



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JANUARY 10, 2023

Call to Order

The meeting was called to order at 7:30 pm. Roll call was answered by Trustees Huckins, Dustin, Harlfinger, Anderson, and President Bogdanowski.

Motion to allow Trustees Murphy and Bojarski to attend telephonically was made by Trustee Huckins and seconded by Trustee Anderson. On roll call vote, Trustees Dustin, Anderson, Harlfinger, and Huckins 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, Director of Community Development John Svalenka, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by Trustee Anderson.

Audience Participation

None.

Administration

Request for Approval of Task Order #2023-01—General IT Support Services

Presented by Assistant Village Administrator Ashley Eccles

Staff is seeking the Board's approval on Advanced Business Network's Task Order #2023-01—General IT Support Services for an amount not to exceed \$43,200.00.

Advanced Business Networks, Inc. ("ABN") has served as a consultant for the Village's IT needs since October 2012. As the Village's dedicated Managed Service Provider (MSP), ABN delivers ongoing and regular full-range support to aid the internal MIS Division. Their core offerings include support services for the operation, management, and maintenance of the Village's computer network system. The IT infrastructure is primarily housed at Village Hall, with some department specific resources located within the Police Department and Public Works.

The Village provides community resources, public safety services, and support services for residents; having a reliable technical infrastructure available to service the population and employees is critical. ABN is responsible for helping to manage the current environment, protect the network by mitigating risks and malicious activity, and drive a cohesive strategic IT vision. As outlined in Task Order #2023-01 (attached to the agenda), the general scope of services outsourced includes a combination of regular proactive maintenance, planned improvements, and emergency support.



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Financial Impact

Billing under Task Order #2023-01 includes the initial purchase of a block of 300 hours for a one-year term. The FY23 budget includes 300 hours at a rate of \$144.00 per hour for a total cost of \$43,200.00 under the General Fund. Any balance in the number of hours remaining as of December 31, 2023, would be eligible for carry over into the next task order period if ABN's services are retained.

Staff recommends a motion to approve Task Order #2023-01—General IT Support Services, with Advanced Business Networks, Inc. for an amount not to exceed \$43,200.00.

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

Finance

Request to Accept the Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2021

Presented by Finance Director Pete Stefan

The Village's Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2021 is the main document reporting on the Village's financial condition and results of operations that is required to be filed with various agencies including McHenry County, the State of Illinois, IRMA, Moody's, the Municipal Securities Rulemaking Board, and local banks, and also posted to the Village's website and submitted to the Government Finance Officers Association for consideration under their Certificate of Achievement for Excellence in Financial Reporting award program. This document, along with last fiscal year's Management Letter and Popular Annual Financial Report, are available for review on the Transparency Page of the Village's website.

Additional documents attached to this Request for Board Action that have been prepared for the fiscal year ended December 31, 2021 include the Illinois Grant Accountability and Transparency Act—Consolidated Year End Financial Report, the Auditor's Communication to the Board of Trustees, which includes a deficiency noted in regards to the year-end close process, Management's Response to the deficiency, and the Annual Financial Report for the Police Pension Plan that has been incorporated into the Annual Comprehensive Financial Report.

Jim Savio, Partner with Sikich LLP, the Village's auditing firm, gave the Board a brief presentation outlining the contents of these reports and made himself available to answer any questions they may have had in regard to any of the referenced documents.

Staff recommends a motion to accept the Annual Comprehensive Financial Report, Management Letter, Popular Annual Financial Report, Illinois Grant Accountability and Transparency Act—Consolidated Year End Financial Report, Auditor's Communication to the Board of Trustees, Management's Response Memorandum, State of Illinois Comptroller Annual Financial Report, and the Police Pension Plan Annual Financial Report, all for the fiscal year ended December 31, 2021.

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



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Community Development

Request to Approve an Amendment to an Ordinance Granting a Variation to Section 16.7 Table 5 - Signs Permitted, at 220 North Randall Road

Presented by Director of Community Development John Svalenka

At the July 26, 2022, Committee of the Whole meeting staff presented a request from Mark Hoffmann for a variation to the sign regulations in Section 16.7 Table 5 of the Zoning Code. The requested variation would allow for the construction of a new permanent ground sign for Moretti's Restaurant to replace the ground sign that was removed during the widening of North Randall Road. The motion to approve the request was denied at the July 28, 2022, Board of Trustees meeting, with Trustees expressing concerns with the overall height of the sign.

Staff met with Mr. Hoffmann to determine whether he would be willing to reduce the height of the proposed sign and move it as close as possible to the property line to increase its visibility. Mr. Hoffmann was very willing and open, and made adjustments that would better align with the requests of the Board. Specifically, at the August 9, 2022, Committee of the Whole meeting staff presented revised drawings with the proposed height of the sign reduced to 15 feet as measured from the base of the sign, which would require a variation of seven feet. At the August 11, 2022, Board of Trustees meeting the Trustees reconsidered the July 28 Board action on the sign variation and approved Ordinance No. 2022-29 as amended to approve a variation for the revised sign.

On August 13, 2022, Village staff received a formal sign permit application from the owner's sign contractor. The approved amended ordinance would allow the ground sign to be located near the northeast corner of the property adjacent to the driveway accessing North Randall Road (within 17 feet from the driveway and within 13 feet from the eastern lot line). However, the sign permit application shows the new sign in a location centered on the front of the building (approximately 120 feet north of the southern lot line and 2.5 feet away from the eastern lot line). Upon review, the Village Attorney determined that the proposed change in location would require approval by the Board of Trustees.

Staff recommends a motion to approve an amendment to Ordinance No. 2022-29, An Ordinance Granting a Variation to Section 16.7 Table 5—Signs Permitted, at 220 N. Randall Rd, PIN 19-30-276-006, to allow for a sign with a height increased from 8 feet to 15 feet and with the setback from a property line decreased from 10 feet to 2.5 feet, with the following conditions:

1. The changeable copy portion of the sign shall not be used to direct attention to a business, commodity, service, or entertainment conducted, sold, or offered at a location other than the premises on which the sign is located; and,
2. The sign base shall be located approximately 120 feet north of the southern property line and within 13 feet of the eastern property line along North Randall Road, and no part of the sign may be located less than 2.5 feet away from the eastern property line along North Randall Road.



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Director Svalenka stated that in short, this change will allow the sign to be centered on the building. Trustee Bojarski asked why there is a request to change the recently approved location. Mr. Hoffmann explained that the currently approved location has a visual obstruction. He would like to gain better visibility for both sides of the sign.

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

Public Works

Request to Approve an Airport Ground Lease for Hangar PAP-26

Presented by Public Works Director Ryan McDillon

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. Mark Zakula is requesting a new ground lease in the name of his trust fund on Hangar PAP-26. This lease is for the period of January 13, 2023, to January 12, 2043. The lease includes an option to renew for four additional five-year terms.

Mr. Zakula has signed the appropriate lease form and has provided acceptable proof of insurance.

Financial Impact

The Airport Fund will receive \$2,437.80 annually from the ground lease, subject to annual increases approved by ordinance.

Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-26 with MK Zakula Trust.

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

Request to Approve an Airport Ground Lease for Hangar PAP-32

Presented by Public Works Director Ryan McDillon

The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangers. Geoffrey Shepstone, President of Lancaster Aviation, LLC is requesting a new ground lease on Hangar PAP-32. This lease is for the period of January 13, 2023, to January 12, 2043. The lease includes an option to renew for four additional five-year terms.

Mr. Shepstone has signed the appropriate lease form and has provided acceptable proof of insurance. The LLC is listed in good standing with the office of the Illinois Secretary of State.

Financial Impact

The Airport Fund will receive \$2,437.80 annually from the ground lease, subject to annual increases approved by ordinance.



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Staff recommends a motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-32 with Lancaster Aviation, LLC.

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

Request to Approve an Ordinance Amending Crawford, Murphy and Tilly, Inc. Professional Engineering Services Standard Schedule of Hourly Charges

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to amend Crawford, Murphy and Tilly, Inc.'s standard schedule of hourly charges for professional engineering services at the Lake in the Hills Airport from January 1, 2023, through December 31, 2023.

The Village currently retains Crawford, Murphy and Tilly, Inc. ("CMT") of Springfield, IL, for airport consulting services. A master contract between the Village and CMT was approved on February 21, 2019 and is in effect through March 27, 2024.

Annually, CMT adjusts its rates for services rendered outside of grant-funded capital projects; Village staff brings these proposed rates to the Village Board for consideration. Attached to the agenda is a proposed Ordinance increasing CMT's rates from January 1, 2023, until December 31, 2023. CMT charges the same rates to all its clients. The 2023 rates are increasing an average of 12% this year—up from 8% in 2022 and 4.7% in 2021. CMT's rates are only used for on-call hourly assignments not associated with capital projects. The Illinois Department of Transportation sets rates that are used for all federally funded grant projects. CMT has served in a consulting capacity for the Airport since 2012. The Public Works Department is satisfied with their performance.

Financial Impact

The included rates are used for on-call hourly assignments that are not associated with capital projects. The Airport Fund includes \$6,000 annually for such tasks and activity within this account is sporadic and inconsistent from year to year.

Staff recommends a motion to approve an ordinance amending Crawford, Murphy and Tilly, Inc.'s standard schedule of hourly charges for professional engineering services at the Lake in the Hills Airport from January 1, 2023 through December 31, 2023.

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

Parks & Recreation

Informational Item Concerning Garden Plots

Presented by Parks & Recreation Director Trevor Bosack

In August 2022, staff received a phone call from a garden plot renter who presented a list of comments and concerns regarding their experience as a garden plot owner. The items that were discussed included the path maintenance,



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the quality of the soil, the proximity to water, the disposal of weeds, the overall condition of the site, certain plots flooding, and plot owners abandoning their plots.

Upon review of the above-listed concerns, staff researched and found the following:

- The current configuration of the plots includes narrow paths where plot owners frequently deposit their weeds. The Village would need to invest in a weed disposal container and encourage plot owners to keep the pathways clear.
- Proximity to Water—The closest water source for the garden plots is the spigot on the public works building. Garden plot owners must transport the water from the spigot to the site. Staff researched the cost to install a water source at the site and found that it would be an investment of approximately \$1,500.
- In order to better assess the site, staff contacted Brenda Dahlfors, who oversees the U of I Extension Master Gardner program to meet onsite and assess the condition of the garden plots. The visit took place in September, near the end of the season. During the visit, we found that a number of plots were overgrown and abandoned (attachment #1 of the agenda). Should the Village be interested in continuing to utilize this location for the garden plots, Ms. Dahlfors recommends using the next growing season to restore the soils and remediate the abundance of weeds through solarization and tilling. Tilling would need to be performed several times during the season, every few weeks. Solarization involves placing a clear plastic tarp over the plots through the growing season to create a greenhouse effect that traps heat and eliminates moisture, killing the vegetation underneath. Both of the recommended methods to improve the site would require extensive maintenance by staff for the next season and render the plots unavailable for rent to the public.

Staff brought forward three options to the Parks and Recreation Board at the November 3, 2022, meeting including the following: (1) maintain current operations, (2) spend the 2023 season improving the site, or (3) eliminate the current plots and incorporate garden plot options into the Parks Master Plan.

Option #1 - Status quo

This option would maintain current operations as they currently exist. Staff would rototill the existing plots at the beginning of next season. Water access would remain at the existing spigot at Public Works. Garden plot renters would be reminded to remove their weeds and assist with site maintenance. Garden plot renters would be reminded to contact staff if they were to abandon their plot.

Option #2 - Spend 2023 improving the current site

Suspending garden plot rentals through the 2023 growing season would allow the Village to address the well-established weeds and poor soil quality. This solution would require an extensive amount of labor throughout the season, as well as additional costs for the rental of a tiller, solar tarping, and new soil. It is estimated that the total cost to remediate the challenges with the site would be a minimum of \$4,000, not including labor. The loss of revenue would range from \$900—\$1,200 for the 2023 growing season.

Option #3 - Eliminate the garden plots and identify a long-term solution in the Parks Master Plan

The current location for the garden plot is not ideal; it has very limited access to water, is in close proximity to Public Works, and is not incorporated into an existing park. As staff begin the Parks Master Planning process in 2023,



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inclusion of an improved garden plot location can be identified, enhancing the experience for the residents. This can include raised beds in a location that has an improved or dedicated water source.

The Parks and Recreation Board made the recommendation to pursue Option #3, eliminating the current garden plots and incorporating a garden plot experience into a future location as determined through the Parks Master Plan process.

Financial Impact

Option 1 - The Village currently has 30 garden plots available that are rented out at \$30 (R)/\$40 (NR) each. The annual revenue is between \$900 and \$1,200 if all plots are rented and based on residency. Option 2 - The costs associated with site remediation are estimated to be \$4,000 without labor. This is not a budgeted expense, requiring a budget amendment in the future. Option 3 - If eliminated, the Village can expect to lose between \$900—\$1,200 in revenue annually.

Staff is seeking the Board's direction regarding the elimination of the current garden plots and incorporating a garden plot experience into a future location as determined through the Parks Master Plan process.

Director Bosack stated that most of the plots were rented out at the beginning of the year and abandoned before the growing season ended.

Trustee Huckins asked if residents have ever been surveyed on the use of garden plots. Administrator Andrews did not recall but explained that the Parks Master Plan would be the ideal method for gathering that information.

Given the benefits of gardening and the poor conditions of the current site, several trustees felt the need for a more immediate solution than what is offered in the proposed options.

Trustee Harlfinger suggested moving the plots to fertile land in Larson Park near the water pump and Trustee Huckins suggested involving the Boy Scouts in the project. Administrator Andrews explained that while this location has potential, it still requires proper planning. Planning for the Parks Master Plan is budgeted for this year. The current plots can be maintained as is while also incorporating a new location into the Parks Master Plan. Trustees Huckins and Anderson favored maintaining the current site while planning future improvements.

Trustee Huckins questioned the size of the plots. Director Bosack stated that each of the 30 plots is 20'x20'. In discussing re-location options and the space required, Trustee Huckins suggested dispersing the plots in multiple locations around the Village. Director Bosack noted that reducing the size of individual plots is also an option.

Staff will plan more options for the next set of meetings.

Board of Trustees

None.



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President

None.

Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:22 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk