



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

NOVEMBER 8, 2022

Call to Order

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

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

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, Airport Manager Mike Peranich, Village Attorney Brad Stewart, and Deputy Village Clerk Nancy Sujet.

Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Police Facility Update

Presented by Village Administrator Shannon Andrews

Jonathan Tallman and Jeff Keppler, with Dewberry Architects, and Jeff Kramer and Jeff Montanari, with Leopardo Construction, provided an update of what has taken place since they have been hired to complete the schematic design.

Jonathan went over the progress review, and program review/verification meetings with the Police Department. They went on four building tours of Police Departments in the following towns: DeKalb, Hanover Park, Glen Ellyn and Oswego. Staff Interviews were completed with all units of the police department: Administration, Investigation, Patrol, and Records.

Jeff Kramer went over the Program Cost Estimates – site work, building shell, garage, etc. Jeff Keppler explained the exercise of site concepts, went over grading, explained the location on the property, moving the Veterans memorial, location of the department within the building, and the covered parking. Jeff Kramer went over the updated estimate in more detail. Jeff Montanari went over the Escalation inflation. Costs: trucking fuel, structural steel, lumber and glass. He also went over the lead time impacts, chips for roof top units and the lack of labor.

Trustee Huckins asked if there was a design yet. Jonathan stated yes for the plan and then they will design the outside of the building. That will take place in about two months. President Bogdanowski confirmed that the interior is complete. Trustee Dustin asked Chief Frake if there is enough room for evidence, storage, etc. Chief Frake stated yes, when we looked at other police departments it confirmed that we had enough space for evidence. Trustee Dustin asked if the space is enough for 10 – 15 years from now. Chief Frake stated that the goal is for 30 years. Village Administrator Andrews stated that the team trimmed back where they could safely so that the police department is good for long term.



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Village Administrator Andrews stated that prior to launching into the schematic design of a new police facility, Staff presented a funding plan at the July 12, 2022 Board of Trustees Meeting. This plan was created using a total project cost of \$22 million, based on the 2019 concept plans and pricing provided by FGM architects. As the project moves further along in the schematic design process, cost estimates become more accurate. Leopardo Construction, acting as Dewberry Architects' cost estimator for this project, has provided their first construction cost estimate for the project which is approximately \$27,000,000.

There are a few notable differences between the two programs. First, the two architects use different methods of projecting the building's gross square footage. FGM uses a flat 35% multiplier across all program areas, while Dewberry applies a multiplier of between 15% to 35% for each individual space and then a general 15% multiplier to the total building.

FGM had contemplated bidding the project with two alternatives; the fitness room and indoor parking. In addition, the warm storage calculations are grossly different, as FGM had not contemplated sufficient space to consolidate all the Department's storage needs into one location. Therefore, those three elements have been removed from the base square footage in order to compare the programs side by side. The results show the programs are substantially similar in base square footage, with Dewberry's program being slightly under. Adding in the fitness, warm storage and parking, and Dewberry's program remains lower until the multiplier is assessed.

If the Board is uncomfortable drawing the additional funds from reserves, the following alternatives could be considered, but are not recommended:

1. Delay construction – Building costs continue to escalate each year so there is no advantage to delay.
2. Reduction in the program size – The building has been trimmed to a point that there is limited opportunity for growth within the department. The program size is based off professional recommendations from two separate architectural firms who have reviewed the space needs of the department. Reductions today could result in the department continuing to work in an undersized facility, requiring additional investment in the future at an escalated cost of construction.
3. Exclude the fitness room as an alternative – The availability of a fitness room is considered integral to officer wellness. If removed, the savings is estimated to be minimal at about \$200,000.
4. Exclude indoor parking as an alternative – Indoor parking was identified as a "critical success factor" when staff gathered to discuss the priorities of the project. The initial request was to provide covered parking for all the police vehicles, similar to the public works garage; however, this has been reduced to the bare minimum, providing cover for 14 squad vehicles. This protects the vehicles from the winter weather, avoiding the need to clear the vehicle of snow/ice, especially on urgent calls. If removed from the project, the savings is estimated at \$1,219,846.

Prior to proceeding with the finalization of the schematic design, staff is seeking direction from the Board on whether to proceed with the finalization of the schematic design of the new police facility as designed or whether we should be considering any of the above alternatives. If we move forward, staff will prepare a budget amendment for the additional transfer of reserves to the Police Facility Fund. The schematic design is expected to be completed by the end of January/early February. Construction would need to begin in the summer of 2023 to avoid further cost escalations.



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Trustee Anderson asked about the path by the front door. Jonathan explained that the pathway goes around to the memorial. President Bogdanowski stated that the memorial will have to be relocated and the new location will be better, closer to the building. He also stated that per Village ordinance, we are required to have 25% of reserve and the Village will still be at 52% reserve.

Financial Impact

The construction of the police facility is expected to cost \$27,000,000.

Staff recommends a motion to approve the revised Police Facility Funding Plan and proceed with the finalization of the Schematic Design of the new Police Facility.

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

Request for waiver of Section 43.09, "Noise", Parking and Sign Regulations from Club 400

Presented by Village Administrator Shannon Andrews

Staff received a letter from Ashley Wilson, on behalf of Stewart McVicar, with Club 400, requesting enforcement activities be suspended to allow the erection of temporary signage on Henry Lane and a waiver of the provisions of Section 43.09, Noise, of the Municipal Code to allow music to be played at an event being held by Club 400 at 3090 Henry Lane on Friday, December 2, 2022. Finally, Stewart McVicar, on behalf of Club 400, requests that parking be allowed on the following streets for approximately 80 guests:

- Northside of Gladstone
- Eastside of Henry Lane
- Southside of Gateway
- Eastside of Albrecht

Accordingly, the police department will place signage restricting parking to only one side of the street during the event. This will alleviate street congestion and allow for better traffic flow for residents and emergency vehicle access if necessary. Club 400 will also be applying for a one-day Event Permit Liquor License.

Staff recommends a motion to waive the provisions of Section 43.09, "Noise" from 6:00pm until 10:00pm, suspend enforcement activities to allow the installation of temporary signage on Henry Lane, and allow parking for approximately 80 guests for the event being held by Club 400 on December 2, 2022 at 3090 Henry Lane.

President Bogdanowski stated that the Village has received a couple of complaints after the fact on previous events. President Bogdanowski stated that Mr. McVicar needs to follow the Village rules. Chief Frake stated that over the past three years the PD has only received one complaint in October of 2022. There was an email complaint in September. President Bogdanowski stated that the issues have been communicated to Mr. McVicar.

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



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Informational Item concerning Personnel Budget Review

Presented by Village Administrator Shannon Andrews

COST OF LIVING/MERIT INCREASES

The Village’s Personnel Rules and Regulations establishes the January COLA increase as the difference between the CPI from June of the current year to the same period the previous year. Under the existing policy, the Village rounds up to the 1% floor when the CPI is between 0% and 1%, however, it rounds “up” negative CPIs to 0%. Conversely, in years when the CPI is climbing, it is capped at 4%.

This is the second year in a row that the cost of living has continued to escalate with significant increases in the cost of gas, groceries and basic services. Minimum wages had been intended to grow to \$15/hour by the year 2025; however, more and more businesses are being forced to offer higher wages to remain competitive in attracting talent. In the Fiscal Year 2023 Budget, staff will be recommending another 4% CPI increase to align with the Rules & Regs. An additional 1% merit increase is being proposed to continue incentivizing staff to reach for top performance standards. This is a sizeable, but necessary reduction over previous years. Under the new compensation matrix, the 1% merit would be distributed based on review scores as follows:

COLA	PERFORMANCE BASED INCREASE				
	Score: 0 - 1.99	Score: 2.0 - 2.33	Score: 2.34 - 2.57	Score: 2.58 - 3.0	
Cost of Living Adjustment Increase January	Increase 0%	Increase 50%	Increase 75%	Increase 75%	LTW Bonus 25%
4.0%	0.00%	0.50%	0.75%	0.75%	0.25%

Trustee Bojarski asked about the 0.25% LTW Bonus. Administrator Andrews stated that it is the Leading the Way bonus. It is a bonus that they receive and is not part of the employee’s base pay.

MINIMUM WAGE

As previously mentioned, minimum salaries have escalated throughout Illinois, well in advance of the 2025 deadline to reach \$15/hour. The Village is reliant on part-time seasonal staff to assist with grounds maintenance, streets laborers, and beach operations. Last year, many positions remained unfilled until well into the season, requiring staff to reprioritize the workload. In order for the Village to remain competitive in attracting individuals to these positions, staff is requesting the ability to offer base wages of up to \$15.00/hour for these positions.

NEW POSITION REQUESTS

The Village reached the highest level of full-time employees at 129 back in 2008. In response to the economic slowdown at the time, the Village made a series of staffing cuts and staff reorganizations which have continued to impact operations in the years that followed. Since then, the Village has been continually weighing the availability of funds against the staffing levels necessary to provide the desired services. The Fiscal Year 2023 Budget will contain staffing requests for three (3) new positions, which are intended to correct deficiencies in the operations.



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The creation of these positions will better equip the Village to provide the standard of services the residents have come to expect.

1) **Evidence Custodian** – Budgetary Impact of Request: \$84,250.13

The Police Department currently has two full-time Community Service Officers (“CSO’s”). The CSO’s are responsible for non-criminal tasks to aid the department in accomplishment of its objectives. Examples of their responsibilities include, but aren’t limited to:

- Private property accidents
- Ordinance enforcement
- Animal complaint calls
- Boat patrol
- Traffic control
- Court / Attorney runs Arrest processing
- Vacation checks
- Handling reports that don’t require a sworn officer
- Police Explorer Advisor
- Evidence Custodian
- Evidence Technician

The CSO’s work in tandem with the Records Division to fulfill requests for reports received through several means; FOIA’s, subpoenas, and the State’s Attorney. As evidence custodians, the CSO’s are charged with filling the evidence portions of the request. The amount of time it takes to fulfill these requests has increased exponentially since the deployment of body worn cameras in April 2022.

The audio and video documentation of officer’s experiences with the public is a valuable resource, enhancing the public’s trust of the department. In addition, the program has further demonstrated our commitment to maintaining transparency, accountability, and professionalism. This added layer of transparency however requires that the Department is able to provide the media requested and follow the mandates set forth in the SAFE-T Act. Officers are prohibited from labeling or copying their body worn camera footage per the SAFE-T Act. This responsibility has fallen directly onto the CSO’s to process. From April 11, 2022 – August 11, 2022 the CSO’s processed (160) body worn camera footage requests with a total time of (95) hours expended.

The redaction of video footage is an entirely different procedure, which is currently the responsibility of the Records division. In 2022, the Records Division processed four FOIA requests that required video redaction with a total time of (57) hours expended. The redaction of video is an extremely slow and cumbersome process but it is necessary as the unintended release of private information can expose the Village to significant liability.

In addition to the processing of evidence requests, the CSO’s are assigned as evidence custodians. The evidence division within any police department is a high liability area that requires tremendous oversight. From 2017 to 08/11/22, the department collected 10,204 pieces of evidence. Management of the evidence area is a constant process; evidence coming in, transferred out, processing, and destruction. Management of the area, coupled with the processing of evidence requests, is impacting the ability of the CSO’s to engage in their other responsibilities.

The Evidence Custodian would be responsible for the proper maintenance and custody of all property that comes under the evidentiary control of the Police Department. The position would further be responsible for the processing of all evidence requests, audio/video redaction, and body worn camera footage requests that



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come in the form of, but not limited to; FOIA’s, court subpoenas, State’s Attorney’s requests, and Officer requests. Lastly, the individual would further serve as an evidence technician. This union position would have an estimated starting salary of \$45,665.

2) **One Police Officer in the Patrol Division** – Budgetary Impact of Request: \$104,584.73

At its peak staffing in 2008, the Police Department had 44 sworn police officers. This staffing level has been reduced over the years to the current 2022 levels of 39 full-time sworn police officers, one of which is assigned as a School Resource Officer for the entire academic year.

Police Department	2008	2009	2011	2019	2022
Sworn Police Officers	44	42	38	39*	39

* School Resource Officer with District 158

The Fiscal Year 2023 Budget includes a request for one full-time police officer position in the Patrol Division. This position will increase the Department’s authorized strength of sworn police officers, which will allow for the transfer of one officer from the Patrol Division to the Support Services Division – Investigations.

The Investigations Division was traditionally staffed with one (1) Sergeant and three (3) Detectives, but staffing was reduced in 2008 by one (1) Detective due to reorganization. Since then, the division has been operating with one (1) Sergeant and two (2) Detectives to handle all investigations that require specialized training and/or extensive time exhausted to investigate the case (i.e. Sex Crimes, Financial Crimes, Child Abuse and background investigations). This has resulted in the Sergeant being forced to handle a higher liability caseload, while also supervising/reviewing all cases for the Detectives. This is not best practices. While the caseload for the division has remained constant in recent years, the complexity seems to be increasing due to the increase in electronics (cell phone and computers) playing a part in the crimes perpetrated. The manpower methods calculated in the 2022 Staff Study indicate that a minimum of three detectives are needed to handle the caseload.

3) **Administrative Services Manager** – Budgetary Impact of Request: \$133,578.73

In 2018, a number of significant internal operational changes were made at Village Hall. First, with the creation of the Community Services Department, the Community Development (“CD”) and Recreation Divisions were relocated to the offices that used to hold the Finance Department. The old Parks and Recreation offices were converted to be used as a preschool site and storage. The Finance Department was relocated to fill the offices that had previously been CD. When they did so, they also took on the responsibility of oversight of the consolidated administrative functions of the Village and the customer service staff. The Fiscal Year 2023 Budget proposes the restoration of the Parks and Recreation offices, as well as a location switch for the Finance and CD Departments.

This department switch has the following potential benefits:

- 1) The Parks and Recreation Department regains its identity and has a reasonable workspace to continue growing or developing programs.
- 2) A large portion of the inquiries that pass through the front counter relate to Community Development operations. The relocation will improve the department’s ability to provide customer service, as inspectors or our building commissioner can easily approach the counter to answer questions.



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- 3) The counter provides a barrier between staff and any frustrated residents. As it is currently setup, inspectors frequently meet with residents directly in the lobby.
- 4) The CD files were never moved with the rest of the department, so by moving CD back, they will have better access to their own long-term file storage for easy reference.
- 5) CD will also return to having a much-needed conference room to conduct professional meetings with developers or prospective businesses.
- 6) The Human Resources staff will no longer need to share an office. This will improve their ability to privately address any staff concerns and maintain confidentiality.
- 7) Finance will be relocated to a quieter work environment, where they will be less susceptible to frequent interruption.
- 8) The Assistant Finance Director can be tasked with more Finance related responsibilities. This is critical to the success of the Finance Department, as it will help relieve the burden currently on the Finance Director. This will also assist in succession planning when/if the Finance Director retires.

All of the above improvements and benefits hinge on the ability to release the Assistant Finance Director from oversight of the administrative and customer service staff and turn this responsibility over to a full-time Office Manager or Administrative Services Manager. This individual would be assigned to the Administration Department and report to the Village Administrator. In addition to managing the front counter, that position will serve as much needed back up and support for CD, Finance, Administration and the new Parks & Recreation Departments. The position would require an individual with management experience in government operations, who can step in when needed to cover absences or field general operational inquiries. The position would be a grade 63, with a starting salary of \$86,643.

STAFFING ADJUSTMENTS:

- 1) **Elimination of the Communications Coordinator Position** – Budgetary Impact: (\$7,464.25)

The Public Information Officer (PIO) and Community Relations responsibilities within the Police Department were traditionally filled by a sworn police officer until cutbacks required that the officer was reallocated to the patrol division. At that time, the position was converted to a civilian Communications Coordinator. However, retention and recruitment have proven challenging due to the unique nature and high demands of this position.

The PIO role itself is extremely specialized, requiring a heavy internal understanding of police operations, experience with press and media relations, as well as being able to plan, coordinate and facilitate annual police activities for the public. In this position, the Communications Coordinator could be sent to cover potentially dangerous events. The Department is increasingly uncomfortable with a civilian being on a scene when they do not have the ability to protect themselves.

The recommendation for the Fiscal Year 2023 Budget is to convert the position back to a sworn police officer role, which would further increase the Department's authorized strength of sworn police officers. The change will result in the following additional benefits:

- The position could be assigned to assist with the Explorers, resulting in overtime savings.
- Potential for grant funding for crime prevention programs, behavior threat analysis, etc.



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- Succession planning and cross training opportunities within the department so that the position is kept filled with qualified and experienced individuals.
 - Officers are already equipped with the law enforcement/government knowledge, they would just need to be trained on press/media relations.
- 2) **Revert the Communications Coordinator to Grade 61.** – Budgetary Impact: \$0
The Communications Coordinator position had previously been listed on the salary schedule as Grade 61, but was advanced to Grade 63 in January of 2022. At the time and with the Board’s blessing, the adjustment was made to recognize the individual for the advanced level of work being performed in the role. At the time, the intent was to retitle the position to Administrative Services Manager and provide the employee with equivalent compensation, but instead of changing the individual’s title, the Communications Coordinator position itself was moved up to a grade 63. Since the position is currently vacant, it is an opportune time to readjustment the position back to Grade 61. Even if the position is not immediately filled, it is important to make the correction now before any future placements occur.
- 3) **Elimination of the Part-Time Economic Development Coordinator** – Budgetary Impact: (\$13,322.09)
The responsibilities of the Economic Development Coordinator will be fulfilled through the reassignment of duties to existing staff coupled with the assistance of a consultant to perform work such as grant funding applications, zoning ordinance changes, and cost analysis of recapture agreements.
- 4) **Social Services Coordinator Promotion** – Budgetary Impact: \$12,809.90.
The Social Services Coordinator position was originally structured to oversee the social services related efforts of the department. The demands of the role have changed through the years and the responsibilities have escalated to a point where a promotion is being recommended to Social Services Director. The Social Services Director would be responsibility for the following:
- Management of the Crisis Intervention Team (CIT), whose mental health related caseload continues to grow.
 - Oversight of the part-time Police Social Worker (formally titled Social Services Case Manager), who assists in handling the increased volume of mental health related cases.
 - Ensure compliance with Public Act 101-652, which now requires annual mental health screening for probationary and permanent police officers.
 - Establish an annual training plan for the Social Services Unit to meet the mandated requirements of the SAFE-T Act, namely training related to Crisis Intervention, Officer Wellness and Officer Mental Health.
 - Establish a 5-year plan for the Social Services Unit to ensure industry standards are met, now and in the future.
 - Stay current on laws relating to mental health (i.e. the CESSA ACT) and the response models of other agencies.

Based on the above, staff is recommending that the title of the current “Social Services Coordinator” at pay grade 63 be changed to the new title of “Social Services Director” at pay grade 64. The Social Services Director would be brought to the position point of pay grade 64 that is effective January 1, 2023.



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5) **Fiscal Specialist II Salary Adjustment** – Budgetary Impact: \$3,232.75.

The individual serving in the Village's Fiscal Specialist II (Finance) position has 27+ years of experience in the Finance Department in virtually every functional area of the department. This experience ranges from water billing, to front desk customer service operations, to accounts payable, to payroll, to accounts receivable, and even crossing over into the accounting area. This type of experience is invaluable from an operations standpoint as a primary or secondary backup to every position.

At the time of promotion to Fiscal Specialist II in July 2021, a recommendation was made to exceed the standard 5% promotional increase to align the salary more closely with two Administrative Specialist II positions. According to the Village's 2022 Job Classification List, the Fiscal Specialist II position is currently classified as a grade 58, while the Administrative Specialist II position is classified as a grade 59. The recommended adjustment would align the Fiscal Specialist II position by increasing the salary and benefits by \$3,232.75 annually.

6) **Human Resources Office Assistant Promotion** – Budgetary Impact: \$8,328.11

When positions are vacated within the Village, staff uses that opportunity to reassess the role to determine whether operational adjustments need to be made. When the prior Human Resources Coordinator left the Village in late 2021, staff proposed reducing the role to a Human Resources Office Assistant, as it had been previously titled years ago. The Village recruited and successfully placed the position with an individual that has Human Resources experience and has exceeded expectations. That individual regularly supports the Human Resources Manager by performing many of the duties of a Human Resources Coordinator at the compensation level of the Office Assistant, which is \$17.58/hour.

Despite our best efforts to reduce the position for budgetary savings, staff has had a better opportunity to see and understand the synergy between the two HR positions. The recommendation is to promote the Human Resources Office Assistant to the position of Human Resources Coordinator. The Human Resources Coordinator position would be moved on the Job Classification List to Grade 56 at \$23.86/hour.

Financial Impact

As discussed above.

Staff is seeking the Board's direction on incorporating the above recommendations into the Fiscal Year 2023 Budget.

Trustee Bojarski asked about the study that was completed a couple years ago regarding classifications, are we still using those recommendations. Administrator Andrews stated that periodically a salary study is completed. In the next year or so another study will be done, with a different company, to make sure we are where we should be. President Bogdanowski gave an example of Tricia O'Donnell's position. She did a great job but the job functions were closer to an Assistant Village Administrator position than an Administrative Services Manager. Need to get the right functions under the right position. Administrator Andrews explained the salary study.

The Village Board gave direction to incorporate the recommendations into the Fiscal Year 2023 Budget.



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Contract with Comcast for Business Internet Service for Village Hall

Presented by Assistant Village Administrator Ashley Eccles

Attached for the Board's consideration is a Comcast Business Service Order for the provision of Business Internet Services to the Village Hall facility.

The existing Service Order for Comcast Business Internet service at Village Hall expires December 11, 2022 and includes internet speeds of 200 Mbps download and 20 Mbps upload. Under the new agreement, the service will increase the speed to 250 Mbps download and 25 Mbps upload which is expected to increase productivity. There are no installation fees to receive the service upgrade through the use of the existing modem. The new service order is for a two-year term ending December 11, 2024.

If the Village opts to migrate to a Comcast internet and WAN solution via fiber in late FY23, Comcast will permit this new service order to be upgraded to fiber without paying early termination fees.

Financial Impact

The current cost for Comcast Business Internet at Village Hall is \$173.40 per month or \$2,080.80 per year. The new service order will cost \$164.90 per month or \$1,978.80 per year. The overall impact to the General Fund will be a reduction for FY23 and FY24 with an estimated cost savings of \$102.00 per year. Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees and surcharges.

Staff recommends a motion to approve the Comcast Business Service Order for internet services at Village Hall.

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

Police Department

Information Item for Traffic Safety Concerns; East Oak Street

Presented by Chief of Police Mary Frake

At the direction of the Village Board, staff convened the Village's traffic calming committee to address concerns raised by a resident at the October 11, 2022 Committee of the Whole meeting. The concerns expressed involved the safety of pedestrian traffic on East Oak St., specifically that the minimal shoulder on some stretches of the roadway is not adequate for pedestrians and that the grade changes on the road create line of sight issues.

The traffic calming committee, comprised of representatives from Public Works, the Police Department and the Village Engineer, met on October 25, 2022 to discuss the concerns raised. Chastain & Associates subsequently conducted a field visit and provided the attached memorandum. The summary of options are as follows; use of signage; reprofiling of the roadway, addition of safety shoulders, and lastly limit pedestrian use.

There is a significant cost associated with any roadway modification to East Oak. In evaluating the sign option, experience dictates that signs lose their compliance value over time. While lighting or flashing borders could be added to signage to extend the value, the concern is that it would not be well received by the residents along East Oak St.



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Staffs suggested direction is the recommendation from the Village Engineer which is, at this time is to maintain current operations along East Oak St. Opportunities for Federal grant funds may present in the future to conduct a complete streets improvement plan. Chief Frake and Director McDillon have discussed and agree with the recommendation.

Trustee Harlfinger suggested changing the signs. Trustee Bojarski agrees.

Resident James Dixon asked if a multipurpose pathway, by the fen, could be considered. It would be the least expensive and the neighbors would agree to this. Plum street to Spruce Street. Trustee Harlfinger stated that Plum to Linden is private property. Traffic has increased, we would need to look at the plat of survey for each property. Doing signage for now is good and we can monitor it and then look into our options. Trustee Dustin asked about changing the speed limit to 23 or 26, that would get people's attention. Trustee Harlfinger stated that we changed the speed limit on Miller so we could look into changing it on Oak Street. Trustee Anderson stated that more stop signs would help. Resident Dixon stated that Oak Street is a bus route. Any place with children should have the speed limit reduced.

Director McDillon will look at the code and put new signs up, within our code, to get people to slow down.

McHenry County Regional Major Crash Assistance Team Intergovernmental Agreement

Presented by Chief of Police Mary Frake

The police department seeks to expand its participation in mutual aid opportunities by joining the McHenry County Regional Major Crash Assistance Team (MCAT). Investigation of serious and fatal traffic crashes requires specialized training, involving but not limited to; diagramming, evidence collection, data collection/calculation, and technical expertise. Additionally, depending on the type of crash, the resources required to conduct a thorough investigation can be significant. In the spirit of mutual cooperation and shared resources, it is both beneficial and practical for the department to join the MCAT Team. The department will assign a minimum of one crash investigator to the team who will respond to MCAT activations. In turn, the department will activate the MCAT team for Lake in the Hills traffic crashes when warranted to augment and support our own crash investigators.

Staff recommends a motion to approve and authorize the Chief of Police to sign the intergovernmental agreement to allow for the department's participation in the McHenry County Regional Major Crash Assistance Team.

Trustee Huckins asked if we were already a member. Chief Frake stated no.

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

Finance

Village of Lake in the Hills Police Pension Fund Municipal Compliance Report for the Fiscal Year Ended December 31, 2021

Presented by Finance Director Pete Stefan

Attached is the Village of Lake in the Hills Police Pension Fund Municipal Compliance Report (MCR) for the Fiscal Year Ended December 31, 2021. This is a report on the financial condition of the fund as of the end of the most



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recently completed fiscal year and is required to be presented prior to the Village Board levying taxes for the year on behalf of the Police Pension Fund.

The MCR reports on nine items; 1. total cash and investments, 2. estimated receipts during the next fiscal year, 3. estimated amount required during the next fiscal year to pay all pensions and obligations and to meet the annual requirements of the fund, 4. total net income received from investment of assets and other investment information, 5. total number of active employees, 6. total amount disbursed in benefits during the fiscal year, 7. the funded ratio of the fund, 8. the unfunded liability of the fund, and 9. a copy of the fund's investment policy.

The Police Pension Board approved the MCR for presentation to the Village Board at its meeting on October 17, 2022.

Financial Impact

- Total net position of the fund increased by 15.26% or \$6,009,311 from the prior year.
- The recommended Village contribution decreased 51.09% or \$733,285 from the prior year.
- The actual investment return for the fund was 12.34% for the year.
- The funded ratio of the fund increased by 6.11% from the prior year (from 83.91% to 90.02%).
- The unfunded liability of the fund decreased by 34.70% or \$2,440,422 from the prior year (from \$7,032,882 to \$4,592,460).

Staff recommends a motion to accept and place on file the Village of Lake in the Hills Police Pension Fund Municipal Compliance Report for the Fiscal Year Ended December 31, 2021.

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

Village of Lake in the Hills Police Pension Fund FY23 Funding Request

Presented by Finance Director Pete Stefan

The Village of Lake in the Hills Police Pension Fund Board is requesting that the Village Board levy an amount sufficient to produce the sum of \$702,032. This represents a decrease of \$733,285 or 51.09% from the prior year request for the Police Pension Fund contribution.

The Village and Police Pension Fund jointly hire an Actuary, Lauterbach & Amen LLP, to perform an annual valuation of the Police Pension Fund. In accordance with the actuarial valuation results, the Actuary has determined the above amount to be the recommended Village contribution for FY23. This can be found on page 4 of the attached memorandum on the January 1, 2022 Actuarial Valuation – Temporary Funding Policy Adjustment.

Also attached is a copy of the actuarial valuation report as of January 1, 2022 in which the recommended contribution was originally established as \$1,256,791. However, as part of the Police Facility funding plan approved in July 2022, the Village made an additional contribution of \$4,613,070 in September 2022 which prompted the actuary to issue the attached clarification memorandum reducing the recommended contribution to \$702,032 due to the additional contribution made by the Village.

One final adjustment is being proposed to increase the Village contribution from \$702,032 to \$732,068 since that is the Alternative Municipal Contribution calculated by the actuary as found at the bottom of Page 1 of the Municipal



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Compliance Report, a copy of which was included with the previous agenda item. The Alternative Municipal Contribution is the minimum required contribution based on actuarial funding methods and parameters outlined in the Illinois State Statutes for pension funding. Next year, the Alternative Municipal Contribution will be lower once the Village's additional contribution made in 2022 is taken into account but the recommendation is to establish the FY23 Village contribution to the Lake in the Hills Police Pension Fund as \$732,068.

In years prior to 2021, the Village funded the required municipal contribution through the tax levy process. However, beginning in 2021, all of the Village's non-corporate levies, including the Police Pension levy, were reduced to a nominal amount to provide the Village with the greatest flexibility on how property tax funds were utilized. That did not relieve the Village of its obligation to fund the Police Pension Fund to statutory minimum levels (currently 90% funded by the year 2040) or to the Village's more fiscally prudent target of 100% funding by the year 2033. It simply shifted the funding source for Police Pension purposes from a dedicated levy for that specific purpose to any readily available and unrestricted funds such as the corporate levy, sales taxes, incomes taxes, etc.

Financial Impact

The recommended contribution of \$732,068 is \$703,249 less than the prior year's amount and will be included as part of the FY23 General Fund expenditure budget request.

Staff recommends a motion to deny the Village of Lake in the Hills Police Pension Fund's request for a \$702,032 tax levy for 2022 and, in lieu of a property tax levy, approve funding for 2023 at the Alternative Municipal Contribution level of \$732,068 from any readily available and unrestricted General Fund revenue source.

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

Resolution Estimating the Amount of the Tax Levy for 2022

Presented by Finance Director Pete Stefan

Illinois compiled statutes require that the corporate authorities of the Village estimate the amount of tax to be levied not less than 20 days prior to the adoption of the final levy which is scheduled to be presented at the December 6th Committee of the Whole Meeting with approval at the December 8th Village Board Meeting.

For the 13th consecutive year, there is no increase proposed to existing property owners taken as a whole. The proposed levy does, however, capture property taxes on new construction as a funding source for the increased demand for Village services generated by that new construction.

The projected equalized assessed valuation (EAV) for 2022 is estimated to be \$846,727,056, which represents a 7.3% increase from the 2021 EAV of \$789,341,144. The projected EAV for 2022 is based on the McHenry County Assessor's estimated EAV report that was recently provided to the Village. Also included on that report is the estimated new construction portion of the EAV for 2022 of \$2,557,800.

The estimated tax rate is expected to decrease by -6.5% from 0.698675 to 0.653297 due to the projected 7.3% increase in EAV. Each individual property owner's real estate tax bill will fluctuate based on the percentage change in EAV for each property compared to the percentage change for the entire Village. However, all existing property in total will see no increase in their portion of the property tax levy which will remain at the 2021 level of \$5,481,703. The portion of the tax levy that is attributable to new construction from the 2021 Tax Year is \$33,226 which will



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also remain at the 2021 level. The portion of the tax levy that is attributable to new construction from the 2022 Tax Year is \$16,710 which is calculated by applying the 0.653297 estimated tax rate against the projected new construction EAV of \$2,557,800.

Therefore, the total estimated amount to be levied for corporate and special purpose property taxes for 2022 is \$5,531,639 which is a 0.3% increase from the 2021 tax extension of \$5,514,929.22. The 2022 tax levy for debt service for SSA#51 for G.O. Bonds Series 2019 in the amount of \$106,500 is proposed to be abated entirely so that total is not included in the proposed 2022 levy amount, and the Airport Fund G.O. Bonds Series 2012 will be paid off this December so that bond issue is also not included in the levy.

The proposed 2022 levy of \$5,531,639 can be summarized as follows:

Levy	Amount
Existing Property	
Corporate	\$ 5,474,703
IMRF	\$ 1,000
Police Protection	\$ 1,000
Police Pension	\$ 1,000
Audit	\$ 1,000
Liability Insurance	\$ 1,000
Social Security	\$ 1,000
Workers Compensation	\$ 1,000
Sub-Total Existing Property	\$ 5,481,703
New Construction	
Prior Years Corporate	\$ 33,226
Current Year Corporate	\$ 16,710
Sub-Total New Construction	\$ 49,936
Total 2022 Tax Levy	\$ 5,531,639

Pursuant to the Truth in Taxation Act, since the estimated levy for 2022 does not exceed the levy extension or abatement for 2021 by more than 5%, a public hearing is not required prior to the adoption of the levy for 2022. A Resolution Estimating the Amount of the Tax Levy for 2022 is attached along with the 2022 levy distribution and property tax trend analysis.

Financial Impact

The estimated property tax levy for 2022 to be collected in 2023 of \$5,531,639 will be approximately 24% of the entire projected General Fund budgeted revenues for FY23 of \$22.6 million.

Staff recommends a motion to approve the Resolution Estimating the Amount of the Tax Levy for 2022.

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



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Public Works

Award a Contract for Village Hall HVAC and Ballasted Roof Replacement Project with MG Mechanical

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract to MG Mechanical Contracting for the Village Hall Heating, Ventilation, and Air Conditioning (HVAC) and ballasted roof replacement project in an amount not-to-exceed \$992,000.00.

The existing Village Hall HVAC system and associated ballasted roof structure need to be replaced. The HVAC system is original to building at the time of its construction in 2002 and is at the end of its useful life. R22 refrigerant is being phased out by the EPA on old systems and completely banned from use on new units, causing the recharging costs to skyrocket. In addition, many replacement parts from the manufacturer are no longer available. Staff believes that the potential for major component failure is high, where needing replacement may mean loss of functionality to all or part of one of the rooftop units feeding six zones at the facility. The Village's service contract manager from HR Stewart recently stated, "We've been patching and limping along your HVAC equipment for the last three years, and I highly recommend the Village replace it before it can no longer be repaired without a huge expense."

With the Village Hall being a critical facility, a system failure could prove highly disruptive to operations, as the system would potentially be out of service for an extended period of time. In addition, staff remains concerned over continued cost escalations seeming to occur each year a major project is delayed. Since the air handling units on the roof penetrate the roof structure, the 20-year-old ballasted roof structure will also be replaced as part of this project.

Staff released a Request for Proposal (RFP) for this project on September 26, 2022. The RFP was posted to the Village's website, and a public notice was published in the Northwest Herald. Care had been taken to make the RFP as flexible as possible to accommodate any concerns with availability of parts or other market conditions. Contractors were also given the opportunity to propose their own project completion date. On October 27th, Public Works received and opened three sealed proposals. Pricing ranged from a high of \$3,566,400.00 to a low of \$992,000.00 by MG Mechanical Contracting (MG Mechanical) of Woodstock, Illinois.

As the pricing came in substantially higher than the original budget, staff considered whether to move forward with the project at this time. While the investment is considerable, the future uncertainty of market conditions or building costs make it difficult to digest the value of the proposal. However, delaying the project may further escalate prices or put the Village at risk of paying for emergency system repairs at the time of a failure.

In moving forward, a selection team comprised of the Public Works Director, the Public Properties Superintendent, the Facilities Crew Leader, and the Administrative Services Manager reviewed and ranked all submittals in accordance with the RFP selection criteria. That criteria included expertise, experience, and technical qualifications of the bidder, the bidder's adherence to the requirements, the bidder's project timeline, the credibility of the bidder's proposal and the bidder's pricing and operational approach. After discussing and ranking all three RFP submittals, MG Mechanical received the highest overall rating. The selection team was particularly impressed with



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MG Mechanical's experience and very detailed project timeline and noted that MG Mechanical provided the lowest pricing and a project timeline that proposes to complete the project by August 4, 2023, which is sooner than the project completion dates proposed by the other two bidders. MG Mechanical has performed work for the Village before and staff has been satisfied with their quality of work that they performed. Additionally, staff contacted references for MG Mechanical and learned that they have successfully performed large-scale projects for the Maine Township High School District 207 and the Park District of Highland Park. The RFP results, a recommendation letter, and the bid certification form are attached for your review.

Financial Impact

The Fiscal Year 2022 budget included \$15,000 for design engineering of the new system, as well as \$362,500 for construction, bringing the total to \$377,500.00. In April this year, the Board approved the transfer of funds equal to this be moved from the ARPA Fund to the Capital Improvement Plan (CIP) Fund to cover the estimated cost of the project. The Proposed Fiscal Year 2023 Budget would now include the full cost of the project at \$992,000.00 and require an additional transfer of \$450,000.00 from the General Fund to cover the increase in the cost of the project. The remaining \$164,500 would come from CIP reserves.

Staff recommends a motion to award a contract to accept the bid and award a contract to MG Mechanical for the Village Hall Heating, Ventilation, and Air Conditional (HVAC) and Ballasted Roof Replacement Project in an amount not to exceed \$992,000.00.

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

Award a Contract for Facility Cleaning Services with Alpha Building Maintenance

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a one-year contract, from January 1, 2023 until December 31, 2023, to Alpha Building Maintenance for facility cleaning services in an amount not-to-exceed \$73,194.00.

Staff released a Request for Proposal (RFP) for facility cleaning services on October 3, 2022. The RFP requested pricing for 2023, with two optional one-year extensions in 2024 and 2025. The RFP was posted to the Village's website and a public notice was published in the Northwest Herald. On October 28, Public Works received and opened four sealed proposals. Pricing for all three years ranged from a high of \$478,360.52 to a low of \$237,726.00. Alpha Building Maintenance Service ("Alpha") of Bridgeview, Illinois, submitted the lowest total pricing for all three years and also each individual year.

A selection team comprised of the Public Works Director, the Public Properties Superintendent, the Facilities Crew Leader and the Administrative Services Manager reviewed and ranked all submittals in accordance with the RFP selection criteria. That criteria included length of experience and experience with similar contracts, the bidder's quality control plan, adherence of the specifications, the credibility of the bidder's proposal and pricing. After discussing and ranking all four RFP submittals, Alpha received the highest overall rating. Staff was particularly impressed with Alpha's quality control program. The Village has not worked with Alpha before; however, staff contacted Alpha's references and received very favorable reviews regarding similar services they currently perform



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for a school district in Batavia and the Schaumburg Park District. The RFP results, a recommendation letter, and the bid certification form are attached for your review.

It should be noted that the RFP results document includes several "corrections." This is because three of the four vendors incorrectly totaled their unit costs when completing their bid tabulation table. At the bid opening, staff read the total of all unit costs for each bid submitted. However, before posting the official RFP results, because the Village's RFP document states: "If an error is made in extending total prices in a bid when a bid consists of both unit prices and totals, the unit bid price will govern," staff checks the calculations submitted by each vendor by totaling all unit costs and correcting any/all costs that were incorrectly totaled.

Financial Impact

If the Board approves the initial contract year with Alpha, staff will request funding for this contract in the 2023 Village Budget.

Staff recommends a motion to accept the bid and award a one-year contract, from January 1, 2023 until December 31, 2023, to Alpha Building Maintenance for facility cleaning services in an amount not to exceed \$73, 194.00.

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

Agreement for Construction Phase Services for the Runway 8/26 Electrical Project

Presented by Airport Manager Mike Peranich

Staff seeks to enter into an agreement with Crawford, Murphy, and Tilly, Inc. (CMT) for design and special services for the runway 8/26 electrical project in an amount not-to-exceed \$112,000.00.

On July 28, 2022, the Village Board executed a design and special services phase agreement with CMT to produce plans and a subsequent bid document for the runway lighting upgrade project. Bids were opened in August. CMT is now seeking a construction phase agreement to provide oversight of the project which will occur in the spring or summer of 2023. This project will upgrade the runway lighting and install windsocks on both ends, bringing the airport into full compliance with Federal Aviation Administration runway design standards.

Attached for the Board's consideration is an IDOA approved agreement to allow the airport's consulting firm, CMT, to provide construction oversight services \$112,000.00. This project will be funded by a 90% federal grant and a 5% state grant, with the remaining 5% coming from the Airport O&M fund.

Financial Impact

The Village's 2022 budget includes \$67,650 for the local share of this project in the Airport Fund, of which this agreement would equate to \$5,600 of this amount. This represents the Village's 5% share of the cost for the entire project and will be remitted to the State of Illinois Treasurer's Office. Once construction begins, the remaining balance of the project will be covered by grant money. The total project cost is anticipated to be \$1,353,002.00.

Staff recommends a motion to enter into an agreement with Crawford, Murphy, and Tilly, Inc. (CMT) for construction phase services for the runway 8/26 electrical project in an amount not to exceed \$112,000.00.



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

Airport Transportation Improvement Program Requests for 2023 through 2028

Presented by Airport Manager Mike Peranich

The Illinois Department of Transportation Division of Aeronautics (IDOA) compiles a five-year spending plan for improvements to the Illinois airport system. The Village annually submits its plan for consideration into IDOA's plan. On November 1, 2022, Village staff met with IDOA personnel in a virtual meeting to discuss the possible timing of upcoming projects. Notable highlights of the meeting included:

1. 8399 Pyott Road Roof Replacement – IDOA staff indicated that the Village's planned replacement of the roof on 8399 Pyott Road, commonly known as the Finefield Hangar, is eligible for grant money from the Bipartisan Infrastructure Law passed in 2021. This work would be funded with 90% federal grant money and an additional 5% of State grants, leaving the Village to cover the remaining 5%. This is great news for the Village as the original indication was that the project would not be grant eligible.
2. Airport Fuel Truck Purchase – IDOA indicated that the Village's planned replacement of the fuel trucks in years beyond 2024 would not be eligible for federal grant funding and the anticipated State/Local grant funding would likely not be available in an amount to cover the cost of a new truck. The Village will either need to seek other sources of funding or consider replacement of the fuel trucks using local-only money.
3. Snow Removal Equipment Purchase – A discussion took place about the timing and funding availability of the airport's plan to use grant money to purchase snow removal equipment. The current funding is set to expire in September of 2023; however, if additional projects are approved before hand, the expiring funds may be used to cover those. Village staff indicated we would attempt one more bid in 2023.
4. Construct a General Aviation Apron – The Village impressed upon IDOA the importance of finding a solution for the lack of aircraft parking on ramp space by constructing a general aviation apron at midfield. Construction of the apron is currently scheduled for fiscal year 2025. This project would be the precursor to erecting a midfield terminal facility as currently shown on the Airport Layout Plan (ALP).

The tables provided in the packet outline the Village's projects for 2023 and beyond, subject to FAA and IDOA approval.

Financial Impact

The Airport's capital plan through 2025 is manageable without going below a fund reserve established at 15% of the airport's annual expenses. Despite this support, the TIPS plan does not financially obligate the airport in any way.

Staff recommends a motion to authorize Village staff to present the program to the Illinois Department of Transportation, Division of Aeronautics in December 16, 2022.

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



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Parks & Recreation

Facility Use Policy Updates

Presented by Parks & Recreation Director Trevor Bosack

Staff is seeking the Village Board's approval regarding updates to the Village of Lake in the Hills Facility Use Policy. The Village has two documents for the public related to facility rentals including: (1) the Facility Use Policy and (2) the Facility and Park Use Permit Application. Both of these documents are referenced within Chapter 8 of the Village's Municipal Code – Parks, Lakes and Beaches. Section 8.13 of the Code specifically details the Facility Use Permit process including information to be incorporated in the permit application, as well as a section on regulations related to the Facility Use Permit which are captured within the Village's Facility Use Policy document.

In 2021, staff representing the Village departments and divisions that have a role in facility rentals began meeting to discuss and review the Village Facility Use Policy. After completing the review process, staff recommend updates to the existing policy in order to formalize current unwritten practices, integrate best practices from neighboring municipalities and incorporate Village Municipal Code changes since the policy was last revised in January of 2017. A redlined version of the revised policy is attached with an effective start date of January 1, 2023. Notable changes are listed below:

1. Clarified the dates/times that facilities are able to be rented to match current practices and the Village Municipal Code.
2. Reworded the language in the rental standards conditions section to make it easier to understand the Village's intent for rentals.
3. Updated the definitions for the types of individuals and groups that are able to reserve a Village facility to reflect current practices.
4. Reduced the minimum number of days required from the application submittal to the reservation date from seven to three business days to better serve applicants.
5. Added language to indicate that all rentals/events with over 100 persons require a Village Special Event Permit instead of a Facility and Park Use Permit.
6. Revised the daily liquor license language to reflect current practices and the Village Municipal Code.
7. Revised the policy to indicate that only residents may reserve the ITB shelter, to reflect the Village Municipal Code change in 2021 that restricts beach access to Village residents and their invited guests.
8. Revised the policy to indicate that "catch and release" is encouraged while fishing (with a permit) and that fishing is not allowed at Indian Trail Beach, per the Village Municipal Code.
9. Added the requirement for renters to place a credit card on file with the Village as a method for recuperating expenses for any damages and/or cleaning costs associated with the rental. In order to document the condition of the facility at the conclusion of the rental and avoid staff costs associated with afterhours inspections, renters will be required to submit photographs of the rented facility at the conclusion of the rental period or pay a \$25.00 fine.
10. Added a fee table to outline damages and/or cleaning costs.
11. Changed the fee structure from per game to hourly for athletic fields/sport courts rentals to better align the Village with surrounding government entities.



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12. Revised the insurance section to the recommendations set by the Village's risk management agency, the Intergovernmental Risk Management Agency (IRMA).
13. Revised the cancellation policy to be more accommodating in situations where weather events or other unforeseen circumstances prohibit rentals.

Staff has also discovered a set of three General Use Procedure documents (Village Hall, Facility Rental, and Hain House) which further outline expectations of renters, along with costs associated with damage and/or non-compliance of renter requirements (i.e. trash removal, wall damage, etc.). Staff feels that it is important to detail these line-item charges in the Facility Use Policy document instead of on a separate document to eliminate confusion and streamline information.

These changes were considered and unanimously recommend for approval at the November 3, 2022 Parks and Recreation Board meeting.

Upon Board approval of the January 1, 2023 Facility Use Policy updates, staff will update the Facility and Park Permit Application to align with the requirements outlined in Chapter 8, as well as include information from the Facility Use Policy document. The updated Facility and Park Permit Application would be ready for distribution when the January 1, 2023 updates go into effect.

Staff recommends a motion to approve the updates to the Village Facility Use Policy, effective January 1, 2023.

President Bogdanowski stated that the changes were well warranted. Trustee Anderson thanked Director Bosack for his work.

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

Board of Trustees

None.

President

President Bogdanowski informed the Board that he will have two proclamations on Thursday evening.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 9:39 pm.

Submitted by,

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

Nancy Sujet
Deputy Village Clerk