



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

AUGUST 24, 2021

Call to Order

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

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

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Request for Waiver of Section 43.09, Noise, of the Lake in the Hills Municipal Code

Presented by Assistant Village Administrator Shannon Andrews

The annual Summer Sunset Festival will be held Friday, September 3 to Sunday, September 5, 2021 at Sunset Park, 5200 Miller Road. This Village event offers musical entertainment throughout the weekend, a carnival, fireworks display, and utilizes a sound system to make various announcements. The planning Committee for the event is requesting the Village Board waive the provisions of Section 43.09 of the Municipal Code to allow for festival activities, including music and announcements through 11:00 pm. each day of the event at Sunset Park.

Staff recommends a motion to grant a waiver to Section 43.09, Noise, of the Municipal Code to allow for festival activities, including music and announcements through 11:00 pm. on Friday, September 3, Saturday, September 4, and Sunday, September 5, 2021 at Sunset Park.

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

Request for Issuance of a Pyrotechnic Fireworks License to Mad Bomber Fireworks for the Summer Sunset Festival

Presented by Village Assistant Village Administrator Shannon Andrews

The Village issued a Request for Proposal for the Summer Sunset Festival Fireworks Display to be held on September 5, 2021. Mad Bomber Fireworks was selected as the pyrotechnics provider for this year's event. As such, they have submitted the required "Application for License for Public Displays of Fireworks, Pyrotechnics, or Other Explosives." Their application has been reviewed by staff, who has confirmed that the Village is in receipt of the required documents. In addition, the applicant has provided proof of approval of the proposed display by the Fire Marshall of the Huntley Fire Protection District.



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The applicant has requested a waiver of the \$250 application fee, which is consistent with the Village's practice in prior years. Having met all of the Village's requirements, staff is recommending the Board approve the application and waive the \$250 application fee as requested.

Financial Impact

FY2021 includes \$15,000 for the fireworks for the Summer Sunset Festival. The agreement with Mad Bomber Fireworks is \$15,000.

Staff recommends a motion to issue a pyrotechnic fireworks license to Mad Bomber Fireworks for the Summer Sunset Festival on Sunday, September 5, 2021 and waive the application fee.

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

Request for Award of Contracts for Village Server Replacements (VSAN)

Presented by Assistant Village Administrator Shannon Andrews

Staff is seeking the Board's approval for the Award of Contract for Village Server Replacements—Hardware to Marco Technologies and Software to SHI International Corp.

The Fiscal Year 2021 budget included \$150,000 in capital funds for a Virtual Machine Host Cluster. The Village identified that our existing Virtual Machine (VM) hardware was running out of computing power and space, requiring the replacement of the VM hosts and Storage Area Network (SAN). The Village's IT consultant, Advanced Business Networks ("ABN"), was tasked with assisting in finding a solution for the Village that would increase the redundancy, efficiency, and security of the Village's network while minimizing operational downtime.

In March 2021, ABN conducted a full needs analysis, designed the new system, and prepared the necessary bid specifications for the project. At that time, ABN's estimate of cost increased to \$185,000. This was largely due to having to increase the size of the servers to the next tier in order to accommodate the system requirements of the Village's ERP software, New World, by Tyler Technologies, which is no longer supported on the current version of Windows and SQL server.

The bid specifications included the following hardware and software:

- Four (4) HPE Servers
- Power Protection
- Networking Components—Switches and cables
- NAS—Backup Storage
- VMWare Licensing
- Windows 10 Licensing
- Windows Server 2019
- Windows SQL Server

The project was initially put out to bid in late June, but received no responses on the July 12 deadline. The vendor list was contacted to determine why they did not participate. Responses indicated that the chip shortage is



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presenting challenges in obtaining and installing the hardware within the Village's required 60-day window. This requirement was removed from the bid document, which was then split into two separated bids, one for hardware and one for software.

The second issuance of the RFPs were published solely on the Village's website without notice in a local newspaper. However, they were published for a full three (3) weeks and received a sufficient quantity of responses to be considered a competitive bid. Based on this, staff is requesting that the Board waive the notice requirement in lieu of rebidding.

Both bids were opened on Monday, August 9 with the following results:

The Village received six (6) responses for the Hardware, with one (1) considered non-responsive due to their equipment not meeting the Village's requirements. The remaining responses ranged from a high of \$123,263.33 to a low of \$92,309.86 from Marco Technologies. A summary of the bid results has been attached to the agenda for your review in **Exhibit A**.

The Village received five (5) responses for the Software of which two (2) were considered non-responsive due to incomplete bids. The remaining responses for the software ranged from a high of \$59,546.39 to a low of \$49,473.36 from SHI International Corp. A summary of the bid results has been attached to the agenda for your review in **Exhibit B**.

Staff and ABN have reviewed the submissions in their entirety and recommend moving forward with the low bidder "Marco Technologies" for the hardware in the amount of \$92,309.86, and the low bidder "SHI International Corp" for the software in the amount of \$49,473.36.

Upon completion of the order, the delivery of the hardware is expected to take up to 3 months, with installation to be scheduled shortly thereafter.

Financial Impact

Capital Improvement Fund—Budget \$150,000, Actual \$17,363, Requested \$141,783, Remaining (\$9,146)

The Fiscal Year 2021 capital budget included \$150,000 for this project, which was titled at the time, "Virtual Machine Host Cluster." To date, the Village has spent \$8,100 for ABN support hours to prepare the initial server design and bid specifications, and \$2,563 for an electrical upgrade in the server room to accommodate the new equipment. Another \$6,700 will be necessary for Veeam Backup Software for the new system. These total \$17,363 in expenditures to date. It should be noted that there will be \$11,452 savings in the General Fund, MIS budget from purchases that will not be necessary due to this project such as: \$1,800—San Maintenance, \$4,000—VMware Maintenance, \$3,552—StorageCraft Licenses, and \$2,100—Windows Server 2019.

The Board will be asked to consider separately ABN Task Order #2021-03, which includes an additional 400 support hours for the server installations and data migration at a total cost of \$48,000. This final expenditure would put the project at a total cost of \$207,146. With the savings realized in the general fund, the project will result in a net



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expense of \$195,694, which is just \$10,000 over ABN's projected estimate of \$185,000. This increase is believed to be due to the increased cost of equipment since the onset of the chip shortage.

The Capital Improvement Fund has sufficient funds to cover the additional expenses associated with this project.

Staff recommends a motion to Approve a Waiver of the Public Notice Requirement and Award a Contract to Marco Technologies for Village Server Replacements (VSAN)–Hardware, in the amount of \$92,309.86 2.

Staff recommends a second motion to Approve a Waiver of the Public Notice Requirement and Award a Contract to SHI International Corp for Village Server Replacements (VSAN)–Software, in the amount of \$49,473.36.

Trustee Huckins questioned the urgency of this project. Assistant Administrator Andrews explained that this project has the highest priority as a result of the New World software issues; in which updates have caused the system to crash and impeded work. As such, the Village would like to advance their infrastructure in the right direction and maintain a secure, glitch free environment.

Trustee Huckins asked if additional upgrades will be needed to support the New World software. Assistant Administrator Andrews stated that New World will be upgraded during this project. The workflow will be segmented, targeting the most critical servers first.

Trustee Huckins asked how long the proposed servers will last and questioned their flexibility should the structure of the current facility change. Assistant Administrator Andrews stated that this is one of the large investments that the Village will need in the next few years. Others will include computer system and wireless network upgrades over time. This environment will also support future plans, such as GIS software. The proposed system has the ability to grow if needed. IT Manager Joe Neilon explained that this project will be replacing about 20 servers and can support roughly 35 to 40 servers.

President Bogdanowski asked Assistant Administrator Andrews if she foresees logistic issues arising between the hardware and software companies. Assistant Administrator Andrews does not anticipate issues of this nature.

Trustee Dustin noted that the impact to the Capital Improvement Fund comes from this agenda item as well as Task Order #2021-03 Server Installation and Data Migration with Advanced Business Networks, Inc.

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

Request to Advance Task Order #2021-03 Server Installation and Data Migration

Presented by Assistant Village Administrator Shannon Andrews

Staff is seeking the Board's approval on Advanced Business Network's Task Order #2021-03 Server Installation and Data Migration for an amount not to exceed \$48,000.

Advanced Business Networks ("ABN") has managed the Village's IT needs since October, 2012. The Village has previously approved the following task orders with ABN in the current fiscal year:



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- Task Order #2021-01 for 100 hours at \$135/hr. for general support services
- Task Order #2021-02 for 60 hours \$135/hr. for the design of the Virtual Machine Host Cluster.

Task Order #2021-03 is the next step in the Virtual Machine Host Cluster project, where ABN will serve as the project manager of the server rollout, tasked with building and deploying the new servers. This is a major undertaking which is expected to take approximately 400 consultant hours. Due to the quantity of hours being purchased, as per the master agreement with ABN, the rate will be reduced from \$135/hr. down to \$120/hr. bringing the total support cost to \$48,000.

Any unused hours within this task order will convert for use under Task Order #2021-01, General IT Support Services. These hours would also be eligible for carryover from the current fiscal year to the next.

ABN will provide the services necessary to upgrade the Village with a new physical server cluster with increased redundancy, efficiency, security and plenty of room for growth. All of the Village's high-use virtual servers, including New World, will be updated to the latest Windows Operating System with the latest security patches.

Financial Impact

Capital Improvement Fund—Budget \$150,000, Actual \$159,148, Requested \$48,000, Remaining (\$57,148)

The Fiscal Year 2021 budget includes \$150,000 in the Capital Improvement Fund for the Virtual Machine Host Cluster project. Task Order #2021-03 includes 400 support hours at \$120 per hour for a total cost of \$48,000. Expenses to date are \$17,363, but another \$141,785 is being requested at the August 26 Board meeting for the hardware and software bids being considered separately. This brings the total project cost to \$207,148. This expense is partially offset by \$11,452 in savings within the Capital Improvement Fund, which has sufficient funds to cover the additional expenses associated with this project.

Staff recommends a motion to Approve Task Order #2021-3—Server Installation and Data Migration with Advanced Business Networks, Inc for an amount not to exceed \$48,000.

Trustee Huckins asked if the Village can function with 400 hours of downtime. Joe Neilon explained that the old system and the new system will be running in tandem making the upgrades seamless with no downtime.

Trustee Dustin asked for confirmation that the purchased support hours will be carried over if the full amount is not expended on this project. Assistant Administrator Andrews confirmed this, stating that the Village made a point to protect their purchased support hours indefinitely.

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



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Police

Request to Approve Ordinance Amending Chapter 4, Police Department of the Lake in the Hills Municipal Code

Presented by Chief of Police Mary Frake

Staff is requesting a change to Chapter 4 of the Municipal Code, regarding the lateral entry program criteria to allow better access to recruitment of existing sworn police officers. In as early as 2019 the Police Executive Research Forum clearly stated in their executive summary: The Workforce Crisis, and What Police Agencies Are Doing About It, that the “police profession is facing a workplace crisis.” The department has taken a proactive approach in addressing this issue with recruitment strategies and the lateral officer entry program that was instituted in 2013. However, current challenges have required that we adjust our strategies, ensuring that we position ourselves in a competitive lateral entry market. A recent review of law enforcement employment ads showed that (17) out of (40) were seeking lateral entry candidates. The range of requirements for lateral candidates varies between two-years of experience to no experience, simply being certified as a law enforcement officer.

In addition to the shrinking pool of qualified candidates, the COVID pandemic shut down the police training academies for a period of time. The department is unable to send entry-level police officer candidates to basic training until June 2022. The department is currently one officer down, two officers have advised their intent to retire in 2022, and six are eligible for retirement in 2022. The right lateral entry candidates will be key in minimizing the impact of pending officer turnover. The revised ordinance will reduce the minimum requirement of (24) months full-time law enforcement experience to (18) months for lateral entry candidates. The department is not compromising the quality of candidates, as our hiring process coupled with the extensive training program will ensure that the department maintains the highest standards of policing. Reducing the minimum law enforcement experience will widen our pool of candidates with law enforcement certification and basic fundamental skills.

Staff recommends a motion to approve the Municipal Code ordinance amending Chapter 4, Police Department of the Lake in the Hills, pertaining to the lateral entry program criteria.

Trustee Huckins asked if there is an age restriction on applicants. Chief Frake stated that there is no age restriction.

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

Public Works

Request to Award a Contract for the Larsen Park Master Plan

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to award a contract to Upland Design Ltd. of Plainfield, IL for the Larsen Park Master Plan project in the amount of \$32,000.

Staff released a Request for Qualifications (RFQ) in June, 2021 inviting qualified park planning firms to submit a statement of qualification and a proposed approach towards creating a master plan for the entire Larsen Park



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property. The RFQ gave firms the ability to develop their own approach towards building a Master Plan, while ensuring that a thorough site analysis is performed and public meetings and surveys are used to gather community input.

Staff received RFQ submittals on June 18 from ten firms. A selection team comprised of staff from Public Works, Recreation, and Administration reviewed and ranked all submittals in accordance with the RFQ selection criteria. That criteria included qualifications, experience, past performance, approach to the project, and each firm's understanding of the issues related to the project. After discussing and ranking all ten RFQ submittals, staff invited the four highest rated firms to an interview to present their RFQ submittals in-person.

After interviewing each of the four highest rated firms, the Village selection team re-ranked them with Upland Design Ltd. (Upland) receiving the highest overall rating. As such, staff began negotiations with Upland and have received pricing that matches the Village's budget of \$32,000 while achieving all the Master Plan elements that staff desired for this project. Upland's approach, pricing, and timeline are included in the agreement attached to the agenda. The Village has not worked with Upland before; however, staff contacted Upland's references and received very favorable reviews regarding similar projects they performed for Park Districts in Buffalo Grove, Naperville, and Winfield.

On August 5, after reviewing Upland's approach, pricing, and timeline, the Parks and Recreation Board unanimously voted to recommend a contract award for the Larsen Park master plan project to Upland Design.

All firms had knowledge of prior work that the Parks and Recreation Board has done in the past and design elements that they are interested in for this location, including a sledding hill, walking trails, and an inclusive playground.

Upland Design has meetings scheduled for public input as well as with staff and various Boards. They would like to begin work in early September and have the full project ready for Board presentation in January 2020.

Financial Impact

The Village's 2021 budget includes \$32,000 for this project in the General Fund. If awarded, the contract to Upland would not exceed \$32,000.

Staff recommends a motion to award a contract to Upland Design Ltd. of Plainfield, IL for the Larsen Park Master Plan project in the amount of \$32,000.

Out of curiosity, Trustee Dustin asked if the land value would increase if the food pantry were to be relocated. Director Migatz stated that relocation would open up the area to enhancement. Trustee Harlfinger was strongly against the idea of relocating the food pantry. Trustee Huckins asked if the master plan incorporates the building or keeps it separate. Director Migatz stated that the building is included in the plan. Trustee Harlfinger feels that the current location is perfect. Trustee Dustin stated that he does support the food pantry and has volunteered there. He simply became curious if a move would be beneficial after seeing that the Larsen Park Master Plan includes their building. President Bogdanowski agreed that relocation should not be entertained unless it is their choice.



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

Request to Approve Flood Brothers Contract Extension

Presented by Public Works Director Tom Migatz

Staff seeks Board approval of a Resolution authorizing a one-year contract extension with Flood Brothers Disposal Company for Solid Waste & Recycling Services through June 30, 2023.

The Village entered into a contract with the Flood Brothers Disposal Company (Flood Brothers) of Oak Brook, Illinois on January 12, 2017 for the collection and disposal of solid waste for all properties located within its municipal boundaries. The initial term of the contract started on July 1, 2017 and is set to expire on June 30, 2022 if not extended. The contract allows both parties to extend the contract for up to three additional one-year periods upon nine months prior notice and mutual consent. Flood Brothers recently provided staff with a letter (Agenda Attachment 1) indicating their desire to exercise the first one-year contract extension, which will extend the contract through June 30, 2023.

Public Works staff have managed the Flood Brothers contract since it started. A vital component of the contract involves working with Flood Brothers and residents or businesses to resolve service-related issues. Overall, staff have found Flood Brothers to be responsive and capable of resolving issues that are common with a municipal solid waste contract. Further, staff believes the community is satisfied with the services Flood Brothers provides as 92% of the residents that participated in the Village's 2020 resident satisfaction survey rated their services as good or excellent.

They offer refuse, recycling, and yard waste collection in unlimited quantities, e-recycling every other month, and a food scrap program. Last year, at the request of the former Village Clerk, Flood Brothers offered pumpkin composting. They also service refuse containers in Village parks and provide refuse hauling for construction sites on Village property.

Staff recently evaluated solid waste service agreements from nearby communities to compare services and rates. While service levels among nearby communities differ, all communities provide a contractual agreement for the curbside collection and disposal of residential refuse, recycling, landscaping, bulk items, and Christmas trees. Lake in the Hills is currently the only community to include commercial properties in its agreement.

Agenda Attachment 1 contains tables comparing monthly residential rates, with notable differences in service levels listed. Overall, the rates paid by Village residents are lower than most nearby communities. While the Village's single-family residential customers are listed in table 1 as paying the fourth lowest rates (out of eight) for weekly collection services, the communities ranked as the first and third lowest require residents to pay an extra fee in certain situations and/or provide a lower service level than the Village offers. Senior residents are listed in table 2 as paying the lowest rate (out of eight), and table 3 shows multi-family residents are paying the third lowest rate out of the eight communities.

In consideration of Flood Brothers' performance to date and the rates Village customers are currently paying for solid waste collection and disposal services, staff recommends approving the contract extension.



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Staff recommends a motion to approve a Resolution authorizing a one-year contract extension with Flood Brothers Disposal Company for Solid Waste & Recycling Services through June 30, 2023.

Trustee Huckins asked if the original contract included 3 extensions or 5. Director Migatz believes that 3 extensions were included.

Trustee Harlfinger thought the inclusion of pumpkin composting was great. Trustee Huckins thanked Michael Flood, noting that his company has been very gracious in supporting various organizations in the Village.

President Bogdanowski asked Michael if Flood Brothers offers recycling to business. Michael stated that 1 small container can be collected once a week at no charge; this offer includes businesses.

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

Request to Approve Airport Ground Lease for Hangar PAP-13

Presented by Public Works Director Tom Migatz

Staff seeks to enter into a twenty-year ground lease for hangar PAP-13 with John Kirschner.

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. John Kirschner is requesting a new ground lease on hangar PAP-13. This lease is for the period of August 27, 2021 to August 26, 2041. The lease includes an option to renew for four additional five-year terms.

Mr. Kirschner has signed the appropriate lease form and already has acceptable proof of insurance on file for another hangar he leases at the airport.

Financial Impact

The Airport Fund will receive \$2,297.40 annually from the ground lease and an additional \$516 in electrical fees, subject to annual increases approved by ordinance.

Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-13 with John Kirschner.

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

Community Development

Request to Ratify an Agreement for GovQA Contract Extension

Presented by Community and Economic Development Director Josh Langen

Staff has evaluated and considered the skill and experience of GOVQA, LLC and has decided to enter into a contract extension for an additional 6-month term, with an option for an additional 6-month term between the Village and GOVQA, LLC, beginning October 1, 2021. The extension was prepared with two 6-month terms in order to provide



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for the potential to replace the existing GovQA permitting software with new permitting software before April, 2021 and not pay out a full annual fee.

Financial Impact

The current cost for GovQA is \$20,540. The contract extension has a cost of \$10,000 per 6-month term, for a total of \$20,000, a savings of \$540 if both terms are executed.

Staff recommends a motion to approve a Resolution approving and ratifying a contract extension with GovQA, LLC.

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

Request to Approve Conditional Use for a Drive-Through at 251 North Randall Road

Presented by Community and Economic Development Director Josh Langen

Chris McGuire of McCON Building Corporation, requests a Conditional Use permit for operation of a drive-through use for a new Culver's restaurant at 251 North Randall Road.

The subject property is currently zoned B-3 Business General and is in use as a sit-down restaurant, Woods Creek Tavern, with no drive-through. The applicant proposes a conversion and subsequent operation of a sit-down fast casual restaurant, Culver's, with two drive-through lanes. A drive-through use is allowed as a Conditional Use in the B-3 District. The proposed site plan and preliminary feasibility plan show the existing restaurant structure and layout will be converted to accommodate two drive-through lanes with associated order menu signs, a single pick-up/pay window, bypass lane, and an order waiting area. The required number of parking spaces for the restaurant floor area will be maintained after installation of the proposed drive-through facilities.

The Village Board approved an economic development agreement for this parcel on August 10, 2021. The Planning and Zoning Commission conducted a public hearing on August 16, 2021 for the petitioner's request. The Commissioners voted 4-0 to recommend approval of Conditional Use for a drive-through at the August 16, 2021 meeting. There were no public comments. The approval included one condition, which is that the development of the site, building, and any other related construction shall comply with all relevant sections of the Village Zoning Ordinance in effect upon date of approval of the proposed Conditional Use.

Staff recommends a motion to approve an Ordinance allowing Drive-Through as a Conditional Use at 251 North Randall Road on Parcel 19-29-101-036 with the following condition;

1. The development of the site, building, and any other related construction shall comply with all relevant sections of the Village Zoning Ordinance in effect upon date of approval of the proposed Conditional Use.

Trustee Anderson asked for clarification on the flow of traffic in the drive-through. Director Langen confirmed that the two lanes would merge to one. Trustee Harlfinger stated that he has seen this type of drive-through work very well, pointing to ability increased traffic flow. At President Bogdanowski's request, Director Langen demonstrated the traffic flow to the Board.



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

Board of Trustees

Trustee Murphy announced that Summer Sunset Festival still has several volunteer timeslots available for wristband sales. Trustee Dustin asked why the sales are no longer being handled by an outside charitable group. Trustee Murphy explained that sales have gone back to the committee for the purpose of bringing the revenue back to the festival.

President Bogdanowski announced that Village Officials and staff wishing to participate in the parade should arrive around 9:30 am on Saturday, September 4th.

Trustee Murphy added that members of the Board can stop by the committee tent for vouchers.

President

President Bogdanowski announced that the Round Table forum went well. He thanked Administrator Mullard and Director Langen for their participation. President Bogdanowski will issue 3 proclamations at Thursday's Village Board Meeting.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:10 pm.

Submitted by,

A handwritten signature in cursive script that reads "Shannon DuBeau".

Shannon DuBeau
Village Clerk