



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

JUNE 20, 2023

Call to Order

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

Also present were Village Administrator Shannon Andrews, Assistant Village Administrator Ashley Eccles, Chief of Police Mary Frake, Assistant Finance Director Ismael Jimenez, Public Works Director Ryan McDillon, Parks & Recreation Director Trevor Bosack, Director of Community Development John Svalenka, Village Attorney Brandy Quance, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by Algonquin Fire Department Chief Michael Kern.

Audience Participation

None.

Administration

Request for Approval of an Ordinance Amending Appendix B, Comprehensive Fine and Fee Schedule, of the Municipal Code

Presented by Village Administrator Shannon Andrews

When Chapter 10 was repealed by Ordinance No. 2022-06 on April 26, 2022, and Chapter 8 was recodified, Appendix B was not updated. The Ordinance, which is attached to the agenda, amends Appendix B to properly reference the new Chapter 8 Parks, Lakes and Beaches and remove all references to Chapter 10, which no longer exists. In doing so, all violations of Chapter 8 will range from a starting fine of \$25.00 to a maximum fine of \$750.00, with the exception of Sections 8.04, 8.10 and 8.12.

Section 8.04 Protection of Parks, Lakes and Beaches and Section 8.12 Vehicles previously had elevated starting fines of \$100.00 and a maximum fine of \$250.00. Staff recommends that the maximum fine be raised to \$750.00 to mirror the remainder of the Chapter. No change is being recommended to Section 8.10 Skate Park Facilities; it has just been relocated in numerical order.

During the March 21, 2023, Committee of the Whole meeting, the Board expressed their support in waiving fishing permit fees for disabled individuals and military veterans to align with the policy established by the Illinois Department of Natural Resources. Section 8.06.B Daily Fishing Permit has been updated to exclude those individuals.

Finally, with the April 27, 2023, changes moving Chapter 11 into Chapter 32, Business Regulations, the Administrative Processing Fee in Section 11.05.B needed to be removed and an annual license fee added in Section 32.06.04.A.

Staff is recommending the Board approve the Ordinance attached to the agenda, amending Appendix B, Comprehensive Fine and Fee Schedule, of the Municipal Code.



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Staff recommends a motion to Approve the Ordinance Amending Appendix B, Comprehensive Fine and Fee Schedule, of the Village of Lake in the Hills Municipal Code.

Trustee Dustin asked how the waived fishing permit fees will be publicized to disabled and veteran residents. Administrator Andrews explained that the information will be updated on the Village's website and publications. Additionally, if a resident permit applicant identifies themselves as a veteran or disabled, staff will waive their fee.

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

Request for Approval of Service Employees International Union (SEIU), Local 73 Agreement

Presented by Village Administrator Shannon Andrews

The Village's collective bargaining agreement with the Service Employees International Union (SEIU) expired on December 31, 2022. In anticipation of this expiration, negotiations began back in May of 2022 and extended into 2023, until the agreement, which is attached to the agenda, was ratified by SEIU on March 10, 2023. The agreement, as presented, is for a four (4) year term ending December 31, 2026. Upon acceptance, wages would be retroactive dating back to the first full pay period in 2023.

A summary of the changes contained within the agreement has been summarized below:

Union Requests:

- Article II, Section 1 – Eliminated Fair Share language.
- Article II, Section 2 – E-signatures were added with the employer having the right to verify authenticity.
- Article 4, Section 1.B. – Updated union visitation parameters
- Article 5, Section 2 – Increased number of stewards from three (3) to "up to four (4)"
- Article 5, Section 6 – Expanded the permitted steward activities during working hours.
- Article 7, Section 1 – Changes in work schedules limited to regulatory or statutory requirements.
- Article 7, Section 2 – Clarified the language that allows for the conversion of comp time earned to fulfill same-day, regular workday hours, without utilizing or deducting from benefit time.
- Article 7, Section 8 – Increase standby pay from \$30/day to \$35/day.
- Article 19, Section 1 – Increased the uniform allowance from \$600/year to \$650/year.
- Article 20, Section 4 – Eliminated the lead mechanic stipend by creating a new job classification.
- Article 21, Section 1 – Eliminated "Merit" based wage rates.

Village Requests:

- Article 7, Section 10 – Accrual maximum of 80 hours annually. Only 40 hours of comp time may be carried over to the next fiscal year, with any excess over 40 hours being paid out as overtime.
- Article 13, Section 2 – Unused Sick Leave will be paid on the first paycheck of the second month following separation.
- Article 18, Section 1.B. – Under health insurance, "substantially the same benefits" language was changed to "the same as is offered to all other regular, full-time Village employees."
- Article 18, Section 6 – "Light" Duty was changed to "Modified" Duty.



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Wage Schedule:

- Wage Schedule adjusted in 2023 to provide higher increases to top end employees by adding a new step 9, with a 4.5% increase over step 8.
- Anchored step 1 with no pay increase and equalized the remaining steps in 2023.
- In 2023 only, first year (step 1) employees receive a \$750 one-time bonus to offset the lack of Step 1 wage increase.
- Remaining years 2024, 2025, and 2026 with COLA increases of 2.5% across all steps.
- Step 8 employees for all of calendar year 2022 shall receive the \$1,000 longevity bonus upon reaching their anniversary date in 2023. Working through the facilitation of this payout was the final term discussed prior to ratification of the agreement in May.

Financial Impact

In addition to the costs associated with the changes to the wage schedules, the agreement will result in the following additional impacts:

- Savings from the elimination of the merit-based bonus: \$500 x 16 employees = \$8,000/year or \$9,168 with benefits
- Savings in IMRF Accelerated Payment Penalties for Sick Leave Payouts: Approx. \$11,000/year
- Increase in the uniform allowance: 32 employees x \$50/year = \$1,600
- Increase in the stipend for on-call: 365 x \$5/day = \$1,825 or \$2,091 with benefits
- First year (step 1) employees receive a \$750 one-time bonus to offset the lack of Step 1 wage increase: 3 employees x \$750 bonus = \$2,250, or \$2,579 with benefits
- Employees at step 8 throughout calendar year 2022 will receive their longevity bonus on their anniversary date: 16 employees x \$1,000 = \$16,000 or \$18,336 with benefits (included in budget)

The Village's FY23 budget includes sufficient funds to cover the year one costs associated with this agreement.

Staff recommends a motion to Approve an Agreement between the Village of Lake in the Hills and the Service Employees International Union (SEIU), Local 73, for a four (4) year term expiring December 31, 2026.

Trustee Huckins asked for clarity on the 2023 increase. Administrator Andrews stated that it is tiered, the 1st step has no increase. Each additional step gradually increases, topping off the 9th step at a 4.5% increase.

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

Public Works

Request for Approval of an Airport Engineering Consultant Agreement

Presented by Public Works Director Ryan McDillon

The Federal Aviation Administration (FAA) requires that all Illinois airports receiving federal grants must perform a Qualification-Based Selection (QBS) process every five years through the Illinois Department of Transportation (IDOT) to select the consultant that will be advising the airport for the next five years. The last selection process for the Village's Airport was conducted in February of 2019; however, it did not include several capital projects such as the



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roof replacement on 8399 Pyott Road. Rather than pursue another selection process for a single project, staff chose to advertise another five-year retainer that would encompass all of the anticipated projects.

In accordance with FAA policy, IDOT posted the Village's consulting services need on its website in April. Two firms showed an interest in providing consulting services to the Village, but only one, Crawford, Murphy, and Tilly, Inc. (CMT), produced a response. With just one submittal, the need for a staff review team similar to the 2019 process was not justified.

CMT has been providing engineering services to Lake in the Hills Airport since 2012. They have over 75 years of experience in providing general aviation engineering services and have 72 clients retained with multi-year agreements. 20 full-time professionals are on staff throughout their 3 office locations in Northern Illinois. A five-year retainer agreement is attached to the agenda for your review and approval. The agreement requires CMT to meet federal standards and allows for termination with a 30-day notice.

CMT has served in a consulting capacity for the Village since 2012 and the Village has been satisfied with their performance.

Staff recommends a motion to approve a five-year agreement from June 23, 2023, until June 23, 2028, with Crawford, Murphy, and Tilly, Inc. for airport consulting services.

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

Parks & Recreation

Request for Approval of the Parks Master Plan – Hitchcock Design Group Professional Services Agreement

Presented by Parks & Recreation Director Trevor Bosack

Staff is seeking the Village Board's approval to enter into a Professional Services Agreement with Hitchcock Design Group regarding the development of the Parks Master Plan.

The Village's current Parks Master Plan was originally presented in 2001 with certain sections amended in 2006, 2008, 2010, and 2013. The Village has identified a need to capture existing amenities and opportunities while developing a roadmap and guiding document for future development and redevelopment of parks, facilities, open space, and programming.

The Village identified a number of criteria to be addressed by the responding qualified firms including their ability to:

- Identify, guide, and prioritize investments to meet current and future needs based on input from all stakeholders.
- Highlight gaps in amenities, programs, and services.
- Develop a tool and supporting document to assist with future federal and state funding applications.
- Review and update the current park inventory.



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- Develop and execute a comprehensive park needs assessment by identifying opportunities for replacement projects, improvement projects, and new projects. Additionally, prepare park development guidelines and standards.
- Outline a detailed capital improvement plan.
- Highlight funding opportunities and sources.
- Provide strategic and clear direction on actions to be taken resulting from the development of the Parks Master Plan.
- Craft an executive summary that details the value of the Village's park system related to quality of life and impact on the local economy.

The Village issued a Request for Qualifications on February 16 with a due date of March 7, 2023. There was a total of three responses including Hitchcock Design Group (attached to the agenda), Planning Resources, Inc. (PRI), and Confluence. Of these, Confluence did not submit all required materials, rendering their submittal as 'non-responsive'.

An internal review team of Village Administrator Shannon Andrews, Director of Parks & Recreation Trevor Bosack, Superintendent of Recreation Kim Buscemi, Superintendent of Public Properties Scott Parchutz, and Parks Crew Leader Jeff Raupp conducted interviews with both Hitchcock and PRI.

The team evaluated the qualifications and experience of each firm, along with a review of past projects, their approach to developing a plan for the Village of Lake in the Hills, and an identified understanding of issues related to the project. The team recommends moving forward with Hitchcock Design Group.

The anticipated timeline would begin with a kickoff meeting in July with an estimated completion within six to nine months. Staff would anticipate presenting the completed Parks Master Plan in early 2024.

As part of the selection process, staff contacted three of Hitchcock's references who indicated the firm is professional in their approach and that they provide quality work. All three references (two municipalities and one park district) indicated they continue to work with Hitchcock for park master planning, concept design development, and OSLAD grant applications.

Staff began negotiations on a Professional Services Agreement with Hitchcock Design Group, who provided a proposal that is 11% or \$4,400 over budget. The Parks & Recreation Board recommended Village Board approval of the Parks Master Plan agreement with Hitchcock Design at the May 4, 2023, Parks and Recreation Board Meeting.

Financial Impact

The FY23 Budget has \$40,000 approved for the development of the Parks Master Plan. Hitchcock Design Group submitted a cost proposal at \$44,400 or \$4,400 (11%) over the budgeted amount.

Staff recommends a motion approving the proposed Parks Master Plan Professional Services Agreement with Hitchcock Design in the amount of \$44,400.



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Trustee Huckins questioned the deliverables expected from Hitchcock Design Group. Hitchcock Design Group Senior Principal Steve Konters stated that an inventory analysis will be benchmarked as well as community needs, a recreational needs assessment, and a 5-year action plan with objectives.

Trustee Huckins asked if Larson Park will be included. Director Bosack stated that Larson Park is on its own path. Additionally, three other parks are under review. They are on a 3-year park replacement plan. Jaycee Park is being planned this year. All may benefit from a benchmarked plan.

President Bogdanowski asked if grant identification is part of the plan. Mr. Konters stated that it is.

Trustee Anderson asked what role the Parks and Recreation Board will play in this planning. Director Bosack explained that they will help to identify community needs, plan park and playground amenities, choose color schemes, etc.

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

Board of Trustees

Trustee Murphy thanked Administrator Andrews and President Bogdanowski for their help with a Spring Lake Farms issue and seed placement.

President

None.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:57 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk