



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JANUARY 11, 2022

Call to Order

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

Also present were Village Administrator Fred Mullard, Assistant Village Administrator Shannon Andrews, Chief of Police Mary Frake, Finance Director Pete Stefan, Community and Economic Development Director Josh Langen, Administrative Services Manager Peter D'Agostino, Airport Manager Mike Peranich, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

Dan Perez of 12 Hawthorne Rd addressed the Board concerning the Village's trailer ordinance. The current ordinance addresses trailers with off seasons, such as boat trailers. Dan is seeking an amendment to the ordinance to account his 4 ft x 8 ft utility trailer, which is being use year-round for recreational purposes.

Administrator Mullard agreed to review the ordinance. President Bogdanowski stated that an update will be given at the next set of meetings.

Administration

Request for a Legal Services Agreement for PFAS Class Action Litigation

Presented by Village Administrator Fred Mullard

Staff is requesting approval of a resolution to enter into a legal services agreement with the Driscoll Firm, LLC; Kennedy & Madonna, LLP; SL Environmental Law Group PC; Douglas & London, P.C.; Levin, Papantonio, Rafferty, Proctor, Buchanan, O'Brien, Barr, Mougey, P.A., Taft Stettinius & Hollister, LLP and Kelley Drye & Warren, LLP to represent the Village in an investigation and possible civil action related to PFAS contamination in the water system.

In early 2020, testing of the Village's water treatment plants showed elevated levels of PFAS contamination from the ground water at Well 6. While the contamination level did not reach levels that would mandate closure, the well was taken out of service to protect the public. PFAS is the acronym for a number of chemicals known as Per- and Polyfluoroalkyl Substances. There are thousands of PFAS chemicals, and they are found in many different consumer, commercial, and industrial products.

PFAS are widely used, long lasting chemicals, components of which break down very slowly over time. Because of their widespread use and their persistence in the environment, many PFAS are found in the blood of people and animals all over the world and are present at low levels in a variety of food products and in the environment. Scientific studies have shown that exposure to some PFAS in the environment may be linked to harmful health effects in humans and animals.



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Staff and the Village Attorney believe it is important for the Village to work to obtain compensation for the adverse impact created by this contamination. Village Attorney Stewart worked with the Driscoll Firm to prepare the Legal Services Agreement, which is attached to the agenda. The agreement provides for the seven listed firms to assist in investigating the presence of contaminants throughout the system and potential sources of the contamination, evaluate the potential to recover the costs associated with the contamination, provide advice, and represent the Village in any legal action against parties potentially responsible for the contamination.

The firms would represent the Village as part of a class action involving other impacted government agencies and private contractors. All Village borne costs would be limited to the amount recovered with attorneys' fees limited to 30% of the gross recovery. The Village retains the right to withdraw from the agreement. The agreement also designates the Village Attorney as the Village's representative.

Financial Impact

The legal services agreement limits the Village's liability for expenses to not exceed any amounts received through court award or settlement.

Staff recommends a motion to approve a resolution authorizing the Village President to execute the legal services agreement to represent the Village in investigation and possible civil action related to PFAS contamination in the water system.

Trustee Huckins expressed concerns over the possibility of litigation spanning years and incurring ongoing attorneys' fees. Attorney Stewart stated that there will be very little expenses throughout the process, as it will be in the hands of the class action firm. According to the contingency agreement, the firm will only be paid if the Village recovers funds from the lawsuit. Attorney Stewart may charge the Village a few fees throughout the process.

Trustee Bojarski asked if there is any advantage to not pursuing this as a class action suit. Attorney Stewart explained that the investment to resolve the issue could cost over seven digits, stressing that the Village will not be able to pursue this on its own.

Trustee Dustin questioned how often the wells are tested. Administrator Mullard stated that the PFAS test was done at the request of the EPA. It was not a regularly scheduled test. The class action firm will investigate the origin of the toxins. Trustee Dustin inquired about the cost of engineering fees mentioned in the Legal Services Agreements. Trustee Mullard explained that those fees are related to the testing and have already been paid.

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



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Request for Ratification of Approval of an Intergovernmental Agreement for a Grant to Rehabilitate and Reprofile Runway 8-26

Presented by Village Administrator Fred Mullard

Staff is requesting ratification of the Village Administrator's approval of an intergovernmental agreement (IGA) with the Illinois Department of Transportation (IDOT) pertaining to grant funding of the project to rehabilitate and reprofile Runway 8-26.

IDOT sought bids for the rehabilitation of the Village's airport runway during the summer of 2021. Plote Construction, Inc. was the apparent low bidder. The Village Board concurred with the award of the contract at its September 23, 2021 meeting. The IGA that is attached to the agenda legally binds the Village to participate in the project and by virtue of the receipt of federal grant money obligates the airport to adhere to grant assurances approved by the Village Board at its October 10, 2013 meeting. The agreement provides the State the legal authority to accomplish the project and officially secures Federal Aviation Administration grant money to fund it.

Due to the time sensitive nature of the issue and after consulting with the Village Attorney, the Village Administrator signed the documents agreeing to participate.

Financial Impact

The IGA identifies the runway rehabilitation project construction and associated design engineering work performed by the airport's engineer with an anticipated cost of \$2,693,449.00, of which \$2,669,449.00 will be funded by federal grant money. The State of Illinois will contribute \$12,000.00 toward the project leaving the Village's share of \$12,000.00 remaining. The Airport's FY22 budget contains \$14,650 to cover its local share portion. It is anticipated that the project will be under budget.

Staff recommends a motion to approve a resolution ratifying the Village Administrator's approval of the intergovernmental agreement for grant funding of the project to rehabilitate and reprofile Runway 8-26.

Trustee Huckins asked if the Village's share will come from the airport fund. Administrator Mullard confirmed this. Trustee Huckins asked for the start date. Airport Manager Mike Peranich stated that the tentative start date is May 1, 2022, though this is dependent on Plote.

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

Request to Approve Board & Commission Compensation

Presented by Village Administrator Fred Mullard

Attached to the agenda, for the Board's consideration, is a Resolution establishing compensation in the amount of \$50 per person, per regularly scheduled meeting, for members of the Planning and Zoning Commission, Police Commission and Parks and Recreation Board. In addition, members of the Police Commission will also receive a



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\$100 stipend for conducting the eligibility testing for each eligibility roster established for sworn Police Department personnel.

While the compensation may be established by the Board from time to time, the last time the rate was considered was approximately 18 years ago, when the Resolution also included members of Business Relations Committee. If no action was taken, members of the remaining Boards and Commissions would continue to receive the allotted pay. This resolution has been prepared to bring it more current by removing the Business Relations Committee and confirming that the rates will remain at \$50 per meeting as previously established.

Financial Impact

FY22 Budget includes the following:

- \$3,600 for the Planning & Zoning Commission (6 members x 12 meetings x \$50)
- \$900 for the Police Commission (3 commissioners x 6 meetings x \$50)
- \$3,850 for the Parks & Recreation Board (7 members x 11 meetings x \$50)

The FY22 budget does not currently include funds for eligibility testing, which may be required this year.

Staff recommends a motion to approve a Resolution approving Board and Commission compensation.

Trustee Anderson asked why Business Relations was removed. Administrator Mullard explained that it was removed from the municipal code; the Community Development Department is responsible for retaining businesses.

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

Request to Approve the Abatement of Amusement Push Taxes

Presented by Village Administrator Fred Mullard

On October 31, 2021, the Village passed Ordinance No. 2021-43, which imposed a one cent (\$0.01) tax on the amusement of playing a video gaming terminal within the Village ("Push Tax"). Unfortunately, the deadline imposed by the state legislature provided Video Gaming Terminal Operators limited time to begin collecting and remitting the Push Tax. The Ordinance was effective immediately and required remittance of the tax to be on or before the 20th day of the month following the month in which payment was collected.

Not wishing to cause any undue operational hardship on the businesses, staff is recommending that the Board authorize the abatement of the collection and remittance of the Push Tax through the end of 2021. The Push Tax will remain in effect as imposed, effective October 31, 2021; however, Video Gaming Terminal Operators would not be responsible for collecting the Push Tax until January 1, 2022, with remittance for the month of January 2022 being due February 20, 2022, and with each successive month's Push Tax remittance being due on the 20th of the following month.



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Terminal Operators have been provided notice that the Board would be considering the abatement at the January 13, 2022 meeting. In that same communication, they were told that the Village would not assess any penalty for failure to remit the Push Tax owed during the pendency of the Board's action. In the event the Board does not approve the abatement, then the Village would separately notify the Terminal Operators of the obligation to remit payment for the months of November and December 2021 with the next month's remittance.

Staff recommends a motion to approve the Resolution to authorize the abatement of a portion of the Amusement Push Taxes imposed upon the playing of a video gaming terminal within the Village of Lake in the Hills.

Trustee Huckins asked if the Terminal Operators are prepared now. Attorney Stewart explained that they are not cooperating, making this a moot point. The Board discussed whether it is plausible that Terminal Operators cannot count the wagers made on a terminal.

Trustee Anderson questioned litigation and the Village's ability to collect. Attorney Stewart stated that the Village will continue to operate as though the funds will be collected.

Trustee Bojarski is in favor of abatement but feels the behavior of the Terminal Operators and their claims are incredulous.

Trustee Harlfinger suggested this issue be at the forefront when it is time to renew the gaming licenses.

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

Request to Reject Bids and Waive Competitive Bidding for the 2022 Laptop and Desktop Bid

Presented by Assistant Village Administrator Shannon Andrews

Staff is seeking the Board's approval to reject all bids and waive competitive bidding for the 2022 Laptop and Desktop Purchase. The Village's FY22 budget includes funds for the replacement of PC's that are over 5 years old and/or beyond their useful life. Staff was careful to increase the budgeted amount for the equipment to accommodate for any supply chain issues that would impact the market rates for the equipment. The budget includes \$12,700 for Desktop PC's and \$19,550 for Laptop PC's along with their associated docking stations. The Police Department also needed a new server for their new PenLink software Program. The Fiscal Year 2022 budget included \$3,000 for this server and was combined in the same bid to lower the cost.

The RFP was posted on December 1, 2021, and the bid opening was held on Monday, December 20, 2021. The Village received four responses ranging from a high of \$44,668.71 to a low of \$35,745.47, with all bids exceeding the budgeted amount. A more detailed summary of the RFP results has been attached to the agenda as Exhibit A.

The MIS Staff reviewed the submissions in their entirety and found a number of issues. While CDW provided the lowest response, they transposed the prices for the desktops and docking stations and used incorrect quantities. The next lowest bids were from SHI Corp and Howard Technology Solutions; however, the specifications of the



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server equipment they quoted did not match the requirements of the RFP. Tiles in Style provided the highest quote which was approximately 27% over the budgeted amount.

In addition to the errors within the responses, it was identified during the review that staff had not included one laptop in the RFP request. Based on the multitude of errors and the fact that all exceeded the FY22 budget, the MIS Staff recommends the Board reject all bids and waive competitive bidding for the 2022 Laptop and Desktop Purchase. This will allow staff to work directly with our vendors to get a clean quote with the best possible pricing for the correct equipment.

Financial Impact

A rejection of the bids could result in an increase in the cost of the equipment. Alternatively, there is a possibility that staff will be able to negotiate a comparable price for the proper equipment and quantities. The chart below provides a summary of the bids as they were submitted as compared to both the FY22 budget and the pricing for the same equipment in May of 2021.

	Desktops <i>Quantities</i> 15	Laptops 13*	Docks 13	Penlink 1	Total
May 2021 prices for same equipment	\$10,042	\$12,917	\$2,760	<i>n/a</i>	
Budgeted	\$12,700	\$15,650	\$3,900	\$3,000	\$35,250
CDW Bid	\$3,783	\$18,752	\$10,526	\$2,685	\$35,745
<i>CDW Adjusted</i>	\$12,146	\$18,752	\$3,278	\$2,685	\$36,861
SHI Corp.	\$14,085	\$17,758	\$3,705	\$1,690	\$37,238
Howard Technology Solutions	\$15,345	\$20,722	\$3,354	\$2,011	\$41,432
Tiles in Style LLC dba Taza Construction	\$14,888	\$22,997	\$4,472	\$2,312	\$44,669

*Budget includes 14 Laptops, versus the RFP which requested pricing for 13.

Staff recommends a motion to reject all bids and waive competitive bidding for the 2022 Laptop and Desktop purchase.

Trustee Huckins asked for the projected lifespan of the equipment and if it would be better to choose higher quality machines that are made to last longer. Assistant Administrator Andrews stated that some of the current hardware is over 10 years old. The goal is to update to secure and consistently licensed equipment, putting the Village on track for a 5-year replacement plan. The replacement equipment was specced with the same standards as the current equipment. This is the first group of items needed for the 5-year plan.

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



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Request for Approval of Comcast Business Internet Service Orders

Presented by Assistant Village Administrator Shannon Andrews

Three Comcast Business Service Orders for the provision of Business Internet Services to our Public Works, Police, and Airport facilities are attached to the Agenda for the Board’s consideration. Comcast currently provides this service to each of these locations; however, the existing agreements expire on February 27, 2022. The new service orders are for a two-year term ending February 27, 2024.

The internet speeds for the Public Works, Police, and Airport facilities are currently 75 Mbps download and 10 Mbps upload. Under the new agreements, the service will be increasing the speed to 100 Mbps download and 15 Mbps upload, which is expected to increase productivity. In addition to the speed increase, each modem comes with one POTS (Plain Old Telephone Service) line as part of the package deal. In order to reach these new speeds, a Comcast technician will need to install new modems in each facility. There will be a one-time charge of \$59.95 for each of the 3 locations to configure and install the new modem.

Financial Impact

As shown in the chart below, the overall impact to the General Fund will be a reduction over both the 2021 Actual and the 2022 Budget. Savings to the FY22 budget will be \$842.50 after removing the installation fees.

The overall impact to the Airport Fund is an increase of \$189.95 over the FY22 budget, including the installation fees. The Airport service order is lower in cost than the other two sites because the Airport does not require 5 static IPs.

	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>
Public Works	\$1,840.20	\$2,220.00	\$1,738.80
Police Department	\$1,840.20	\$2,220.00	\$1,738.80
Total Annual General Fund Impact	\$3,680.40	\$4,440.00	\$3,477.60

	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>
Airport	\$1,540.80	\$1,548.00	\$1,678.80
Total Annual Airport Fund Impact	\$1,540.80	\$1,548.00	\$1,678.80

Staff recommends a motion to approve and authorize the Village Administrator to execute the Comcast Business Service Orders for the Airport, Public Works, and Police.

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



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Finance

Request for Approval of Sikich LLP Audit Services for Fiscal Year Ending December 31, 2021

Presented by Finance Director Pete Stefan

The Village issued a Request for Proposal (RFP) in 2017 for Professional Audit Services, which was awarded to Sikich LLP for FY17 with four optional years of FY18 through FY21. The professional audit services provided for the 2021 Fiscal Year will be the fourth and final optional year of the agreement. As a result of the grant funds received under the American Rescue Plan Act of 2021, an OMB A-133 single audit will also be required.

Beginning this year, Sikich LLP is moving towards a Master Service Agreement arrangement much like what is done with the Village's engineering firms. As such, three documents are attached to the agenda for your review—the Master CPA Professional Services Agreement, a Statement of Work for the financial statement audit, and a Statement of Work for the single audit.

Financial Impact

The total fee for services will not exceed \$32,880, however, 50% of the Police Pension audit cost or \$1,675 will be paid by the Police Pension Fund, which leaves a total of \$31,205 as the total cost to the Village. This is broken down as \$25,520 for the financial statements audit, \$4,010 for the single audit, and \$1,675 for the Village's 50% portion of the Police Pension Fund audit, the cost of which is evenly split between the Village and the Police Pension Fund.

Staff recommends a motion to approve the fourth optional year of the Agreement to Provide Professional Audit Services for the Fiscal Year Ending December 31, 2021, by approving the Master CPA Professional Services Agreement, Statement of Work for Financial Statement Audit Services, and Statement of Works for Single Audit Services with Sikich LLP for a total cost not to exceed \$32,880.

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

Request to Modify the Finance Department Staffing Level

Presented by Finance Director Pete Stefan

The Finance Department is currently down one part-time Customer Service Specialist (CSS) position due to a recent resignation. Rather than filling this vacancy with another part-time employee, we believe converting our two existing CSS part-time positions to one full-time CSS position is the best long-term solution for the Finance Department.

The two most recent part-time CSS employees resigned after approximately one year of service and 1.75 years of service, respectively, which provided little to no return on the training investment incurred. We believe that offering full-time benefits would draw more candidates looking for a long-term employment relationship and save the hard costs and administrative costs of multiple recruiting campaigns and perpetually training new employees. Most



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processes slow down and take longer to complete during training periods as two employees—the trainer and the trainee—are not functioning at full productivity levels.

It takes several years for a new employee to get up to speed on all aspects of a new position, which is precisely the concept behind the “position point” philosophy built into the Village’s compensation plan. We believe a full-time employee would bring more stability to the position by lowering turnover and allowing the Village to recoup its training investment in new employees. This is especially true in the current tight labor market created by the pandemic and exacerbated by the effects of the “Great Resignation”.

Regarding available labor hours, in 2021 the two part-time CSS positions were budgeted for a combined total of 2,496 hours. Comparing that to the 2,080 hours for a full-time position results in a loss of 8 hours per week in available time. With the increased stability and resulting increases in efficiency and productivity, that will not create a problem in the long-term, once “basic training” is completed.

Financial Impact

The incremental cost of this conversion is entirely dependent on the level of health insurance benefits elected by the full-time CSS employee. Assuming two “worst case” scenarios from a cost perspective are factored in—family health insurance and the maximum sick-time buy-back benefit—the cost/savings to the Village would range from an increase in annual costs of \$1,454 if PPO-Family coverage were elected to annual savings of \$3,481 if HMO-Family coverage were elected.

Staff recommends a motion to approve modifying the authorized staffing levels for Customer Service Specialist (CSS) positions in the Finance Department from one full-time and two part-time CSS positions to two full-time CSS positions effective January 17, 2022.

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

Police

Informational Item Regarding Direction on the Location of the New Police Facility

Presented by Chief of Police Mary Frake

At the August 22, 2019, Village Board meeting FGM Architects presented the Police Department Space Needs Analysis. The analysis highlighted the space and functional deficiencies with the current police department and further explained that using the existing site for a new facility would not be a viable solution. The Village Board agreed and directed that the next step was for FGM to devise a plan for the new police facility being built next to the Village Hall.

At the November 12, 2019, Committee of the Whole meeting, FGM Architects presented two concept solutions to address the need for a new police facility. Concept One was a new police facility on the existing site which was not a recommended option. Concept Two was an addition of a police facility to the Village Hall along with select



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renovations. With the information received at that time, the Village Board agreed to move forward with the proposal of adding the Police Department to the Village Hall; however, concerns were raised regarding the impact of the renovation to the Parks and Recreation programs, specifically the movement or elimination of certain programs and elimination of the rental space. The project was delayed in 2020–2021 due to the COVID pandemic and changes in senior management.

The current Village Board has identified one of its strategic goals to be the enhancement of Parks and Recreation programming. The last addition plan for the police facility, along with renovations, does not seem to align with that initiative. Additionally, the current Village Hall Administration does not see an immediate need for operational renovations to the Village Hall. The conceptual design and budget of a new stand-alone police station on the Village Hall site was created by FGM after the final January 2020 report and is a viable option to pursue.

The next stage in this project is the development of a schematic design and the Department is ready to start the request for proposal process. The Department is seeking direction from the Village Board regarding the proposed location of the police facility—as an addition to the Village Hall or a stand-alone police facility on the grounds of Village Hall.

Financial Impact

None at this time; however, the conceptual projected costs provided in 2020 for the addition/renovation was \$20,745,885 and the stand-alone facility was \$17,673,974.

Staff recommends a motion to provide direction regarding the new police facility as an addition to the Village Hall or a stand-alone police facility on the grounds of Village Hall.

The Board agreed that a standalone building would be best. There are concerns over the proposed location as it is currently being used for programs such as cheerleading, concerts, etc. Chief Frake stated that this will be taken into consideration in the conceptual design. Trustee Anderson added that security should also be kept in mind.

Request to Approve Purchase of One Ford Utility Interceptor Police Squad

Presented by Chief of Police Mary Frake

The Police Department budgeted in FY22 to replace one patrol squad car based upon the vehicle reaching the end of its useful service life. The vehicle scheduled for replacement is a 2016 Ford Utility with 97,800 miles and 14,200 engine idle hours.

The 2016 Ford Utility has incurred over \$22,000 in maintenance and repair costs, exceeds the public works department fleet maintenance vehicle replacement rating, and will reach the replacement miles of 100,000 by the time a new police vehicle can be obtained.



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While the title on the order form says this is a hybrid vehicle, the vehicle being ordered is not a hybrid. The Police Department and Public Works mechanics reviewed the serviceability of the hybrid and identified that there have been too many issues that would adversely impact its reliability as a police response vehicle.

Chapter 9.13 of the Municipal Code allows for the use of purchasing cooperatives to fulfill the requirement for competitive bidding. The Suburban Purchasing Cooperative (SPC) Governing Board, a joint purchasing program, approved the award of SPC Contract #204 with Currie Motors for the 2022 Ford Utility Police Interceptor vehicle. The contract price per vehicle with options is \$34,059.00.

Staff recommends a motion to approve the purchase through the Suburban Purchasing Cooperative one Ford Utility Police Interceptor vehicle from Currie Motors Fleet of Frankfort, IL for \$34,059.00.

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

Public Works

Request to Award a Multi-Year Contract to Flood's Royal Flush for Portable Toilet Services

Presented by Administrative Services Manager Peter D'Agostino

Staff seeks Board approval to award a multi-year contract, from February 1, 2022, until December 31, 2024, to Flood's Royal Flush for portable toilet services at an annual cost of \$20,768.

Village staff released a Request for Proposal (RFP) for portable toilet services on November 29, 2021. The RFP is structured so that the initial contract term covers the 2022–2024 seasons with renewal options covering 2025 and 2026 respectively. The RFP invitation was sent to eleven vendors, posted on the Village's website, and published in the Northwest Herald. Public Works received and opened four sealed proposals on December 14, 2021. Flood's Royal Flush of Aurora, IL was the lowest responsible bidder. Flood's Bid Certification Form listed an annual total of \$20,284.00 for each year but after reviewing Flood's unit costs, staff corrected Flood's annual total to \$20,768.00. Acceptance of a multiyear contract benefits the Village by locking in costs to avoid inflationary increases.

Although the Village has not worked with Flood's Royal Flush before, Flood's has an A+ rating with the Better Business Bureau. While checking their references, staff learned that the company is very responsive to emergency service requests and conducts its business professionally. Therefore, staff is confident that Flood's will be able to provide sufficient portable toilet services for the Village that includes special events such as the Village's annual Summer Sunset Festival. The RFP results, a recommendation letter, and the bid certification form are attached to the agenda for your review.

Financial Impact

The Board approved funds in the FY22 Village Budget for portable toilet services across three accounts. As shown in the table below, one General Fund account is over budget and one is under budget, and the Airport Fund is slightly over budget. However, staff does not anticipate that a budget amendment will be needed because the



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services provided by Flood’s in 2022 will only cover 11 months. Further, the total amount spent with Flood’s in 2022 may fluctuate as the services listed in the RFP are based on estimates and the Village will only pay for the actual services that are provided.

Account	Budgeted	Bid	Over/Under
100.30.32.63.16	\$13,510.00	\$16,456.00	+\$2,946
620.00.00.63.16	\$1,750.00	\$1,950.00	+200.00
100.65.00.63.32	\$6,200.00	\$2,362.00	-\$3,838.00
Total	\$21,460.00	\$20,768.00	-\$692.00

Staff recommends a motion to award a multi-year contract, from February 1, 2022, until December 31, 2024, to Flood’s Royal Flush for portable toilet services at an annual cost of \$20,768.

President Bogdanowski asked if this bid will cover Summer Sunset Fest. Peter D’Agostino confirmed this. Trustee Dustin asked if references were checked, as he had a bad experience with this company a few years ago. Peter confirmed that references were checked. Trustee Huckins stated that he has used the company several times and has been very happy with the quality of their service. Peter offered to send reference details to the Board.

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

Request to Waive the Competitive Bidding and Award a Contract to Clarke Environmental for Mosquito Abatement Services

Presented by Administrative Services Manager Peter D’Agostino

Staff seeks Board approval to waive the competitive bidding process and approve a three-year contract with Clarke Environmental (Clarke) for mosquito abatement services during calendar years 2022 through 2024 for \$36,000 annually.

Clarke offers two program options for mosquito control. Option 1 consists of 170 inspection sites and 80 targeted breeding sites with some serviced by helicopter when necessary. Additionally, twenty-five acres receive treatment by hand. Option 2 includes fewer inspection sites at 93 and 45 targeted breeding sites. Staff recommends that the Village opt for Option 1 as it is consistent with previous service levels. Clarke’s service agreement includes public relations, educational services, a citizen hotline, condition monitoring, monthly reports, and an annual end-of-year report. Clarke has provided mosquito control for the Village of Lake in the Hills since 1997.

Clarke has a longstanding history of providing satisfactory service to the Village, most recently receiving a three-year contract in 2019. In November 2021, Clarke provided staff with a written proposal, offering to maintain current pricing of \$36,000 per year through 2024.



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Clarke provides this same service to many of our surrounding communities including Huntley, Crystal Lake, and Algonquin and McHenry Townships. This relationship allows Clarke to coordinate services among the municipalities to enhance mosquito abatement operations across several boundaries.

Financial Impact

The Village's 2022 budget includes \$36,000 for this service in the General Fund, plus an additional \$3,000 for extra as-needed spraying services. If extra spraying services are needed, staff will request an increase to the 2022 purchase order amount through a change order.

Staff recommends a motion to waive the competitive bidding process and approve a three-year contract with Clarke Environmental (Clarke) for mosquito abatement services during calendar years 2022 through 2024 for \$36,000 annually.

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

Request to Waive Competitive Bidding and Purchase Water Meters

Presented by Administrative Services Manager Peter D'Agostino

Staff seeks Board approval to waive the competitive bidding process and purchase water meters and meter parts from Water Resources, Inc. of Elgin.

To support projected growth and necessary maintenance throughout the year, the Village's water system requires new water meters, replacement water meters, and replacement parts. The number of meters, parts, and equipment needed for 2022 was determined based on historical meter replacement information and projected growth estimates from the Community Development Department. Water Resources Inc. is the sole regional supplier of the Neptune E-Coder R900i water meters compatible with the Village's water meter reading system. A recommendation memo and 2022 water meter price list are attached to the agenda for your review and consideration.

Financial Impact

The 2022 Village Budget includes \$39,840.00 in the Water Fund for the procurement of new water meters, replacement water meters, and replacement parts.

Staff recommends a motion to waive the competitive bidding process and approve the purchase of new water meters, replacement water meters, and replacement parts from Water Resources Inc. of Elgin, IL, for fiscal year 2022 in an amount not to exceed \$39,840.00.

President Bogdanowski questioned the reason for waiving the bidding process. Peter explained that it is unnecessary because there is only one supplier.

Trustee Huckins recalled recent replacements. Administrator Mullard explained there is a new contract every year—meter projects are needed for upgrades, damaged meter replacements, and repairs. Trustee Huckins asked if this



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work is being done to existing meters only. Peter stated that the work will be completed on existing meters as well as installations for new residential developments.

Trustee Huckins asked if this purchase is related to the larger project that will take place in a few years. Administrator Mullard explained that the future project will be an overhaul of the existing system, which will allow the meters to be read from a desktop.

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

Community Development

Informational Item Concerning the Status of Strategic Plan-Goal: Improve Development Opportunities Throughout the Village

Presented by Community and Economic Development Director Josh Langen

In November of 2021, The Village Board adopted Strategic Plan Goals and Objectives. A total of five goals were adopted along with supporting objectives for each goal. Staff has prepared initiatives to achieve each objective. The time frames anticipated for achieving each objective range from early 2022 through the second half of 2023. The first goal titled, "Improve development opportunities throughout the Village", has two objectives and supporting initiatives. Director Langen updated the Village Board on the progress made on achieving this goal. He presented examples of for the Illinois Route 47/ Ackman Road Market Area #1 Improvement Schedule as well as the South Airport Study Area Improvement Schedule, which included and number of concept areas and land use proposals. Director Langen explained that these proposals are an important for tool promoting developer interest and will also aid in getting an EDA application, as preliminary costs are needed before funds can be approved.

Request to Approve Conditional Use Permit to Operate a Religious Use at 9233 South Illinois Route 31

Presented by Community and Economic Development Director Josh Langen

Heraclio Ramirez requests a Conditional Use Permit be granted for renewal of a religious use at 9233 South Illinois Route 31. The subject property is a condominium tenant space owned by Heraclio Ramirez and located in the Trinity Commons shopping center.

The commercial center contains tenant spaces which have retail and office space along the front of the property and warehousing space at the rear of each space. Tenants are a mix of professional and personal services. El Santuario was granted a conditional use to operate a church at this location in January 2017. A condition of approval was the need to re-apply for a church operation after 5 years. The term limit has expired, so the owner is applying for another conditional use to continue operation.

The Village has granted Conditional Use Permits in the past to a number of religious organizations. New Life Baptist Church on Trinity Drive was granted a CUP with a requirement to renew every 4 years. After 20 years of renewal, the Church was granted a permanent CUP with no expiration. New Life owns the space they occupy. The Centerville Joy Community Church constructed a church building on Lakewood Road and was granted a permanent CUP prior



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to construction. The Muslim Community Association purchased the building in 2014. The BAPS Shri Swaminarayan Mandir on East Oak Street was granted a CUP in 2017 with a five-year expiration. They also own the building. The ownership of the building is significant since should a CUP not be granted; the owner would no longer be able to use the building as intended and would need to sell the building and purchase another in order to continue a religious use. A rental tenant would more easily be able to relocate if a CUP was not renewed and could be considered a more viable applicant to consider an expiration of CUP condition. As the current applicant has purchased the building with the intent to use as a religious use, an expiration condition would be less appropriate and, therefore, not recommended.

The Planning and Zoning Commission conducted a public hearing on December 13, 2021. The Commissioners voted 6-0 to recommend approval of the requested Conditional Use Permit to continue to operate a religious use without any associated conditions or time limits.

Staff recommends a motion to approve an Ordinance for a Conditional Use Permit to operate a religious use at 9233 South Illinois Route 31, Parcel 19-29-127-025.

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

Board of Trustees

Trustee Murphy announced to the Board that Kym Griffiths' wife thanked the Village for their support. Trustee Anderson informed the Board that Parks and Rec will be looking into upgrading Lindell Park with inclusion in mind.

President

President Bogdanowski announce that he will deliver a Proclamation at Thursday's Village Board meeting honoring Kym Griffiths.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 9:15 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk