



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

FEBRUARY 8, 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, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Request for Village Support for the 2022 McHenry County Century Ride

Presented by Village Administrator Fred Mullard

The People for Parks Foundation of Lake in the Hills, Inc., is committed to hosting two major fundraising events in 2022 with the Village's Parks and Recreation programs being the benefactor of their efforts. The repeat events include the Second Annual McHenry County Century Ride and the Annual Pub in the Park Craft Brew Fest. The proposed date for the 2022 Century Ride is May 29, 2022. Consistent with previous annual requests, the Foundation is requesting to hold the Century Ride on a small portion of the parking lot at Sunset Park. The Foundation requests the support of Village Public Works and exemptions from the Village Code. A copy of the Foundation's request for support is attached to the agenda.

The Club is requesting support and the waiver of various requirements for 2022:

- All Public Works staff regular hourly rates associated with the event (overtime is excluded)
- Equipment use charges
- Fees associated with the installation and dismantling of fencing, parking lot rope, and water connection
- Deposit and rental fee for Sunset Park
- Liquor License fee

Financial Impact

The following is an estimate of the financial impact of the waived support costs for the event:

- Public Works Department: approximately \$3,800 in labor and equipment charges waived
- Value of the fees and permits waived would be \$275



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Staff recommends a motion to approve Village support and waivers as described in the January 2022 letter from the People for Parks Foundation of Lake in the Hills.

Trustee Huckins clarified that Public Works support will only be necessary for the installation of fencing around the beer garden; all other work will be done by the People for Parks Foundation.

Trustee Dustin asked if additional police support will be needed for traffic control. Trustee Huckins stated that volunteers will be controlling traffic.

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

Request for Village Support for the 2022 Pub in the Park Craft Brewfest

Presented by Village Administrator Fred Mullard

The People for Parks Foundation of Lake in the Hills, Inc., is committed to hosting two major fundraising events in 2022 with the Village's Parks and Recreation programs being the benefactor of their efforts. The repeat events include the annual McHenry County Century Ride and the Annual Pub in the Park Craft Brew Fest. The proposed date for the 2022 Pub in the Park event is June 25, 2022. Consistent with previous annual requests, the Foundation is requesting to hold the Pub in the Park using the entire parking lot at Sunset Park for the event and parking, plus, one side of Miller Road along Sunset Park for additional parking. The Foundation requests the support of Village Public Works and exemptions from the Village Code. A copy of the Foundation's request for support is attached to the agenda.

The Club is requesting support and the waiver of various requirements for 2022:

- All Police Department overtime associated with the event
- All Public Works staff regular hourly rates associated with the event (overtime is excluded)
- Equipment use charges
- Fees associated with the installation and dismantling of fencing, parking lot rope, and water connection
- Deposit and rental fee for Sunset Park
- Liquor License fee
- Sign regulations to allow for temporary signs within the Village boundaries, which advertise the event from late June through July 12, 2022

Financial Impact

The following is an estimate of the financial impact of the waived support costs for the event:

- Police Department: \$2,870 of overtime charges waived
- Public Works Department: approximately \$3,800 in labor and equipment charges waived
- Value of the fees and permits waived would be \$275



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Staff recommends a motion to approve Village support and waivers as described in the January 2022 letter from the People for Parks Foundation of Lake in the Hills.

President Bogdanowski asked if the planned parking lot work will interfere with event. Administrator Mullard stated that the work will be completed prior to the event. Trustee Huckins noted that if the 55-gallon drums will not support the event tent, the tent may be relocated to the parking lot.

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

Finance

Informational Item Concerning the Status of Strategic Plan Goal: Improve the Financial Health of All Village Funds

Presented by Finance Director Pete Stefan

In July 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 then prepared initiatives to achieve each objective, which were presented to the Village Board in October. The time frames anticipated for achieving each objective range from March 2022 through July 2023, with some recurring on an annual basis.

The information below is intended to provide the Board with an update on what staff is working on to achieve the goal "Improve the financial health of all Village funds." This goal has two objectives—listed below, along with updates on their initiatives:

1. Implement revenue growth without increasing property taxes for the average property owner.
 - a. Annually update and distribute all prepared marketing materials, conceptual plans, and feasibility assessments to area brokers and property owners to generate development interest and assist with broker marketing and business planning efforts.
 - Currently being distributed to brokers/owners as needed.
 - b. List and update quarterly relevant larger available sites and buildings in relevant property databases and work with property brokers and owners.
 - Continually updating Village website listing service to add new properties.
 - c. Update the Economic Development pages of the Village website monthly to provide current demographic data, promote Village assets, illustrate prepared concept plans and feasibility assessment for developable property, and provide enhanced property listings and market research capabilities to website users.
 - Recently completed with brand new webpages.
 - d. Annually review and implement a strategy of value based recreational programming that meets participants' personal and social values.
 - The development of this strategy of value-based programming was covered at the last meeting and the annual review will take place later this year.



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- e. Annually identify fundraising opportunities during recreation events and increase sponsorships to support recreational programming.
 - Senior housing organizations have been identified as a source of sponsorships.
 - Staff has also met with several local organizations that have committed to securing in-kind donations for senior drop-in programs and for prizes for family events.
 - A relationship has been developed with the Girl Scouts who have committed to in-kind donations as well as volunteers for events.
 - Relationships have been re-established with the new staff at the Algonquin Area Public Library. Plans for shared costs and marketing are being discussed as well as use of the library's Makers Space room for senior outings.
 - DG Disc Store donated awards for the LITH Ice Bowl Disc Golf Tournament in January.
- f. Identify potential grant opportunities to support the five-year capital program to ensure efficient expenditure of funds by March 2022.
 - Public Works is pursuing several grants intended to fund capital improvements throughout the Village including:
 - A grant from ComEd in the amount of \$60,736 to upgrade the lighting at Plote Field. Through this opportunity, ComEd will cover all but \$18,264 of the \$79,000 cost to replace existing lights with LED fixtures. The new fixtures are covered under a 25-year warranty and will eliminate annual bulb replacement saving the Village an additional \$2,000–\$4,000 annually.
 - An opportunity for a \$30,000 grant for fitness equipment with an additional \$20,000 possible following that. Staff is looking into in-house costs as part of the grant criteria pertaining to installation of the equipment once awarded and associated concrete work.
 - The Reach 11 Woods Creek streambank restoration project is underway and grant preparation of Reach 12 of the Woods Creek streambank restoration program is progressing with an unknown grant amount and award date as of today.
 - Staff and the Village's transportation engineering firm are working on STP grants for Frank Road, Pingree Road, and Crystal Lake Road. Grant amounts are not available yet as submittal and award are pending.
 - Anticipated airport grant revenue includes \$295,000 per year from FY22 to FY26 for a total of \$1,475,000 from the Bipartisan Infrastructure Law (BIL). Benefits from BIL are exclusive to airport infrastructure and possibly equipment projects. There is currently no established award date. BIL also contains \$5 billion in terminal funding for improvement of airport terminal buildings/projects that staff plans to apply for once the application process is established.
- g. Perform a review of the Village's recreational program offerings and develop target rates of return by November 2022.
 - Margins and cost recovery for programs and events are developed each year and are closely monitored by staff.



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- Program and event statistics are analyzed each quarter by the Recreation Division.
- Statistics include participation numbers, net revenue, margins, cost recovery, and overall satisfaction.
- In preparation for the next fiscal year budget, recreation staff will review these statistics, compare results to budget, investigate competition in the area, and then determine margins and cost recovery targets for each program area for the next fiscal year.
- h. Other revenue enhancement initiatives undertaken include:
 - Capturing new construction EAV growth with the 2021 levy process (+\$33,163 annually).
 - Increasing interest income by reallocating invested funds to higher yielding investments (variable +/- \$20,000 annually).
 - Converting the credit card program to a rewards points program (+\$2,000 annually).
 - Becoming IDOT certified as having an airport related purpose for aviation fuel sales tax revenue sharing purposes (+\$28,000 annually)
 - Researching FEMA grant for COVID-19 response cost reimbursement (to be determined).
- 2. Review current expenses to ensure the efficiency of spending.
 - a. Review fee and fine values to ensure they are appropriate and provide reasonable rate of return based on costs to provide the service by July 2023.
 - Community Development assigning estimated average staff time and hourly cost to each permit type. Costs will be compared to average revenues/fees generated by permit type. Current revenues/fees will be compared to surrounding communities.
 - b. Research the features and use of existing software and technology assets to creatively optimize for cross-departmental integration or discontinuation by September 2022.
 - Community Development is compiling a spreadsheet of tasks needed to complete each permit type to understand ideal workflow. Ideal workflow will be used when soliciting a new permitting software vendor and for new software training and implementation.
 - Training was provided for all departments on New World ERP, the Village's financial software system, to gain a better understanding of the system, become more efficient in using the system, and identifying under-utilized features.
 - Village-wide training has been scheduled on Laserfiche Forms, a web application that allows the Village to collect, process, and route information.
 - c. Other expense review initiatives undertaken include:
 - Researching a new process to pay vendors via a third-party service. Hard cost savings of checks, envelopes, toner, and postage would exceed \$2,000 annually; plus, over ten hours of labor would be freed up monthly for more productive work.
 - Closing inactive bank accounts previously used for settling credit card transactions will save approximately \$240 annually.
 - Exploring a new electronic payment portal that would streamline and modernize the credit card and ACH payment options for customers is expected to reduce the number of delinquent water bill customers and increase electronic payment and paperless invoicing volumes over time—such that the service would pay for itself in 2-3 years.



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Trustee Dustin asked how the reduction in gas tax will affect the Village. Director Stefan stated that the Motor Fuel Tax (MFT) is frozen. The Transportation Renewal Fund (TRF) tax rate, which has a Consumer Price Index (CPI) escalator on it, was raised. The increase will not be of any significance. Trustee Dustin asked what percentage would come to the Village. Director Stefan stated that he will get back to the Board with that information.

President Bogdanowski asked where the community development data, which is posted to the Village's website, comes from. Director Langen stated that most of the economic data comes from CMAP's annually published findings. 2020 Census data will also be added once it is published.

Police

Request to Waive the Competitive Bidding Requirements and Approve the Purchase of Nine Watch Guard/Motorola Solutions 4RE In-Squad Video Systems, Licenses, Hardware and Software Warranties

Presented by Chief of Police Mary Frake

The Police Department has experienced recurring technical issues with the current in-squad Pro-Vision camera system that includes the loss of video files and audio issues. Our IT department has worked with the vendor to fix the problems, but the issues continue. The recommendation of the Village's IT consultant, Advanced Business Networks (ABN), was to implement the Watch Guard (now Motorola Solutions) video system for squad cameras. ABN has implemented the Watch Guard system in other police departments and has extensive knowledge of the system. Based on this recommendation, the department purchased four Watch Guard/Motorola Solutions 4RE in-squad video systems in October 2020, with installation completed in 2021. To date, there have been no significant technical issues with the Watch Guard/Motorola Solutions 4RE systems.

The department still has nine Pro-Vision in-squad camera systems which continue to present operational issues involving functionality and uploading of video from police squad to computer server. These persistent issues have resulted in increased cost for IT services. As an example, from October 2020 to March 2021, ABN invoiced the Village \$43,000 for IT service. A majority of the cost was the result of service conducted on the Pro-Vision camera system.

The agreement with Watch Guard/Motorola Solutions was established by the purchase of twenty V300 Body Worn Cameras and in-squad camera infrastructure, which the Village Board approved on May 27, 2021. No additional signed agreements are required per Motorola Solutions. Terms for the warranties of the nine 4RE in-squad camera systems commence upon equipment delivery, which run for five years.

Financial Impact

Cost includes the purchase of the nine Watch Guard 4RE cameras and hardware equipment for \$47,682.00, \$9,675.00 for Watch Guard 4RE hardware and software maintenance warranties valid for a period of five years, and \$1755.00 for license fees. Total purchase price including all hardware, software and license fees is \$59,112.00. The additional funds in the Capital Improvement Fund for this project, \$7,538, will be for vendor installation of the camera systems.



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Staff recommends a motion to waive the competitive bidding process and approve the purchase of nine Watch Guard/Motorola Solutions 4RE In-Squad Camera Systems at a cost not to exceed \$59,112.00.

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

Request to Waive the Competitive Bidding Requirements and Approve the Purchase of Watch Guard/Motorola Solutions V300 Body Cameras, Licenses, Hardware and Software Warranties

Presented by Chief of Police Mary Frake

In FY21 the department began the implementation of a body-worn camera program. Obtaining the Watch Guard (now Motorola Solutions) body worn cameras allows for integration with the Watch Guard/Motorola Solutions in-squad video systems. The V300 Camera is a sole source body worn camera permitting integration with the Watch Guard/Motorola Solutions in-squad camera system. The sole source need is based, again, on the Advanced Business Network (ABN) recommendation of purchasing Watch Guard/Motorola Solutions. The implementation of the body worn camera program began with the purchase of twenty Watch Guard/Motorola Solutions V300 Body Cameras in FY21. The body-worn camera systems will operate off the same server hardware for storage as the in-squad video system.

This second phase of purchasing twenty (20) Watch Guard/Motorola Solutions V300 Body Worn Cameras will complete the project and allow for the submittal of grant funds to meet the required implementation timeline.

The agreement with Watch Guard/Motorola Solutions was established upon the purchase of the initial twenty (20) V300 Body Worn Cameras and in-squad camera infrastructure, which the Village Board approved on May 27, 2021. No additional signed agreements are required per Motorola Solutions. Terms for the warranties of the twenty (20) V300 Body Worn Cameras commence upon equipment delivery, which run for five years.

Financial Impact

The second phase of the body worn camera project requires the purchase of twenty (20) V300 Body Worn Cameras at a cost of \$22,470.00 for hardware equipment, \$17,300.00 for hardware and software maintenance warranties for a period of five years, and \$3900.00 for license and device fees. Total purchase price including all hardware, software, warranties, and license fees is \$43,670.00. This cost is \$430.00 under the Capital Fund budget request.

Staff recommends a motion to waive the competitive bidding process and approve the purchase of (20) twenty Watch Guard/Motorola Solutions V300 Body Worn Camera System at a cost not to exceed \$43,670.00.

Trustee Huckins asked if grants are available. Chief Frake stated that the Police Department will apply for the Illinois Law Enforcement Training and Standards Board Grant if it becomes available in March. If the cameras are implemented by July 30th, the department may qualify to be reimburse for all body cameras and in-squad cameras.

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



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Board of Trustees

None.

President

President Bogdanowski will present Gordon Larson Awards to four local businesses at the upcoming Village Board meeting.

President Bogdanowski recognized a member of Boy Scout Troop 285 who was in attendance for the purpose of earning a communication merit badge.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:52 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk