



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

OCTOBER 26, 2021

Call to Order

The meeting was called to order at 7:30 pm.

Roll call was answered by Trustees Harlfinger, Dustin, Huckins, Murphy, and President Bogdanowski.

Motion to allow Trustees Bojarski and Anderson to attend telephonically was made by Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote, Trustees Murphy, Dustin, Harlfinger, and Huckins voted Aye. No Nays. Motion carried.

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, Airport Manager Michael Peranich, Economic Development Coordinator DJ Fiore, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Informational Item Concerning Strategic Goals and Objectives

Presented by Village Administrator Fred Mullard

In July, the Village Board considered strategic goals and related objectives they would like staff to focus their efforts on to improve overall performance. Since then, staff has developed specific initiatives related to each objective. The document attached to the agenda provides the initiatives, anticipated deadlines for accomplishment, and lead department. These goals, objectives, and initiatives will be included in the FY22 budget document.

Information was provided to keep the Board informed of initiatives the staff is taking to progress toward the goals and objectives identified and answer any questions.

President Bogdanowski asked when the Board can expect the next update. Administrator Mullard stated that the next update will take place after the first of the year.

Request for Approval of Triennial Salary Survey, Adjustment to Salary Schedule, and Adjustments to Salaries in Select Positions

Presented by Village Administrator Fred Mullard

Staff recently completed the triennial salary survey as required by the Personnel Rules and Regulations. The last survey was completed in 2018. Both surveys were conducted by McGrath Human Resources Group. A copy of the most recent report is attached to the agenda for your consideration.



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Salary Survey

Data on equivalent positions was gathered from 17 comparable communities in northeast Illinois. This data was used to determine salary ranges for the various positions. Based on the policy in the Personnel Rules and Regulations, the Village targets to be at the 53% point to maintain our competitive position in a tight labor market while controlling costs. We cannot attain 53% in each position so it is acceptable to be plus or minus 10% across the positions within a pay grade.

After looking at market salaries and position responsibilities, the consultant recommended moving six positions to a higher pay grade to maintain competitiveness in the market and address internal compression issues. Additionally, at our request the consultant took a deeper look into the Recreation Coordinator, Recreation Supervisor, Recreation Superintendent, Police Communication Coordinator, and Police Records Supervisor positions. Changes were recommended in each of these positions except the Recreation Supervisor and Records Supervisor. The proposed changes are:

Current Pay Grade	Current Title	New Pay Grade
56	HR Coordinator	58
56	Property Maintenance Inspector	58
56	Recreation Coordinator	58
58	Building Inspector I	59
61	Communications Coordinator	62
62	Recreation Superintendent	64

These changes in pay grade would result in base pay increases for the HR Coordinator, Property Maintenance Inspector, two Recreation Coordinators, and the Recreation Superintendent. The other two positions are within the range of the pay grade so the change would only affect their ability to earn higher wages in the future.

The consultant also reviewed the salary ranges within the pay grades. It was noted that while the minimum and maximum values were acceptable, the position point in some pay grade groups was in the thirties—percent-wise, which is outside the expected limits. Under the Village’s policy, an employee can earn a higher performance pay increase when they earn less than the position point. It is important to establish an appropriate position point to recognize and reward staff that is maintaining high levels of performance. Fixing this resulted in increases to the position point in pay grades 58 to 69. The increases were 7.8% or less for all the pay grades except pay grades 65 to 67 which were in the mid 11% range. It is important to note that these changes in the position point will not result in a salary increase, but will allow employees in these positions to earn higher performance pay increases until they meet the position point. Some adjustments will be made to these numbers to correct a mathematical oversight.

Administrator Recommended Changes to Salary Schedule

Two issues came to light during the Administrator’s review of the salary schedule. The first is a pay compression issue between the Police Sergeants and Police Officers. In the consultant’s revisions to the salary schedule, the minimum pay for a Sergeant is below the highest paid Officer and the position point is only 12% above. The Personnel Rules and Regulations call for an increase not to exceed 10%. This leaves little room for growth until the new Sergeant reaches the position point.

The proposed change to alleviate this compression involves two items. First is to increase the position point from the recommended \$118,002 to \$120,334. The new is the 53% point identified during the consultant’s study. The



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consultant's proposed number is in the middle of the range between the pay grades above and below, so it has a level of artificiality. The second involves increasing the current pay rate for the existing Sergeants. The compression is exacerbated by the limit that we would not want to pay a new Sergeant more than an existing Sergeant. The last Sergeant promoted this year was limited to a 6% increase. With the potential of another Sergeant position becoming available in 2022, the compression issue will remain unless something is done to increase the spread between the lowest paid Sergeant and highest paid officer. Additionally, in the past few years total compensation has shown some officers make more in pay than some of the junior sergeants can earn even with overtime. I propose increasing the salary of all seven Police Sergeants by \$2,000 effective in January. The combination of the salary increases and the ability to earn greater performance-based pay increases will help to reduce the impact of the pay compression between the Sergeants and the Officers. It will create a spillover compression problem with the most recent Deputy Chief promotion. To maintain the relative position between the positions it is suggested to provide a one-time annual pay increase to the Deputy Chief for Support Services of \$2,128. There is no impact on the Deputy Chief of Patrol Services.

Staff also looked into a concern about the Police Communication Coordinator. The consultant recommended moving the Communications Coordinator up one classification, which would not result in a pay increase. After discussion with Chief Frake, we concluded that organizational changes have increased the importance of this position and further change is needed. We recommend the Communications Coordinator's position be moved to pay grade 63, rather than the recommended pay grade 62, and increasing the pay \$8,860 as a one-time annual pay increase starting in January 2022.

Financial Impact

The changes requested will take effect January 2022. The minimums, position points, and maximums will be adjusted by a COLA in January as provided for in the Personnel Rules and Regulations. The COLA is half of the CPI which is capped at 4%. Since the CPI is running above 4% the COLA adjustment to the Salary Schedule for 2022 will be 2%. This is also the recommendation of the consultant. The changes will be reflected in the FY 22 Budget to be submitted next month.

Staff recommends a motion approve the proposed Salary Schedule for 2021 rates and recommended pay increases for Police Sergeants, the Police Communications Coordinator, and the Deputy Chief of Support Services effective January 2022.

Trustee Dustin stated that it is difficult to assess this information, having not seen a financial report or budget. Regardless, he is apprehensive to issue a pay increase of \$8,860 to an individual based solely on a categorical change. President Bogdanowski reiterated that the numbers are based on comparable positions in the surrounding area. He stressed the need to offer competitive salaries in order to attract and retain quality employees. Trustees Anderson and Bojarski agreed with President Bogdanowski's position.

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

Public Works

Informational Item Concerning Airport Transportation Improvement Program Requests for 2022 through 2027

Presented by Airport Manager Michael Peranich

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The Illinois Department of Transportation Division of Aeronautics (IDOA) compiles a five-year spending plan for improvements to the Illinois airport system. The Village annually submits its plan for consideration into IDOA's plan. On October 12, 2021, Village staff met with IDOA personnel in a virtual meeting to discuss the possible timing of upcoming projects. Notable highlights of the meeting included:

1. Automated Weather Observing System (AWOS): Replacement of the existing AWOS system appears to be scheduled for fiscal year 2022. If this project moves forward, the State would pay 90% of the replacement cost with the Village paying the remaining 10%. There would be no federal participation because the Federal Aviation Administration (FAA) would limit the type of AWOS equipment that could be used.
2. Runway Improvements: A discussion transpired about placing a third and final phase of the runway rehabilitation project in fiscal year 2022 to update the runway lighting and signage. Subject to Village Board approval, staff will begin planning for design services next year on this project with construction to occur in 2023.
3. Airport Fuel Truck Purchase: IDOA does not anticipate awarding the purchase of a new fuel truck using grant money in 2022 but encourages the Village to continue seeking funding for such a project given the age of the two existing fuel truck vehicles. Staff will once again seek grant money to purchase a new fuel truck in 2024 after full completion of the runway project.
4. Construct a General Aviation Apron: The Village impressed upon IDOA the importance of finding a solution for the lack of aircraft parking on ramp space by constructing a general aviation apron at midfield. Construction of the apron is currently scheduled for fiscal year 2025. This project would be the precursor to erecting a midfield terminal facility as currently shown on the Airport Layout Plan (ALP).

Attached to the agenda, you will find tables outlining the Village's projects for 2022 and beyond, subject to FAA and IDOA approval.

Financial Impact

The Airport's capital plan through 2027 is manageable without going below a fund reserve established at 15% of the airport's annual expenses. Despite this support, the TIPS plan does not financially obligate the airport in any way.

Staff seeks Board approval to authorize Village staff to present the program to the Illinois Department of Transportation, Division of Aeronautics in December, 2021.

Request to Approve an Airport Ground Lease for Hangar PAP-44

Presented by Airport Manager Michael Peranich

Staff seeks to enter into a twenty-year ground lease for hanger PAP-44 with John Kirchner.

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 Kirchner is requesting a new ground lease on hangar PAP-44. This lease is for the period of November 1, 2021 through October 31, 2041. The lease includes an option to renew for four additional five-year terms.

Mr. Kirchner has signed the appropriate lease form and submitted acceptable proof of insurance.



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The Airport Fund will receive \$2,390.04 annually from the ground lease and another \$264 from electrical fees; subject to annual increases approved by ordinance.

Staff recommends a motion to approve the Ordinance authorizing the Village President and Village Clerk to sign the ground lease for Hangar PAP-44 with John Kirchner.

Trustee Dustin remarked that the lease rate is very low. He asked if an increase has been considered and asked how these rates are established. Michael stated that surrounding public-use airport rates are taken into consideration.

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

Request to Waive the Competitive Bidding and Purchase a Pickup Truck for the Airport

Presented by Airport Manager Michael Peranich

Staff seeks Board approval to waive the competitive bidding process and purchase a 2011 Ford F-250 pickup truck from Autoland Outlets of Roscoe, IL in the amount of \$29,404.

The 2021 Village budget includes funds in the Airport Fund to purchase a replacement vehicle for unit 98, a 2006 pick-up truck that is used for snow removal purposes and year-round to haul tools and parts around the airport. The budget also includes funds to purchase a Ford Escape vehicle for use as a secondary operations vehicle capable of transporting multiple staff and customers. Earlier this year, staff learned that the Village was eligible for Federal Aviation Authority (FAA) grant money to procure the replacement for unit 98. As such, staff began working through the FAA grant process to procure the pick-up truck and delayed the purchase of the Ford Escape because a pickup truck is necessary for the day-to-day operation of the airport. Adding another passenger vehicle incapable of hauling tools, equipment, and passengers would hinder the airport's ability to serve its customers and carry out repairs to facilities and equipment.

Because the Village was using FAA grant money to procure the pick-up truck, the bid document was lengthier than most Village bid documents and contained several federal provisions that may have deterred potential bidders. Knowing this, staff contacted several pickup truck dealerships to try and encourage participation and had to reissue the bid after staff could not find dealerships to participate in the first bid. Although eight pickup truck dealerships/outfitters obtained copies of the rebid, Public Works received and opened only one sealed proposal on July 9, 2021, from Bonnell Industries of Dixon, IL, in the amount of \$63,656.

The pandemic has affected global vehicle supplies. New vehicles take longer to arrive and cost more than originally agreed to. On October 19, 102 days after opening Bonnell's bid the Village received official notice from Bonnell that they could no longer honor their price and delivery window for a new truck as Ford could not guarantee either. A condition of the grant required Bonnell to work through a Buy-American waiver with the Federal Aviation Authority (FAA) causing the process to take much longer than expected. During the time it took Bonnell to work through the process, unit 98 suffered a serious engine failure. Unit 98 was a police repossession on its second owner that was assigned to the airport in 2014 when the Village hired an Airport Manager to take over the fueling operation. Staff asked the Village's Lead Mechanic for an assessment of unit 98 as it pertained to the feasibility and appropriateness of replacing the engine. His evaluation revealed that in addition to the ruined engine, unit 98 also suffers from bed frame rot. With this in mind, staff determined that unit 98 was beyond repair and not worth additional investment,

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and that any truck Public Works can loan to the Airport at this time is a surplus vehicle awaiting auction. This leaves the airport without any vehicle besides the Ford sedan courtesy car loaned to airport users when they fly in and need to attend a meeting or visit a restaurant for a meal. Since airport staff only have the Ford sedan left, they need a vehicle for snow removal purposes and to haul tools and fuel around the airport.

Since the bid process revealed that a new pick-up truck is not feasible at this time, staff immediately began sourcing used vehicles to maintain the level of operational service at the airport, locating a 2011 F-250 on a used-car lot in Roscoe, IL with an asking price of \$29,746. The Airport Manager and Lead Mechanic made a site visit on Wednesday, October 20 to assess the vehicle. The truck has been well-kept and had comparatively lower miles than almost all of the other trucks that airport staff were able to locate. Most importantly, the frame of the truck is rust free. The dealer indicated they sourced the truck from Washington state. After some negotiation, staff was able to talk the dealer down to \$28,946 plus title and plates for an out-the-door price of \$29,404.

Financial Impact

The 2021 Village Budget contains \$26,568 in the Airport Fund for the purchase of the Ford Escape. Staff would like to purchase the 2011 F-250 from Autoland Outlets instead of pursuing the purchase of the Ford Escape. The cost of the used Ford F-250 pickup truck from Autoland Outlets of Roscoe, IL is \$29,404, which is \$2,836 over the budgeted amount of \$26,568. Although this purchase would be over budget, staff does not believe that a budget amendment will be necessary as the 2021 Airport Fund has sufficient funds as it contains \$47,230 for the purchase of unit 98.

Staff recommends a motion to waive the competitive bidding process and purchase a 2011 Ford F-250 pickup truck from Autoland Outlets of Roscoe, IL in the amount of \$29,404.

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

Request to Waive the Competitive Bidding and Award a Contract for the Well 16 Design/Build Project

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to waive competitive bidding requirements and award a contract for the Well 16 Rehabilitation Project to Concentric Integration, LLC in the amount of \$92,870.

In 2017, staff presented a plan for a multi-year water treatment facility upgrade project for each of the eight Village well houses. The Village completed a design/build project for Well 14 in 2018, Wells 12 and 6 in 2019, and Well 11 in 2020. The projects brought much needed control and process upgrades to the aging water treatment facilities. All projects concluded on time and within budget.

Earlier this year, staff met with representatives from Concentric Integration, the Village's water resources and controls engineer, to design the Well 10 and the Well 16 improvements budgeted for FY21. Similar to the upgrades performed at Wells 14, 12, 6, 10, and 11, both projects consist of two components: upgrading the SCADA system controls and replacing and upgrading the mechanical valves and actuators. Concentric Integration performs the SCADA system control upgrades and staff procures and installs the mechanical valves and actuators. To procure the valves and actuators, staff issued a Request for Proposal (RFP) earlier this year and the Village approved a contract award for those items in March.



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The Village awarded a contract for the Well 10 project to Concentric Integration earlier this year. When Well 16 experienced a pump and motor failure, staff determined it was not in the Village's best interest to continue that project as having two water treatment plants down during the dry and hot summer months would have stretched our capacity. This factor pushed back the start of the Well 16 project. Now that the Well 10 project is nearing completion, staff requests Village Board approval of a contract award to Concentric Integration for the Well 16 Improvement Project.

Financial Impact

The Village's 2021 budget includes \$25,000 for professional engineering oversight and \$250,000 for the electrical and mechanical componentry upgrade work for Wells 10 and 16 for a total project budget amount of \$275,000. If approved, the \$92,870 contract with Concentric Integration for the Well 16 project, along with a previous purchase order of \$121,000 for Concentric's work at Well 10 and \$43,107 for the procurement of valves and actuators for both locations, the total for both projects and purchase of valves and actuators comes in at \$18,023 under the budgeted amount.

Staff recommends a motion to waive the competitive bidding requirement and award a contract to Concentric Integration, LLC for the SCADA system upgrade portion of the Well 16 design/build project in the amount of \$92,870.

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

Community Development

Informational Item Concerning Economic Development Webpages Updates

Presented by Economic Development Coordinator DJ Fiore

The Community Development and Administrative Departments have recently updated the economic development webpages on the Village website. DJ gave a live demonstration of the webpages and mapping service to show new content and capabilities.

The built-in property directory is powered by GIS Web Tech. As an ESRI partner, GIS Web Tech has an advantage over competing products. These analytic tools offer great value, including the ability to send reports to potential buyers, allowing for more engagement.

President Bogdanowski asked if these updates have been published. DJ confirmed that they are in fact live.

Request to Approve a Variation to Section 7.4 Residential Bulk Chart at 6 Carl Court

Presented by Community and Economic Development Director Josh Langen

Natalie and Adrian Medina are proposing to replace an older dilapidated, demolished deck with a partially covered new deck, which will connect their rear door to a newly installed pool in their rear yard. The property is located in an R-2 One-Family Residential zoning district.

A pool was recently approved and installed in the rear yard. A new deck has also been constructed in the rear yard with no roofing. The deck replaces the original deck and, currently, door alarms are used to meet pool safety requirements. However, the next phase of the project is proposing to cover over half of the deck and install a pool railing as part of the structure. This phase would leave a portion of the deck uncovered. Uncovered decks are

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allowed within 5 feet of the rear lot line. However, as the proposed covered portion would connect to the house via a roof, the covered portion of the deck would have to conform to the house rear setback requirement of 25 feet from the rear lot line. As the covered portion of the deck is within 22 feet of the rear yard lot line, a variation would be required to complete the project.

The Planning and Zoning Commission conducted a public hearing on October 18, 2021. The Commissioners voted 5-0 to recommend approval of the requested variation to Section 7.4 Residential Bulk Chart.

Staff recommends a motion to approve an Ordinance for a variation to Section 7.4 Residential Bulk Chart R-2 Zoning District rear yard setbacks to allow encroach 4 feet into the rear yard setback, at 6 Carl Court, Parcel #19-28-201-017.

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

Board of Trustees

Trustee Dustin asked for clarity on the connection between a brochure that Director Langen shared during a Planning and Zoning meeting and the new economic development webpages. Director Langen stated that the flyers are available on the new webpages and are retail-focused. They serve as a valuable tool, easily zeroing in on map-based zones, detailing market gap analysis. Areas with higher demand than supply are indicated on the map in green. These flyers deliver granular information by listing details such as current zoning and traffic count for each zone. However, they do not indicate TIF districts.

President

President Bogdanowski announced that he will be making two proclamations at this week's Village Board meeting.

Adjournment

A motion to adjourn the meeting was made by Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote, Trustees Anderson, Bojarski, Murphy, Dustin, Huckins, and Harlfinger voted Aye. No Nays. Motion carried.

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:28 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk