



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

AUGUST 23, 2022

Call to Order

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

Also present were Village Administrator Shannon Andrews, Assistant Village Administrator Ashley Eccles, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Ryan McDillon, Community and Economic Development Director Josh Langen, Parks & Recreation Director Trevor Bosack, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Request to Approve the Police Department Security Camera System Replacement Project

Presented by Assistant Village Administrator Ashley Eccles

Staff seeks Board approval to award a contract to SMG Security Holdings, LLC of Elk Grove Village IL, for the Police Department security camera system replacement project in the not-to-exceed amount of \$46,925.00. The objective of this project is to improve station security measures both internally and externally.

The existing police department security camera system has reached the end of its useful life and requires replacement. The existing security camera system consists of (17) mounted cameras, (2) DVRs, (2) computers with monitoring software, and (2) investigation cameras. The system constantly monitors internal and external events as needed. Existing issues include cameras that cut out frequently, nearly full DVR space, a number of areas lacking coverage, and failing components.

Three cameras have needed replacements within the last two years; in addition, two cameras failed in July 2022. The cameras for the existing system are no longer manufactured, which has necessitated the purchase of used equipment. The software for the camera system also freezes often, leading to a reboot that generally takes 30 minutes to come back online.

Village staff released a Request for Proposal (RFP) for this project on July 11, 2022. A mandatory pre-proposal meeting was conducted on July 18, 2022 at the police station. During this meeting, staff provided vendors with a tour of the building and floor plan diagrams.

The bid opening was held on August 4, 2022 at Village Hall. Ten (10) sealed responses were opened, ranging from \$35,833.00 to \$109,050.00. The lowest bid from Voceon (\$35,833.00), was determined to be non-responsive due



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

AUGUST 23, 2022

to lacking a sufficient number of cameras to provide necessary coverage, deficiency of a powerful network switch, and insufficient storage space for retaining videos. The second lowest bid from Security 101 (\$46,124.00) was also determined to be non-responsive. This bid was deemed non-responsive for two reasons: (1) low resolution cameras incapable of providing necessary coverage, and (2) the cameras are manufactured in South Korea with an estimated eight to twelve-week delivery time, which would likely result in delaying the timeframe for completion.

The lowest responsive and responsible bidder, SMG Security Holdings of Elk Grove Village, offers a viable IP-based solution fulfilling the requirements within the scope of services as outlined in the RFP. This includes but is not limited to: camera coverage for needed areas based on supplied diagrams depicting specific location points (21 indoor cameras, five outdoor cameras), an adequate amount of storage space, high-quality software, and a completion date within the current fiscal year. The cameras and software are produced by the same company, Digital Watchdog; this enhances ease of use, as well as free lifetime upgrades and updates. As part of the proposed contract, complete installation of the latest software version, as well as training, will be provided as the system becomes operational. Lastly, all of the parts are made locally and are currently in stock. The vendor does not foresee any issues that would delay the camera system installation completion date of November 21, 2022.

This proposed camera system is scalable and can be integrated into the infrastructure design for the new police facility. There may be additional labor costs involved to properly relocate and place the cameras in the new facility.

The RFP results, bid certification form, and specifications are attached to the agenda for review.

Financial Impact

The 2022 Village Budget includes \$40,000.00 for this project. The total cost for this project is \$46,925.00, which is \$6,925.00 over budget. The one-time costs for licensing are included in the overall pricing of this proposed solution.

Staff recommends a motion to award a contract to SMG Security Holdings, LLC of Elk Grove Village, IL for the Police Department security camera system replacement project in the not-to-exceed amount of \$46,925.00.

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

Police

Request to Approve Officer Appointments Above Authorized Staffing Level

Presented by Chief of Police Mary Frake

The patrol division of the police department is currently short staffed by four officers. Two officers are out due to injury, one officer retired, and one officer resigned. This deficit is highlighted when there are both known and unforeseen circumstances in the division, i.e. leaves of absence and training. These situations have a direct impact on meeting the minimum staffing requirements on the shifts. The minimum staffing requirements are being filled by the use of overtime slots. For the period of July–August 2022, (37) overtime slots have been required.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

AUGUST 23, 2022

The department hired two entry level officers to fill the retirement and resignation however those officers will not be ready for solo patrol until January 2023 and April 2023. The return timeline for the officers out on injury is not certain.

The department has two projected retirements in 2023—one in May 2023 and one in July 2023. To expedite the transition for the pending retirements and alleviate the current staffing issues, the department requests permission to temporarily increase the sworn officer staffing level from (39) to (41). The department has identified one lateral officer candidate to make a conditional offer of employment to. The timeline for that candidate to be ready for solo patrol would be January 2023.

The department has not yet identified a second candidate, but does have a pool of lateral and entry level individuals to interview. If a quality lateral candidate is identified, we would like to move forward quickly, ideally having that officer ready for solo patrol by February 2023.

Financial Impact

The financial impact for the identified lateral officer for the period 09/26/22–12/31/22 is estimated at \$44,222.92 which includes salary, benefits, and equipment. If another candidate is identified, the financial impact is estimated at the highest of \$30,803.22.

Staff recommends a motion to approve and authorize the Police Department to temporarily exceed the authorized staffing level of sworn officers from (39) to (41).

President Bogdanowski asked Chief Frake if this cost difference will essentially be filling the gap in employment. Chief Frake stated that this is the case—if accepted, the \$44,222.92 position will run from late August through December and the \$30,803.22 position is expected to run from October through December.

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

Community Development

Request to Approve a Variation to Section 15.3. Permitted Fencing, C. Fences Within the Front Yard (side) at 3410 Chadwick Lane

Presented by Community and Economic Development Director Josh Langen

Olga and James Tambakos request a variation to Section 15.3. Permitted Fencing, C. Fences within the front yard (side), at 3410 Chadwick Lane to allow for the installation of a fence in their front yard (side).

The property is located in an R-2 one family residential district. The property is a reverse corner lot. Section 15.3. Permitted Fencing, C., requires fences within the front yard (side) of a reverse corner lot to be no closer than the neighboring lot front setback. The neighbor's front setback is 25'. The applicants installed a pool in 2018 and is now requesting a fence for security reasons. As the fence would be within 14' feet of the front yard (side) property line,



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

AUGUST 23, 2022

the applicants will need an 11' variation from the 25' requirement. The configuration of the rear yard allowed for a pool to be built in a location that is behind the house; however, it cannot be enclosed by a fence without encroaching upon the 25' foot fence requirement. The applicants are anticipating a wrought iron or other mostly transparent fence.

The Planning and Zoning Commission conducted a public hearing on August 15, 2022. The Commissioners voted 5-0 to recommend approval of the requested variation to allow for the front yard (side) setback reduction.

Staff recommends a motion to approve an Ordinance for a variation of 11' from Section 15.3. Permitted Fencing, C., requiring setbacks for fencing in the front yard (side) to be equal to the neighboring property front setback of 25', and allow for a fence at 3410 Chadwick Lane, Parcel 18-14-303-022, to be constructed in the front yard (side).

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

Request to Approve a Variation to PUD zoning that was established by the Fourth Amendment to the Annexation Agreement made and entered into on March 25, 1999, for Boulder Ridge West Nine Villas Phase – 1, at 1 Juniper Court

Presented by Community and Economic Development Director Josh Langen

James and Romona DeLap are requesting a variation to the R-4 PUD zoning that was established by the Fourth Amendment to the Annexation Agreement made and entered into on March 25, 1999, for Boulder Ridge West Nine Villas Phase - 1, to allow for a roofed sunroom addition, at 1 Juniper Court.

The property is located in an R-4 PUD multi-family residential district and is part of a three-unit building. The rear yard setback established by the R-4 PUD zoning is 25 feet. The rear yard is currently 22 feet deep. The existing deck measures 14 feet from the back façade of the unit and will be extended and roofed 2 feet towards the rear of property, leaving the structure 6 feet from the rear property line. Therefore, the applicants are requesting a variation of 19 feet from the required 25 feet rear yard setback.

The Planning and Zoning Commission conducted a public hearing on August 15, 2022. The Commissioners voted 5-0 to recommend approval of the requested variation to allow for the sunroom addition.

Staff recommends a motion to approve an Ordinance for a variation of 19' from the 25' rear setback required by Section 7, Residential Districts, 7.4 Residential Bulk Chart, as otherwise required by the R-4 PUD zoning established by the Fourth Amendment to the Annexation Agreement made and entered into on March 25, 1999, to allow for a roofed addition at 1 Juniper Court Parcel 18-24-453-058, for the construction of a roofed addition.

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



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

AUGUST 23, 2022

Request to Approve a Variation to PUD zoning that was established by the Fourth Amendment to the Annexation Agreement made and entered into on March 25, 1999 for Boulder Ridge West Nine Villas Phase - 1

Presented by Community and Economic Development Director Josh Langen

The Village of Lake in the Hills requests a variation to the R-4 PUD zoning that was established by the Fourth Amendment to the Annexation Agreement made and entered into on March 25, 1999, to allow for a reduced rear yard setback for all addresses and parcels in Boulder Ridge West Nine Villas Phase - 1.

A rear yard setback of 25' for all lots in the subdivision were established by the R-4 PUD zoning applied at the time of annexation. However, due to the smaller lots, the majority of houses, including additions, were built closer than 25' to the rear property line. Staff review of correspondence between developer and Community Development staff during annexation shows the rear yard setback was intended to be reduced to 10'; however, the reduction was not documented as part of the annexation agreement amendment. Currently, applications for roofed additions closer than 25' to the rear property line require a variation. Decreasing the rear setback to 10' will allow for more sunrooms and roofed additions to be built without the need for individual variations.

The Planning and Zoning Commission conducted a public hearing on August 15, 2022. The Commissioners voted 5-0 to recommend approval of the requested variation to allow for the rear yard setback reduction.

Staff recommends a motion to approve an Ordinance for a variation of 15' from the 25' rear setback required by Section 7, Residential Districts, 7.4 Residential Bulk Chart, as otherwise required by the R-4 PUD zoning established by the Fourth Amendment to the Annexation Agreement made and entered into on March 25, 1999, for Boulder Ridge West Nine Villas Phase - 1.

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

Public Works

Request to Approve a Flood Brothers Contract Extension and Addendum

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval of the second contract addendum to the Solid Waste Services Contract with Flood Brothers Disposal Company (Flood Brothers) and approval of a Resolution authorizing two one-year contract extensions with Flood Brothers through June 30, 2025.

The Village entered into a contract with Flood Brothers on January 12, 2017 for the collection and disposal of solid waste for all properties located within its municipal boundaries. On January 26, 2017, the Village entered into a contract addendum with Flood Brothers, which required Flood Brothers to provide additional recycling carts to residents at no additional cost and also provide additional services such as the food scraps program. On August 26, 2021, the Village and Flood Brothers exercised the first of three one-year contract extensions, extending the contract from June 30, 2022 through June 30, 2023.

Committee of the Whole Meeting
August 23, 2022



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

The contract allows Flood Brothers to increase their rates every year on July 1st. Rate increases are based on a regional Consumer Pricing Index (CPI) increase from March of the prior year to March of the current year and also the annual increase in the “tipping fee,” that Flood Brothers pays the facility where it dumps the refuse that it collects from Village properties. The table below shows rate increase percentages over the term of the current contract. As the table shows, rate increases have been very minimal with the exception of the most recent rate increase, which was largely driven by recent high CPI increases and the absence of language in the existing contract that caps annual rate increases.

Flood Brothers Solid Waste Services Contract Annual Rate Increases					
Year	2018	2019	2020	2021	2022
July 1 st 2021 Increase	No increase*	1.20%	1.84%	2.89%	7.33%

**The Village denied the rate increase request as Flood Brothers did not submit the request until after the May 1st rate increase submission date.*

Staff recently evaluated solid waste service agreements from nearby communities to compare services and rates. All communities provide a contractual agreement for the curbside collection and disposal of residential refuse, recycling, landscaping, bulk items, and Christmas trees. Lake in the Hills is currently the only community to include commercial properties in its agreement. Attachment 1 on the agenda contains tables comparing monthly residential rates. While the Village’s current rates are not among the lowest for single-family residential curbside service or multi-family residential curbside service, it should be noted that there are notable differences in the service levels provided to residential customers in other nearby municipalities. Examples include extra fees for refuse disposed of beyond a certain quantity, limits on landscaping quantities as well as rates that are subsidized because the municipality performs the billing.

With the current contract term set to expire on June 30, 2023, the Village can either rebid the contract or exercise one or two of the remaining one-year contract extensions. Public Works staff have managed the Flood Brothers contract since it started. A vital component of the contract involves working with Flood Brothers and residents or businesses to resolve service-related issues. Overall, staff have found Flood Brothers to be responsive and capable of resolving issues that are common with a municipal solid waste contract. Further, staff believes the community is satisfied with the services Flood Brothers provides as 92% of the residents that participated in the Village’s 2020 resident satisfaction survey rated their services as good or excellent.

Staff recently approached Flood Brothers to discuss the upcoming contract expiration date and also the recent 7.33% rate increase. As shown on Attachment 2 on the agenda, Flood Brothers is willing to cap future annual (July 1st) rate increases at 2%, in exchange for extending the existing contract for two additional one-year periods. As shown on Attachment 3 on the agenda, a 2% cap would tie the Village of Lake in the Hills with the Village of Cary for having the lowest possible annual rate increase, which staff believe to be valuable should the recent high CPI increases continue.



Village of Lake in the Hills

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COMMITTEE OF THE WHOLE MEETING

AUGUST 23, 2022

In consideration of Flood Brothers' performance to date, staff recommends approving the second addendum (Attachment 4 on the agenda) to the Flood Brothers contract, which will cap future annual rate increases at 2% and approve a Resolution (Attachment 5 on the agenda) authorizing two one-year contract extensions with Flood Brothers through June 30, 2025.

Staff recommends a motion to approve the second addendum to the Solid Waste Services Contract with Flood Brothers Disposal Company and a motion to approve a Resolution authorizing two one-year contract extensions with Flood Brothers Disposal Company for Solid Waste & Recycling Services through June 30, 2025.

Trustee Dustin asked if the \$20.40 rate includes the 7.33% increase. Michael Flood confirmed that the July rate increase is included in the \$20.40 rate.

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

Board of Trustees

None.

President

President Bogdanowski announced that he will deliver proclamations, confirm re-appointments, and hold a swearing in at Thursday's Board of Trustees meeting.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:45 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk