



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

OCTOBER 11, 2022

Call to Order

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

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

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

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, Parks & Recreation Director Trevor Bosack, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

Jim Dixon addressed the Board over traffic safety concerns on Oak St. He stated that some stretches of Oak St. either do not have a shoulder or the shoulder is obstructed by parked cars and overgrowth. He also listed line of sight and busyness as issues. Jim requested that the Village conduct a survey of residents and perhaps a professional study to find a solution.

Chief Frake stated that the first course of action will be to engage the Traffic Calming Committee to see if the issues can be resolved through additional signage and striping.

Director McDillon recommended involving an engineer before creating structural changes that may affect drainage.

Jim noted that the Fen borders much of the residential area and suggested a new path allowing pedestrians to avoid the roadside.

President Bogdanowski requested a status update in the next few weeks.

Administration

Request for Approval of an Ordinance Authorizing the Disposal of Surplus Property

Presented by 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 on 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



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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 Dustin asked if the compressors have reached the end of their lives. Director McDillon stated that the Village follows an SOP. As such, the compressors are maintained on a regular basis and also do have a lifecycle recommendation.

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

Request to Approve a Peerless Contract Renewal

Presented by Assistant Village Administrator Ashley Eccles

The Village uses a modern digital system of two Session Initiated Protocol (SIP) trunks to supply dial tone and voice for voice over IP phones. Village Hall has its own SIP, while the Police Department and Public Works share a SIP that travels through the microwave network. An additional 4G wireless backup device is also being recommended in case of an outage as the failover coverage. The three-year contract between the Village and Peerless Network, Inc. (formerly Call One) expires on October 24, 2022. The attached agreements will renew for a term of two years, providing the same services and capacity as the current contract.

Financial Impact

The current contract for the Police Department is \$368.20 per month, and costs \$398.20 per month to renew. The current contract for Village Hall is \$325.25 per month, and costs \$350.25 to renew. This renewal reflects approximately 8% in increases from the current contract.

- Police Department Peerless SIP 500 (20) and 4G backup - \$398.20 monthly
- Village Hall Call One SIP 500 (15) and 4G backup - \$350.25 monthly

The 2022 budgeted annual cost for the Village Hall SIP trunk is \$8,192.16; the estimated year-end cost is \$5,203.76. The 2022 budgeted annual cost for the Police Department SIP trunk, EOC, and SEC phone lines is \$35,741.46; the estimated year-end cost for the SIP is \$6,031.26. The FY22 budget had included a sizeable increase in charges beginning in July due to AT&T forbearance granted by the FCC. Due to migrating the Plain Old Telephone Service (POTS) lines to Comcast, the Village did not incur these exponential charges.

Staff recommends a motion to approve the Master Service Agreement with Peerless Network, Inc., including Service Order Agreements for the Police Department and Village Hall.



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

Request to Approve the GovQA Yearly Subscription Renewal

Presented by Assistant Village Administrator Ashley Eccles

Staff is seeking the Board's approval for the renewal of the annual subscription fee for the Village's Permitting and Code Enforcement Software and authorization of payment in the amount of \$21,100 to Granicus, formerly GovQA, LLC/WebQA.

The Village's permitting software, GovQA, is provided through a master agreement with WebQA established in 2013. This software includes a broad spectrum of permitting tools including code enforcement, liquor licensing, business licensing, zoning, and planning. The maintenance and support of this software is critical to the continuity of Community Development services.

The existing support contract with GovQA contained a six-month term for \$10,000, which would renew upon the same terms and conditions. The Village had expected to transition to a new software solution after the initial six months, however, the selection process for a new software vendor is extensive. In order for the new solution to be the most effective, it is important to be as prepared as possible prior to the implementation. To allow the Community Development Director the time necessary, the selection and implementation schedule will be extended into FY23. With this, Staff is recommending a full year renewal of the GovQA software, which would delay the implementation of the new software to September 2023.

Under the master agreement, the rates adjust each year based on Granicus's current market rates. This year, these market rates have increased by 6% over the previous year, bringing the new annual rate to \$21,100. Staff is recommending that the Board approve the attached subscription renewal proposal, which will provide continued coverage through September 30, 2023, at a rate of \$21,100.

Financial Impact

The Village's FY22 budget included \$10,000 for six months of the GovQA software and an additional \$30,000 for new community development software, for a total of \$40,000. The Village has already paid the initial \$10,000 for the first six months. This expenditure in the amount of \$21,100 would place the total cost for FY22 at \$31,100, which is \$8,900 less than the budgeted amount.

Staff recommends a motion to approve the subscription renewal with Granicus for their GovQA software and authorize payment in the amount of \$21,100 for the term ending September 30, 2023.

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



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Public Works

Request to Approve an Agreement with the Goal Soccer Club Affiliate Organization

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to enter into an agreement from October 14, 2022, to March 10, 2025, with the Goal Soccer Club affiliate organization for organized recreational opportunities on Village-owned property.

On March 10th of this year, the Village entered into a three-year agreement with the Algonquin Lake in The Hills Soccer Association (ALITHSA) and four other athletic Affiliate Organizations (AOs) that provide organized recreational opportunities on Village-owned property. These agreements are a necessary tool in defining the responsibilities of both the AOs and the Village. Defined responsibilities include facility usage and maintenance, equipment usage, advertising, meeting requirements, insurance requirements, fees, general obligations, and conditions. Recently, ALITHSA representatives notified staff that they changed their name to the Goal Soccer Club. The Goal Soccer Club will continue to provide youth recreational soccer opportunities geared toward Algonquin and Lake in the Hills residents. Representatives from the organization informed staff that they hope that the name change will help revitalize the organization.

ALITHSA representatives obtained a Not-For-Profit status for the Goal Soccer Club with the Office of the Illinois Secretary of State and have signed a voluntary termination letter terminating the existing affiliate agreement and also the storage lease agreement between the Village and ALITHSA. Under the Village Administrator's approval, the Village will enter into a new storage lease agreement with the Goal Soccer Club coinciding with the new affiliate agreement that is attached to the agenda.

If approved, the agreement with the Goal Soccer Club will begin October 14, 2022, and end on the same date that the baseball, football, lacrosse, and cheerleading agreements are set to expire—March 10, 2025.

Financial Impact

All revenue that the Village receives will be determined at the end of each season dependent on the number of participants.

Staff recommends a motion to approve an agreement from October 14, 2022, to March 10, 2025, with the Goal Soccer Club affiliate organization for organized recreational opportunities on Village-owned property.

Trustee Dustin asked how the fee structure was decided upon. It is believed to be based on a specific formula. Director McDillon will report back to the Board to confirm this.

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



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Board of Trustees

None.

President

None.

Adjournment

A motion to adjourn the meeting was made by Trustee Harlfinger and seconded by Trustee Dustin. All in favor by voice vote.

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:44 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk