



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

SEPTEMBER 12, 2023

Call to Order

The meeting was called to order at 7:37 pm. Present were Trustees Huckins, Dustin, Harlfinger, Bojarski, Anderson, Murphy, and President Bogdanowski.

Also present were Village Administrator Shannon Andrews, Assistant Village Administrator Trevor Bosack, Chief of Police Mary Frake, Public Works Director Ryan McDillon, Director of Community Development John Svalenka, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

Scott Surman commended Director Bosack on the progress made at Indian Trail Beach. However, he feels that more can be done to increase the safety of boaters on the other end of the lake. Scott stated that the IDNR suggested adhering to Illinois personal floatation device regulations.

Administration

Request for Approval of the Comcast Master Services Agreement for Conversion to Fiber Internet

Presented by Village Administrator Shannon Andrews

In 2014, the Village identified a wireless microwave network as the preferred solution to connect the Village Hall, Public Works, and the Police Station facilities, while offering long term cost savings to the Village. The new network solution was expected to provide the following benefits:

- Increased bandwidth throughput from 50 Mbps (megabits per second) to 200 Mbps, with the ability to upgrade to as much as 500 Mbps.
- Increased redundancy by adding additional point-to-point links, which reduced frequency and duration of network downtime.
- Eliminated the need to invest \$128,000 (in 2014 dollars) in P25 radio capability for the Police Department Dispatch.

The Village entered into a five-year agreement with Call One at a monthly cost of \$5,397.36, which was later increased to \$7,352.36 per month after an additional upgrade was made to the network. At the same time, the Village was able to save \$4,400.00 per month by cancelling low-baud circuits and T1's that were no longer needed under the microwave network. The net cost per month for the first two years was \$957.36 for a total of \$22,976.64. The net cost per month for the remaining three years was \$2,952.36 for a total of \$106,284.96. The total net cost for the microwave network was approximately \$130,000.00.

At the conclusion of the 60-month term, ownership of the equipment transitioned to the Village and the network has been operating at no additional cost. The savings over the past 36 months has been approximately \$158,000.00, less maintenance costs.



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SEPTEMBER 12, 2023

In late 2020, Advanced Business Networks (ABN), began expressing concerns regarding the future availability of replacement parts for the equipment. As technology continually advances, the popularity and reliability of microwave network solutions has diminished. Unfortunately, the manufacturer of the Village's equipment is no longer in business, making access to replacement parts increasingly difficult. After a series of critical system issues in 2021, ABN suggested replacing the system. This recommendation was further supported by a 3rd party strategic IT analysis that was performed in 2022. Based on this, funds were included in the Fiscal Year 2023 Budget for the transition from the microwave network to a fiber solution.

This project involves running fiber to each building creating a virtual WAN (Wide Area Network) using a solution called SD-WAN (Software Defined-WAN). The new SD-WAN solution will supply Village Hall with 500/500 Mbps and the Police and Public Works facilities with 200/200 Mbps of both internet and inter-building connectivity. The SD-WAN will also continue to use the existing microwave network as a backup WAN.

Staff researched both AT&T and Comcast, who have been the exclusive fiber providers in the region. While AT&T required a signed commitment prior to developing a quote for installation and services, Comcast was willing to waive all installation costs and provided the attached quotes for fiber internet services, as well as the Village's Static IP's, SD WAN equipment and 4G LTE Backup that would be impacted by the service. The total monthly cost for fiber at all three facilities is \$3,215.99, which is less than the Village had been paying for the low-baud circuits and T1's before the microwave network was installed.

In order to secure this pricing, Comcast requires a 60-month Master Services Agreement. There are no early termination costs associated with this agreement, so the Village can discontinue service at one or all of the facilities with 30 days' written notice. This is important, as the service to the existing police facility will be able to be eliminated without penalty shortly after construction is completed on the new facility. DeKind Computer Consultants have assisted in the review of these agreements and are comfortable with the proposed specifications. If approved, Comcast estimates a six month wait for installation to be completed, which puts project completion in early spring of 2024.

Financial Impact

The FY23 budget anticipated installation of the fiber network in August of 2023, with a cost of \$12,144 for four months of service. Since the project has been delayed to spring of 2024, the FY24 budget is expected to include a request for 9 months of fiber internet service. Comcast has quoted \$2,616.02 per month for the Fiber Internet Circuits and \$599.97 per month for the Static IP's, SD WAN equipment and 4G LTE Backup. Total monthly cost is \$3,215.99. For FY24, this would be a total of \$28,943.91, with the annual cost thereafter being \$38,591.88.

Staff recommends a motion to Approve a Master Services Agreement with Comcast for Fiber Internet Services and authorize the Village Administrator to execute the associated Sales Orders.

Trustee Huckins asked if the Village will be responsible for waived fees should the 60-month agreement be broken. Administrator Andrews confirmed that there will be no liability of cost.

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



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COMMITTEE OF THE WHOLE MEETING

SEPTEMBER 12, 2023

Community Development

Request for Approval of a Resolution Approving Entry into a Professional Services Agreement with Teska Associates, Inc. for Consulting Services

Presented by Director of Community Development John Svalenka

The Village's Comprehensive Plan was last fully updated in 2002. After this, the Village adopted minor amendments to certain sections of the plan in 2004, 2006, 2007, 2008, 2009, 2013, and 2015. Best practice for a municipality is to update its "Comp Plan" once every ten years, to assess whether the community's vision for development, preferences for land use, and general economic development goals and objectives remain viable or need to be modified. With the fact some of the development goals in the existing plan remain unfulfilled, and that the most recent updates to the Comp Plan pre-date the Covid19 pandemic, a fresh update will be greatly beneficial for the Village to be able to appropriately position itself with current goals and objectives when engaging with developers, seeking grant awards, and determining the optimal allocation of financial and staff resources to align with what are identified to be top priorities.

