



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

FEBRUARY 22, 2022

Call to Order

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

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 Deputy Village Clerk Nancy Sujet.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Request for Village Support for the 2022 Lake in the Hills Rockin' Rotary Ribfest

Presented by Assistant Village Administrator Shannon Andrews

The Rotary Rockin' Ribfest is the signature fundraising event for the Lake in the Hills Rotary Club and is a family-oriented event that features nationally renowned professional rib vendors, live entertainment, and a carnival. The proposed dates for the 2022 festival are Thursday, July 7 through Sunday, July 10. Consistent with previous annual requests, the Club is requesting to hold the Rockin' Ribfest at Sunset Park with the flexibility to work with staff to select an ideal layout from previous designs or variations thereof. Furthermore, to successfully host an event of this size and scale, the Club requires the support of Village Public Works and Police staff and exemptions from the Village Code. Included with this item is a letter from the Rotary's festival committee defining this need. In addition, the request contains details of the Rotary Club's reinvestment into Lake in the Hills and surrounding local communities.

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

- All Police and 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
- License or permit fees associated with the carnival
- Section 43.09, Noise, of the Municipal Code to allow announcements and to play music until 11:00 p.m. on Thursday, July 7, through Saturday, July 10, 2022
- Sign regulations to allow for temporary signs, within the Village boundaries, advertising the event from June 7 through July 12, 2022, at the following intersections:
 - Randall Road at Algonquin Road, Acorn Lane, Polaris Drive, and Miller Road



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- Algonquin Road at Pyott Road, Hilltop Drive, Crystal Lake Road, Harvest Gate, Square Barn Road, and Lakewood Road
- Ackman Road at Haligus Road and IL Route 47
- Miller Road at Lakewood Road
- Pyott Road at Rakow Road
- Virginia Road at IL Route 31

The Club is offering to reimburse the Village for the overtime labor for Police and Public Works employees on an as-needed basis and reimbursement of diesel fuel costs. Lake in the Hills Rotary Club members Wade Merritt, Jackie Merritt, and Lindsey Herrera were in attendance.

Financial Impact

The following is a summary of the financial impact of the event in 2021:

- Police Department - \$19,214.30 in overtime wages
- Public Works Department - \$4,588.46 in overtime wages and \$1,958.20 in diesel fuel costs
- As a point of information, the non-reimbursable straight time in 2021 was \$4,250.00
- As a point of information, the estimated value of the fees and permits would be \$575.00

Staff recommends a motion to approve Village support and waivers as described in the January 28, 2022, letter from the Lake in the Hills Rotary Club.

Jackie Merritt stated that the Rotary Club is confident with the conversations that they have had with Village staff and they are just asking for the Village's support for the Rockin' Rotary Ribfest. President Bogdanowski stated that the Board will be voting on the item on Thursday evening and that they have the Village's support.

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

Informational Item Concerning the Mayor's Monarch Pledge

Presented by Assistant Village Administrator Shannon Andrews

The McHenry County Defenders recently raised awareness of the National Wildlife Federation's Mayor's Monarch Pledge, which was created to rally community support for the plight of the monarch butterfly. The monarch butterfly is an iconic North American species whose population is in decline due to environmental pressures, especially the removal of native milkweed, which monarch larva need in order to develop into full grown butterflies.

The pledge, which must be initiated by the Mayor or Village President, demonstrates the Village's commitment to creating a habitat and educating citizens about how they can make a difference at home. In order to fully satisfy the pledge, each year the Village must commit to at least three action items from a list of thirty. These items range from low to high intensity; from simple communications and outreach to planting milkweed or pollinator gardens to integration of the initiative into Village Ordinances.

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At the request of President Bogdanowski, staff has reviewed the list of possible commitments for 2022 and is prepared to commit to the following three action items:

- 1) Issue a proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat. (Planned for Thursday, February 24)
- 2) Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods.
- 3) Plant or maintain a monarch and pollinator friendly demonstration garden at Village Hall or another prominent community location.

President Bogdanowski asked Wade Merritt, from the Lake in the Hills Rotary Club, if he would like to talk about what the Rotary is doing in regards to this. Wade stated that the Rotary Club worked with an organization called Operation Pollination, and the McHenry County Land Conservancy to setup their first garden, which is in the Village of Algonquin. Over 50% of the population of monarch butterflies dying off in the last five years, it is a huge problem. They support our life by pollinating all of the food that we have. To sustain them, the only place the plant their eggs is on milkweed. The Rotary Club would like to work with the Village. Trustee Huckins talked about Peggy Lackman, Master Gardener with McHenry County College, and that he has worked with her and with local churches to create a garden. This is very important. Jackie Merritt, with the Rotary Club, stated that the Rotary has received a grant to put in another garden in in 2022 and would love to work with the Village. President Bogdanowski agreed that it would be great to work together on this project. Trustee Anderson asked if this information will be provided to the Parks & Recreation Board. Assistant Village Administrator Andrews stated yes.

Request to Adopt an Ordinance Authorizing the Disposal of Surplus Property

Presented by Assistant Village Administrator Shannon Andrews

The Illinois Municipal Code requires adoption of an Ordinance to dispose of surplus property. The Village property listed in Exhibit A in the agenda is no longer necessary or useful to the Village. In order to allow for disposal or sale, the Ordinance attached to the agenda declares the property as surplus. The Ordinance authorizes the Village Administrator to determine the appropriate means of disposal. Staff will sell items with value and dispose of other items appropriately.

Financial Impact

Any money received from the sale of these items, will be returned to the appropriate fund.

Staff recommends a motion to adopt the ordinance declaring Village property as surplus.

Trustee Anderson asked when you are saying recycle, what about scrap metaling is that something we have done. Assistant Village Administrator Andrews stated yes, it is on a case by case basis. In regards to the HVAC units, this is something that can be negotiated with the contractor that will be replacing those items. Sometimes the Village can receive payment for the item(s).

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Trustee Dustin stated that he was discussing with Fred that maybe there is a charity or organization, such as the Pioneer Center, that could maybe use the 95 chairs that are the list or any churches in the area. Assistant Village Administrator Andrews stated that we could reach out to local organizations to see if anyone is interested. Trustee Huckins asked if they are the chairs that were used in the back room. Assistant Village Administrator Andrews stated that she believes they are from the Hain House. She believes the chairs are in okay condition. The bottom of the chairs were scratching the wood floor, so they need to be replaced.

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

Request to Award a Contract for the Purchase of Microsoft Office 2021 Licensing

Presented by Assistant Village Administrator Shannon Andrews

Staff is seeking the Board's approval to award the purchase of the Microsoft Office 2021 Licensing to CDW Government LLC in the amount of \$28,042.85.

The Village currently has 43 PCs running Office 2010, 24 PCs running Office 2016, and 38 PCs running Office 2019. Office 2010 and 2016 have reached their end-of-life support from Microsoft. This means that there are no more functional updates or security patches being developed by Microsoft. The Village seeks to purchase 67 licenses of the Microsoft Office 2021 Suite for installation on those computers currently running Office 2010 and 2016. This will help increase security and uniformity throughout the Village, while also improving productivity and staff training.

The Village issued a Request for Proposal for 67 Microsoft Office 2021 licenses with the bid opening on February 15, 2022, at 11:00 am. There was a total of five responses received, which range from a high of \$36,436.61 to a low of \$9,503.28 by NobleTec LLC. After further review of the responses summarized in Exhibit A on the agenda, staff found that NobleTec LLC mistakenly quoted for an incorrect Microsoft SKU used specifically for charitable organizations. Since the Village would not be eligible for this discounted rate, NobleTec LLC would not be able to honor the bid amount. Staff is recommending the Village accept the next lowest bid from CDW Government LLC in the amount of \$28,042.85. A detailed summary of this quote has been attached to the agenda as Exhibit B.

Financial Impact

Microsoft's per license fee had not changed in many years and was \$400 per license from any vendor. As such, the Village budgeted for 67 licenses at \$400 per license for a total of \$26,800. When Microsoft released Office 2021 in October of 2021, they also changed their licensing model to allow for competitive pricing across vendors. CDWG provided the lowest responsive and responsible bid for 67 licenses at \$418.55 per license for a total of \$28,042.85. This exceeds the budgeted amount by \$1,242.85.

Staff recommends a motion to award a contract for the purchase of the Microsoft Office 2021 Licensing to CDW Government, LLC in the amount of \$28,042.85.



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Trustee Huckins asked if the total is 67 licenses. Assistant Village Administrator Andrews stated yes. President Bogdanowski asked if staff reviewed that all 67 licenses are needed. Assistant Village Administrator Andrews stated that since Joe Neilon started as the IT Manager we have done an assessment of all of our equipment and needs. This upgrade is needed.

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

Police

Informational Item Concerning the Status of Strategic Plan Goal: Improve Police Facilities to Meet Current Requirements and Anticipated Needs for a Minimum of the Next Twenty Years

Presented by Chief of Police Mary Frake

In November 2021, the Village Board adopted the Strategic Plan Goals and Objectives. A total of five goals were adopted along with supporting objectives. Staff updated the Village Board on the progress made towards improving the Police facilities in order to meet the current requirement's as well as anticipated future needs. Chief Frake went over the time line for the RFQ in regards to Architectural firms to create the Schematic Design. Following is the timeline: RFQ posted on Friday, February 25, RFQ due March 25, Selection/Interviews to take place from March 28 through April 11. The selected Architectural firm will be presented at the April 26, 2022 Committee of the Whole meeting for approval at the April 28, 2022 Village Board meeting. Chief Frake also stated that the Village website will be the central resource for the project, which will include an Informational Video and FAQ's. The website will be updated throughout the process as to be fully transparent every step of the way.

Trustee Huckins asked if she could explain what the expectations are from the engineers. Chief Frake stated that with the Request for Qualifications we are looking for an Architectural Firm to prepare a Schematic Design, looking for a firm that has references showing similar work/project, understanding what the Village needs and pricing for the project. Trustee Huckins asked how many companies are you looking to approach for that. Chief Frake stated that the RFQ will be posted on the website and we have put a list together of about 10 firms that have done police departments. Public Works will reach out to the 10 firms in addition to the RFQ on the website. President Bogdanowski stated that the end result of the process is to get a firm's number on what this will cost. Chief Frake stated that the selected firm will provide what the building will look like and what the cost will be. President Bogdanowski asked if Chief Frake has talked to the Village of Cary yet. Chief Frake stated not yet, but will certainly which out to them, they are a resource for us.

Trustee Bojarski clarified that when the RFQ goes out that everyone that responds to the RFQ will be interviewed. Chief Frake stated that once we have all of the submittals, the team will review all of them and will select three firms to interview. Once the interviews are completed, she will bring the selected firm to the Board for approval.



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Community Development

Request for Zoning Text Amendments to Section 3, Definitions, and Section 17, Home Occupations

Presented by Community and Economic Development Director Josh Langen

Home daycare operations are currently regulated under Section 17, Home Occupations. However, the home occupation regulations greatly restrict home daycare operations because businesses are restricted to the principal structure and may not generate noticeable noise or traffic. As home daycare operations need to allow for outdoor activity, these limits do not allow for children to play outside the home and only allow for children be taken to a park for their outdoor recreation. Additionally, the regulations also limit the hours for child drop-off and pick-up.

To remedy these home occupations and to clarify how home daycare operations may function, Section 3–Definitions will need to be amended to include a definition of home daycare. Home daycare operations are intended to be for lesser activity and fewer children than daycare centers. Also, Section 17–Home Occupations, will need to be amended to allow for outdoor play and general home daycare operations.

For consideration, attached to the agenda are the proposed amendments to Section 3–Definitions, and Section 17–Home Occupations, of the Zoning Ordinance.

The Planning and Zoning Commission conducted a public hearing on February 14, 2022. The Commissioners voted 5-0 to recommend approval of the proposed amendments.

Staff recommends a motion to approve an Ordinance for Zoning text amendments to Section 3–Definitions, and Section 17–Home Occupations to allow for definition and home daycare operations.

Trustee Huckins asked who manages this. Director Langen stated the State. Trustee Huckins asked if anyone in the Village monitors home daycares. Director Langen stated only the State. Trustee Huckins asked then we as a village have no idea who has a home daycare. Director Langen stated the State has a list and the Village will reach out to those businesses about obtaining a Business License with the Village of Lake in the Hills. Trustee Huckins asked then what is the purpose of revising this if we do not monitor it, we do not oversee it. Director Langen stated that if they run a home daycare as a Home Occupation they cannot let the kids outside. If they let them outside, then there is a zoning violation. President Bogdanowski asked the reason for us to change this. Director Langen stated that the Village received an application for someone that wanted to open a home daycare. The department did their due diligence in reviewing the zoning code and researching other communities before putting this request in front of the Board.

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



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Board of Trustees

Trustee Anderson: None.

Trustee Bojarski: None.

Trustee Huckins: None.

Trustee Dustin: None.

Trustee Harlfinger: None.

President

President Bogdanowski will issue the Mayor's Monarch Pledge at Thursday's Village Board meeting.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:02 pm.

Submitted by,

A handwritten signature in black ink that reads "Nancy Sujet".

Nancy Sujet
Deputy Village Clerk