



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

MARCH 22, 2022

## Call to Order

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

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

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

Also present were Village Administrator Shannon Andrews, Deputy Chief of Patrol Services Pat Boulden, Finance Director Pete Stefan, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, IT Manager Joe Neilon, Administrative Services Manager Peter D'Agostino, Assistant Director of Community Development Ann Marie Hess, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

## Audience Participation

Scott Surman and James Pinski addressed the Board with concerns over access and safety on Woods Creek Lake. Scott brought forth these concerns last year and was happy with the police presence over the summer. However, he has recently observed a large presence of out-of-town fishermen who have disregarded signage, tags, and limits.

Scott and James asked the Board to consider a catch and release rule for Woods Creek Lake and would like to see more enforcement for fishing, boating, and safety. President Bogdanowski agreed that the winter months were not addressed in terms of enforcement and offered to look into improvements. Administrator Andrews stated that beach responsibilities will be reviewed with the Public Works seasonal staff this year. Scott mentioned starting a Lake Committee and offered to become a member. President Bogdanowski asked Administrator Andrews to review lake ordinances. Scott closed by thanking the Village for stocking the lake and hosting the ice fishing derby.

## Administration

### **Request to Waive Competitive Bidding and Award Contract for Comcast Telephone Lines**

Presented by IT Manager Joe Neilon

Staff is seeking the Board's approval to waive competitive bidding and award a three-year contract to Comcast to replace our existing Call One services for POTS lines in the Village.

The Village has a master agreement with Call One that extends through October 2022. Under this master agreement, the Village entered into separate service order agreements for our VOIP trunk lines and POTS (Plain Old Telephone Service) lines. Late last year, one of these service order agreements was approaching its termination date, which triggered staff to begin the process of negotiating a renewal. Upon contacting Call One, staff was told



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that a 2019 FCC Order released AT&T and all other POTS carriers from maintaining the necessary infrastructure for its old copper telephone lines in the United States as of August 2, 2022.

The Call One representatives explained that the infrastructure is extremely costly for AT&T to maintain and in order to reduce customer reliance on this solution, AT&T is expected to increase their POTS line rates from approximately \$30/line/month to as high as \$300/line/month, not including the associated taxes. AT&T's objective is to increase prices until POTS lines are eliminated. Without having an immediate solution in place, staff budgeted for this anticipated mid-year change, moving the Village from a budget of approximately \$46,000 annually to a 2022 budget of \$132,757 across all funds.

Luckily, our staff has had sufficient lead time to explore viable options for managing the anticipated changes of our 33 total POTS lines in the Village. The following solutions have already been identified to reduce the Village's dependence on these lines:

- (6) POTS Lines dedicated to the Emergency Operations Center will be eliminated or moved over to our VOIP system.
- (1) Fax line will be replaced with an e-fax solution. Three additional faxes running through VOIP will also be converted to the e-fax solution.
- (2) Emergency beach phones and (1) Beyond the Bell phone will be replaced by 4G service.
- (2) Elevator lines at Village Hall and the Police Station will be attached to our internal VOIP phone server.
- (3) Lines with limited use have been taken out of service.
- (2) Cable modems were provided by Comcast to replace two POTS lines: one at Public Works and the other at the Airport.
- All Wireless alarms were transferred from Call One to Fox Valley on January 1, 2022.

Staff is still in the process of identifying (2) additional solutions for the auto dialer at Dam 2 and the Airport's self-service fuel farm credit card machine. Both of these are currently POTS dependent and require further research to find viable alternative solutions.

With these changes in progress, the Village is left with 14 POTS lines. Comcast has an internet and Voice Over IP (VOIP) service that we can use to replace all 14 of these. The agreement with Comcast, which is attached to the agenda, includes the following:

- A. Comcast will dig and install new Coaxial wires and install a VOIP modem in all of the locations where the Village still needs a dial tone, such as our water wells and our rental facilities.
- B. Comcast will waive all construction fees with a signed 36-month contract, except the \$1,858 for Comcast to configure and install modems.
- C. Comcast will add internet for the Hain House at 149 Hilltop Dr.



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## **Financial Impact**

### January 2022 through June 2022:

The Village budgeted \$22,980 across all funds, with the total estimated costs projected to be \$21,740.

### July 2022 through December 2022:

The Village budgeted \$109,777 across all funds. Assuming the Village retains Call One for the 2 POTS pending solutions but switches to Fox Valley for the wireless alarms and Comcast for the remaining POTS lines, the total cost is projected to be approximately \$28,000.

### Annual Impact:

The total budget for 2022 is \$132,757. Using the solution as proposed, the Village's 2022 projection will be approximately \$50,000 for a single year with a savings of \$83,000.

Staff recommends a motion to waive competitive bidding and award a three-year contract to Comcast.

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

## **Request to Allow Boy Scout Canoe Trailer Parking at Nockels Park/ LaBahn Hain House**

Presented by Village Administrator Shannon Andrews

Boy Scout Troop 369 is requesting permission to park their Slick-Rydr canoe trailer, which holds 10 canoes and several kayaks, in the parking lot at Nockels Park/LaBahn Hain House from late April 2022 through September 2022. This is the ninth consecutive year that the Village has received this request.

Staff recommends a motion to allow Boy Scout Troop 369 to park their Slick-Rydr canoe trailer in the parking lot at Nockels Park/LaBahn Hain House from late April 2022 through September 2022.

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

## **Request to Approve a Resolution Appointing a Delegate and Alternate Delegate to IRMA**

Presented by Village Administrator Shannon Andrews

The Village has been a member of the Intergovernmental Risk Management Agency (IRMA) since December 31, 2010. It is a risk sharing pool of 69 local municipalities and special service districts in northeastern Illinois which have joined together to manage and fund their property, casualty, and workers' compensation claims. Per the Village's contract and the IRMA bylaws, the Village must appoint a delegate and an alternate delegate to serve as the Village's voting member of the Board of Directors.

With the recent transition of leadership, the resolution, which is attached to the agenda, has been prepared for the Board's consideration. The resolution appoints Village Administrator Shannon Andrews as the delegate and



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Assistant Village Administrator Ashley Eccles as the alternate delegate, to represent the Village on the Board of Directors of IRMA.

Staff recommends a motion to approve a Resolution Appointing a Delegate and Alternate Delegate to IRMA.

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

## **Request to Approve the Appointment of an Authorized Agent and Alternate Authorized Agent for IMRF**

Presented by Village Administrator Shannon Andrews

With the recent transitions of leadership, the Village needs to assign a new authorized agent and alternate authorized agent for the Illinois Municipal Retirement Fund (IMRF). The attached resolution has been prepared for the Board's consideration to appoint Shannon Andrews, Village Administrator, as the authorized agent and Peter Stefan, Finance Director/Treasurer, as the alternate authorized agent.

The authorized agent acts as the agent of the Village in any and all IMRF matters in accordance with the applicable statutes. If, for any reason, the authorized agent is unable to act in that capacity, the alternate may act in their place.

Staff recommends a motion to approve the Resolution for the Appointment of an Authorized Agent and Alternate Authorized Agent for IMRF.

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

## Public Works

### **Request to Approve Cricket Affiliate Agreements**

Presented by Administrative Services Manager Peter D'Agostino

Staff seeks Board approval to enter into three-year agreements with two recreational cricket organizations.

Since 2011, the Village has had formal agreements with the United Cricket Club ("United") for use of the Village's cricket pitch at Sunset Park. The last agreement with United expired at the end of 2021. In preparing the new affiliate agreement, staff reviewed internal costs as well as the rates that neighboring government park entities charge before presenting the Parks and Recreation Board with rate recommendations at their March 3rd meeting. At this meeting, the Parks and Recreation Board recommended changing the rate structure from a per participant rate to an hourly rate to better align the Village's rates with neighboring and regional park entities.

As shown below, the 2022 hourly rate would start at \$8.00/hour and increase by \$2.00/hour for the second year and \$2.00/hour for the third year of the agreement. These new rates are anticipated to increase revenue over the next three years but do so slowly to minimize the financial impact on cricket pitch users.



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## Village Amenity: Sunset Cricket Pitch

2022 fee if an organization uses facilities owned by:	2022 Season Fee**	Rate structure
LITH (2021 Actual Fee - United Cricket Club)	\$ 799.92	\$6.06/participant
South Barrington	\$ 1,000	Season rate (up from \$500 in '21)
LITH (2022 Proposed Fee)	\$ 3,456	\$8.00/hour
LITH (2023 Proposed Fee)	\$ 4,320	\$10.00/hour
LITH (2024 Proposed Fee)	\$ 5,184	\$12.00/hour
Gurnee Park District	\$ 5,400	\$12.50/hour*
Addison Park District	\$ 6,480	\$15.00/hour
Des Plaines Park District	\$ 8,640	\$20.00/hour
Hoffman Estates Park District	\$ 16,848	\$39.00/hour*
Skokie Park District	\$ 17,280	\$40.00/hour

n/a - Cary Park District, Huntley Park District, Village of Algonquin and the Crystal Lake Park District.

\* discounted resident rate

\*\*2022 Season Fee assumes 432 hours of use (Actual use in 2021)

United has agreed to a three-year agreement with the new hourly rates and they plan to use the Sunset Park cricket pitch every Saturday and Sunday this season, as they have in the past. However, a second cricket organization, the Century Cricket League ("Century") is interested in using the cricket pitch during days and times when United is not using it. Century has agreed to a three-year agreement containing the same rates as United. Both agreements are attached to the agenda for the Board's consideration.

### Financial Impact

All revenue that the Village receives will be determined at a later date based on the actual number of hours the Sunset Cricket Pitch is used.

Staff recommends a motion to approve a three-year affiliate agreement with the United Cricket Club and a motion approve a three-year affiliate agreement with the Century Cricket League.

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



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## **Request to Reject the Bid for the Sunset and Normandy Parks' Playground Curb and Swing Set Replacement Project**

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to reject the Misfits Construction Company bid for the Sunset and Normandy Parks Playground Curb and Swing Set Replacement Project.

The Village released a Request for Proposal (RFP) for the project on February 25, 2022. The RFP invitation was emailed to twenty-two known vendors, posted on the Village website, and published in the Northwest Herald. Public Works received one sealed proposal on March 11, 2022. The proposal from Misfits Construction Company of Chicago, Illinois was for \$84,600.00, an amount over budget by \$64,600.00.

As the bid was over budget and no other vendors participated, staff began the process of determining a reason for the low turnout. Of the twenty-two vendors who were notified of this RFP opportunity, only five are known, consistent respondents. Of the remaining four, one vendor did not answer the phone or respond to voicemails, one said they missed the RFP submittal deadline, one said it went to their spam folder, and one misunderstood the directions—thinking their company would only be the supplying manufacturer for the bidding contractors. Staff then spoke with a representative from Misfits Construction Company seeking additional information as to why their bid was so much higher than the budget number received from another vendor last year. The representative did not provide specific details except to say that they are a general contractor that must purchase equipment through a manufacturer and add a markup to that cost. Staff also reached out to the vendor who supplied the budget number last year but has not yet received a reply as to current market conditions. Additionally, the Village is receiving high bids and pricing on operational items due to high inflation adversely impacting almost every project or commodity.

Moving forward, staff believes it is in the Village's best interest to reject the Misfits Construction Company bid for the Sunset and Normandy Parks' Playground Curb and Swing Set Replacement Project and rebid the project in 2023. The hope is that inflationary pressures will ease, and pricing may come more in-line with what was experienced in prior years.

### **Financial Impact**

The 2022 Village Budget includes \$20,000.00 for this project, \$5,500.00 in the SSA #2 Fund and \$14,500.00 in the SSA #6 Fund. Awarding this project at \$64,600.00 over the total budgeted amount would significantly deplete the fund reserves in these two SSAs.

Staff recommends a motion to reject the Misfits Construction Company bid for the Sunset and Normandy Parks' Playground Curb and Swing Set Replacement Project.

Trustee Huckins questioned what will happen should the bid be rejected. Director Migatz explained that the Village will likely monitor the market. If it appears that a decrease in cost is coming mid-year, a rebid may happen at a later date.

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

## Community Development

### **Request to Approve an Ordinance for Updates to Chapter 24 of the Municipal Code**

Presented by Assistant Director of Community Development Ann Marie Hess

To promote and protect the safety and welfare of the residents of Lake in the Hills, staff is proposing updates to Chapter 24 (building construction) of the Municipal Code. The proposed updates to the chapter include adoption of the most recently published International Series of Building Codes, National Electrical Code, and the most current state mandated codes that apply to building construction at the local level.

The model building codes, adopted within Chapter 24 and made a part thereof, must be tailored to the needs of a community. Amendments within the code text are being proposed to maintain previously established local provisions, coordinate with the Zoning Ordinance, complete the publication's placeholders with local geographic data, and provide administrative clarifications.

### **Comparable Communities**

A survey of surrounding communities shows that the Village is due to adopt updated building codes, which can best be addressed with the adoption of the latest published codes of the International Code Council. By having the most up-to-date codes adopted, the Village will benefit in point scoring with the ISO's (Insurance Service Organization) upcoming review for building permitting operations, which will take place this year. The Village will also be in a position to maintain an elevated ISO score through the next review cycle. There are a number of Illinois jurisdictions that have recently adopted the 2021 editions of the International Codes, with more targeting adoption in the coming months.

### **Financial Impact**

The approved 2022 budget amount for Community Development Department publications is \$800.00 which will be used for purchasing code books and training publications. The approved training budget for the Community Development Department's three inspectors and assistant director is \$6,500, of which \$5,000 will be used for staff training events pertaining to new codes.

Staff recommends a motion to approve an ordinance for the updates to Chapter 24 of the Municipal Code and adopt the referenced model building codes as amended.

Trustee Huckins thanked Ann Marie for the time that she has put into these updates.

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



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## Board of Trustees

Trustee Murphy commented on the new porta potties at Sunset Park. She was pleased to see so many that are handicap accessible.

Trustee Anderson asked if the yellow blinking lights at Sunset Park are part of the Thor Guard system. Director Migatz explained that the Thor Guard lightening detection system flashes yellow when there is a potential for lightening.

## President

None.

## Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:03 pm.

Submitted by,

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

Shannon DuBeau  
Village Clerk