



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

AUGUST 8, 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, 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.

The Pledge of Allegiance was led by Lake in the Hills Police Officer AJ Gazda.

Audience Participation

None.

Administration

Request for Waiver of Section 43.09, "Noise", of the Lake in the Hills Municipal Code and Waiver of Sign Regulations & Enforcement for Club 400

Presented by Village Administrator Shannon Andrews

Attached to the agenda, please find a letter from Stewart McVicar, with Club 400, requesting enforcement activities be suspended to allow the placement of temporary signage on Henry Lane. He has also requested a waiver of the provisions of Section 43.09, Noise, of the Municipal Code to allow music to be played from 6:00pm until 10:30pm at an event being held by Club 400 at 3090 Henry Lane on Thursday, September 7, 2023. Finally, he requests that parking be allowed on the following streets for approximately 100 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 events. 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. This is the third event, out of a maximum of five, being held in 2023.

Mr. McVicar was present at the August 8, 2023, Committee of the Whole meeting.



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Staff recommends a motion to waive the provisions of Section 43.09, "Noise" from 6:00pm until 10:30pm, suspend enforcement activities to allow the installation of temporary signage on Henry Lane, and allow parking for approximately 100 guests for the event being held by Club 400 on September 7, 2023, at 3090 Henry Lane.

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

Police

Request for Approval of the Metropolitan Alliance of Police Lake in the Hills Civilian Chapter #168 Agreement

Presented by Chief of Police Mary Frake

The Village's collective bargaining agreement with the Metropolitan Alliance of Police (MAP) Civilian Chapter expired on April 30, 2023. Negotiations began in February 2023 and extended to June 2023, until the agreement, which is attached to the agenda, was ratified by MAP on July 20, 2023. The agreement as presented is for a three (3) year term ending April 30, 2026. Upon acceptance, wages would be retroactive dating back to the first full pay period after May 1, 2023.

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

Union Requests:

- Article VII: Section 7.7 Off-Duty Court Standby – Two hours of time unless notified more than 24 hours of scheduled appearance time.
- Article X: Section 10.3 Personal Time – increase in personal hours from (24) to (28) for those on the 12-hour shift.
- Article XVI: Section 16.2 Uniform Allowance – increased to \$600.00 for Community Service Officers and Evidence Custodian.

Village Requests:

- Article I: Section 1.1 Recognition of Bargaining Agency – addition of Evidence Custodian.
- Article VI: Section 6.2 Grievance Procedure – updated language to Deputy Chief of Support Services.
- Article IX: Section 9.3 Vacation Requests – Vacation approval time from three (3) to (14) fourteen days.
- Article IX: Section 9.5 New Hires – Eliminate language regarding reimbursement of vacation time earned.
- Article XII: Section 12.2 Reporting of Illness – increased notification to one hour.
- Article XVI: Section 16.2 Uniform Allowance – added Evidence Custodian.

Wage Schedule:

- In 2023 only, employees receive a \$500 one-time bonus.
- In 2023, COLA increase of 4% to Records Clerks, Community Service Officers, and Evidence Custodian, remaining years of 2024 and 2025 with COLA increase of 2.5% across all steps.



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Financial Impact

The financial impact for 2023 is \$22,485.65. 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 Metropolitan Alliance of Police Chapter #168 for a three (3) year term expiring April 30, 2026.

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

Public Works

Request to Approve the Purchase of One 2024 Ford F450 Dump Truck and Outfitting Services

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to purchase a truck cab and chassis from Sutton Ford of Matteson, IL and to purchase vehicle outfitting services from Henderson Products of Huntley, IL.

The Fiscal Year (FY) 2023 Village budget includes \$145,000.00 for the replacement of unit 23 a 1½ ton dump truck used by the Public Works Streets Division. Village staff researched different vehicle makes and models and determined that purchasing a Ford F-450 would provide the most value to the Village. After identifying the specifications for the vehicle, staff researched a number of purchasing cooperatives, which are aggregated joint purchasing programs that receive competitive bid prices for vehicles for government purchase. Staff determined that the Suburban Purchasing Cooperative's joint bid for Ford F-450 cab and chassis, awarded to Sutton Ford of Matteson, IL, and the Sourcewell Cooperative's joint bid for vehicle outfitting services, awarded to Henderson Products of Huntley, IL, provides the best pricing for the replacement vehicle that Village needs to purchase.

Financial Impact

The Village's 2023 budget includes \$145,000.00 in the capital improvement fund for the purchase of the replacement vehicle. The total expense for the Ford F-450 cab and chassis is \$62,372.00 and the total expense for the vehicle outfitting is \$70,169.00 for a total cost of \$132,541.00 which is \$12,459.00 under the budgeted amount.

Staff recommends a motion to approve the purchase of one Ford F450 cab and chassis from Sutton Ford of Matteson, IL, through the Suburban Purchasing Cooperative in the amount of \$62,372.00. Motion to approve the purchase of vehicle outfitting services from Henderson Products of Huntley, IL, through the Sourcewell Cooperative in the amount of \$70,169.00.

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



Request to Approve IDOT forms for Phase I Engineering Services for Crystal Lake Road, Miller Road, and Frank Road

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval of the following Illinois Department of Transportation (IDOT) Resolution for Improvement forms for the Phase I Engineering Services for Crystal Lake Road, Miller Road, and Frank Road.

To use Motor Fuel Tax (MFT) funds, IDOT requires that the Village Board of Trustees appropriate the funds by approving IDOT Resolutions for Improvement. As shown on the Resolutions, the total amount of MFT funds the Village plans to use this year is \$221,033 consisting of Phase I Engineering Services. The task orders associated with this work and the IDOT Engineering Services Agreement forms were previously approved at the July 13, 2023, Village Board meeting.

Financial Impact

The FY23 Motor Fuel Tax Fund budget included a total of \$250,300 for Phase I Engineering Services for these projects. The IDOT Resolutions presented a total of \$221,033 for a savings of \$29,267.

Project	Budget	Actual	Difference
Miller Road	\$61,100	\$54,510	\$6,590
Crystal Lake Road	\$37,500	\$36,969	\$531
Frank Road	\$151,700	\$129,554	\$22,146
Total	\$250,300	\$221,033	\$29,267

Staff recommends the following motions:

- Approve an IDOT Resolution for Improvement form for Miller Road.
- Approve an IDOT Resolution for Improvement form for Crystal Lake Road.
- Approve an IDOT Resolution for Improvement form for Frank Road.

Trustee Huckins questioned the Miller Road boundaries. Director McDillon stated that the Village is responsible for the portion that runs from Randall Road to Swanson Road.

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

Parks & Recreation

Request for Waiver of Section 43.09, Noise, of the Lake in the Hills Municipal Code

Presented by Parks & Recreation Director Trevor Bosack

The annual Summer Sunset Festival will be held Friday, September 1, 2023, to Sunday, September 3, 2023, at Sunset Park, 5200 Miller Road. This Village event offers musical entertainment throughout the weekend, a carnival, fireworks display, and utilizes a sound system to make various announcements. The planning Committee for the event is requesting the Village Board waive the provisions of Section 43.09 of the Municipal Code to allow for festival activities, including music and announcements through 11:00 pm each day of the event at Sunset Park.



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Staff recommends a motion to grant a waiver to Section 43.09, Noise, of the Municipal Code to allow for festival activities, including music and announcements through 11:00 pm on Friday, September 1, Saturday, September 2, and Sunday, September 3, 2023, at Sunset Park.

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

Request to Approve Issuance of a Pyrotechnic Fireworks License to Mad Bomber Fireworks for the Summer Sunset Festival

Presented by Parks & Recreation Director Trevor Bosack

The Village issued a Request for Quotation for the Summer Sunset Festival Fireworks Display to be held on September 3, 2023. With only two responses, Mad Bomber Fireworks was selected as the pyrotechnics provider for this year's event. The quantity and size of the shells being proposed for \$15,000 under Mad Bomber was significantly more than the second bidder. Staff has discussed the concerns regarding the length of last year's show with Mad Bomber and determined that the budget will need to be increased in future years in order to extend the length of the show.

Mad Bomber has submitted the required "Application for License for Public Displays of Fireworks, Pyrotechnics or Other Explosives." Their application has been reviewed by staff, who have confirmed that the Village is in receipt of the required documents. In addition, the applicant has provided proof of approval of the proposed display by the Fire Marshall of the Huntley Fire Protection District.

The applicant has requested a waiver of the \$250 application fee, which is consistent with the Village's practice in prior years. Having met all of the Village's requirements, staff recommend the Board approve the application and waive the \$250 application fee as requested.

Financial Impact

The FY23 budget includes \$15,000 for the fireworks for the Summer Sunset Festival. The agreement with Mad Bomber Fireworks is \$15,000.

Staff recommends a motion to issue a pyrotechnic fireworks license to Mad Bomber Fireworks for the Summer Sunset Festival on Sunday, September 3, 2023, and waive the application fee.

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

Request to Approve the LA Junior Golden Eagles Football Scoreboard Bill of Sale

Presented by Parks & Recreation Director Trevor Bosack

In 2009, the football Affiliate Organization, LA Falcons Football, approached the Village to place three (3) sets of football goalposts and two (2) battery powered scoreboards on the fields at Sunset Park. This was done on the condition that the items would become Village property, but that the affiliate would address ongoing maintenance and replacement needs.



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In early 2023, the same football affiliate, now operating under the name Junior Golden Eagles, submitted a request to replace one of the scoreboards, which has become unreliable and malfunctions during game play. The affiliate worked with Village staff to schedule the installation of the new scoreboard. The affiliate successfully secured a permit for the work and provided all of the resources for the installation.

Since the Village owns the property, an updated contract identifying the replacement of the old scoreboard with the new scoreboard is needed. As such, staff have prepared the attached bill of sale for the new scoreboard. All other items from the 2009 bill of sale are still viable and in use.

Staff recommends a motion for the Village of Lake in the Hills to approve the bill of sale as presented by the Lake in the Hills/Algonquin Falcons Youth Football, LTD., DBA LA Junior Golden Eagles.

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

Board of Trustees

Trustee Murphy announced that the Summer Sunset Festival Committee is looking for volunteers to hand out wrist bands.

President

None.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:42 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk