake and Lake in the Hills. President Bogdanowski pointed out that this is a step in the right direction in terms of the county initiative of shared expenses across municipalities. Trustee Anderson asked how these events will be monitored to ensure that there is an equal share of the burden. Shannon explained that all ticketed programs will be analyzed and monitored. She stated that if the Village is transporting residents, it will be because our community sold enough tickets to fill at least half of our vehicle. Because of this, the Village will not be incurring more cost as we would have been running the program regardless of the agreement. She added that the response rate of residents to programs is always monitored. Trustee Murphy was concerned with collective attendance vs the number of participants from each community. Administrator Mullard explained that this agreement gives us the capability to handle both smaller and larger numbers of participants. If there is a small number of participants, both communities can share one bus. Alternatively, if there is an unbalanced larger number, the overflow of passengers can be transported via the other community's vehicle. Trustee Murphy asked if our residents will get an equal opportunity to register should Crystal Lake residents fill our bus first. Shannon stated that we will accept our own residents before accommodating residents from Crystal Lake. President Bogdanowski requested that Shannon put together a list of examples to give the Board clarity.

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

## Public Works

### **Request for Board Action to Award a Contract for Installation of Impact Attenuating Material**

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award a contract to McGinty Brothers, Inc. (McGinty Brothers) in the amount of \$24,354.00 to install impact attenuating material at Village playgrounds.

Public Works annually contracts with a service provider to install playground safety mulch, otherwise known as an Impact Attenuating Surface (IAS), at each Village-owned playground. Staff released a Request for Proposal (RFP) for these services on June 22, 2021 by posting it on the Village's website, sending it to sixty-four potential vendors, and publishing it in the Northwest Herald. Because few vendors have the equipment to complete the mulch installation, staff also called vendors that participated in past playground mulch bids to encourage their participation. The bid opening occurred on July 6, 2021 and McGinty Brothers was the only bidder at \$27,918.00. Contractors cited a backlog of projects as restrictions have eased coming out from under COVID-19 restrictions. A call to a company representative explaining the situation led to McGinty Brothers lowering their bid price to \$24,354.00.

A past vender cited certain items on the RFP, such as penalty for completion dates and time restrictions, as their reason for neglecting to bid. Because of this, staff is looking into scaling back certain conditions listed in the Village's contracts.



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The Village requires that the approved contractor use a device to blow in the material directly from their truck. While it does minimize the mess and disruption to traffic if the supplier deposits the material on the road and then wheels it in, this method somewhat limits the number of responsive bidders and could lead to a higher cost. Finally, during preparation of the bid documents, a review of the purchasing requirements involving installation of this material indicated that this project fell under prevailing wage, which also increased the price.

The Village has contracted with McGinty Brothers in the past and has been satisfied with their service.

## Financial Impact

The Village's 2021 budget includes \$24,140.00 for impact attenuating material. McGinty Brothers' revised bid of \$24,354.00 results in this action being just \$214.00 over the budgeted amount.

Staff recommends a motion to award a contract for impact attenuating material to McGinty Bros. Inc. in the amount of \$24,354.00.

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

Director Tom Migatz notified the Board that well #16 began throwing alarm codes over the weekend. On Monday, a contractor determined that there was a problem with the motor and possibly the pump within the well. A removal and rebuild or replacement will be necessary. Trustee Huckins asked for the location of well #16. Administrator Mullard stated that it is on Haligus Rd.

## Board of Trustees

Trustee Murphy: None.

Trustee Anderson: None.

Trustee Bojarski: None.

Trustee Huckins: None.

Trustee Dustin: None.

Trustee Harlfinger: None.

## President

President Bogdanowski announced that Thursday's Agenda will include the Employment Agreement with Mary Frake for the position of Chief of Police.

President Bogdanowski notified the Board that McHenry County Council of Governments (MCCOG) is hosting a Mayors Meet and Greet at Quarry Cable Park on July 22<sup>nd</sup>. Though he will not be able to attend, he would like the Board to be represented.

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## Audience Participation

None.

## Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:53 pm.

Submitted by,

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

Shannon DuBeau  
Village Clerk