Village staff anticipates that the Comp Plan update will be an approximately one-year process with the budget split between the 2023 and 2024 calendar years, with payments to the consultant divided accordingly. The consultant would be paid for services on the basis of specified hourly billing rates for professional and technical staff time, plus reimbursement for directly related expenses, with a maximum compensation not to exceed \$137,000.00. The services to be provided involve a 12-month process of public engagement, analysis of existing conditions, community workshops and the formation of a Steering Committee to oversee the process from beginning to the final development of a draft plan that will be presented to the President and Board of Trustees for adoption.

Below is a timeline of the process staff initiated earlier this year to identify a qualified consultant team to recommend for Village Board approval:

- June 13 – Request for qualifications (RFQ) sent to prospective consultants and posted for general solicitation.
- July 7 – RFQ submittals received from two consultant groups: Chastain & Associates; and Teska Associates.
- July 7 to July 19 – Village staff reviewed proposals for compliance with the RFQ submittal requirements and scheduled both of the consultant groups to make in-person presentations of their firm's qualifications and proposed scope of work.
- July 27 to August 2 – Finalist presentations of proposals to Village selection committee, composed of Village Administrator Shannon Andrews, Assistant Village Administrator Trevor Bosack, and Director of Community Development John Svalenka.
- August 3 – Village selection committee reviewed the merits of each consultant group, both of which are quality firms whose principals have significant experience. There was consensus from the selection committee that the team led by Teska Associates, Inc. would be the most capable and responsive to the Village's particular needs, from providing highly professional outreach and community engagement



COMMITTEE OF THE WHOLE MEETING SEPTEMBER 12, 2023

throughout the Village to the inclusion of a subconsultant that specializes in economic development planning and implementation.

Below is the general timeframe Teska Associates, Inc has proposed for the Comprehensive Plan Update process (Oct 2023-Oct 2024), and attached to the agenda is a copy of the Professional Services agreement, along with Scope of Services for the approximately 12-month engagement. The total cost will not exceed \$137,000.00. The agreement has been reviewed and approved by the Village Attorney. Additionally, Teska Associates will be teaming-up with several sub-consultants to assist with specialized areas of the Comprehensive Planning process: Baxter & Woodman (transportation and engineering); and The Planera Group (economic development planning and implementation).

| PHASE | 2023 | | | 2024 | | | | | | | | | |
|-----------------------------------|------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT |
| 1. Assess Community Conditions | | | | | | | | | | | | | |
| 2. Community Engagement | | | | | | | | | | | | | |
| 3. A Vision for Lake in the Hills | | | | | | | | | | | | | |
| 4. Develop Plan Opportunities | | | | | | | | | | | | | |
| 5. Draft Plan and Adoption | | | | | | | | | | | | | |

- Steering Committee (5)
- Community Open House (2)
- Team Workshop
- Village Boards Update (2)
- Public Hearing & Adoption

Financial Impact

Village staff has identified \$40,000.00 in the FY23 budget for Community Development Department professional services that is available to cover Comp Plan consultant expenses in 2023. Staff will be requesting an additional \$97,000.00 in the FY24 budget to cover the maximum cost of \$137,000.00 for the entire project.

Staff recommends a motion to approve a Resolution Approving Entry into a Professional Services Agreement with Teska Associates, Inc. for Consulting Services.

Michael Blue, Project Manager and Principal at Teska Associates shared details of the following with the Board:

- the team at Teska Associates
- reasons for preparing a Comprehensive Plan
- plan elements
- phases of the planning process

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SEPTEMBER 12, 2023

Public Works

Request for Approval of the Resolution to Adopt the McHenry County Natural Hazards Mitigation Plan

Presented by Public Works Director Ryan McDillon

Staff requests approval of a resolution to adopt the McHenry County Natural Hazards Mitigation Plan.

The 2023 McHenry County Natural Hazards Mitigation Plan identifies activities that can be undertaken by both the public and the private sectors to reduce safety hazards, health hazards, and property damage caused by natural hazards. The plan focuses on seven natural hazards facing McHenry County and its jurisdiction. The identified major natural hazards facing McHenry County include floods, severe summer storms (including hail, lightning, and wind), severe winter storms, tornadoes, extreme heat events, drought, and dam failure. The County has received one Presidential Disaster Declaration since the 2017 plan update for the Covid-19 pandemic.

The development and adoption of a hazard mitigation plan allows communities to be eligible to apply for Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) grants, including the Hazard Mitigation Grant Program (HMGP), the Building Resilient Infrastructure and Communities (BRIC) program, and the Flood Mitigation Assistance (FMA) program. The 2023 Plan Update was developed in accordance with the FEMA Local Mitigation Planning Policy Guide made effective April 19, 2023, and is eligible for credit under FEMA's National Flood Insurance Program (NFIP) Community Rating System (CRS). The updated planning guidance places an emphasis on planning for climate change and equitable outcomes. For this reason, McHenry County heavily invested in community and stakeholder engagement, and focused on identifying regional mitigation activities that increase the benefits gained by hazard mitigation.

Staff recommends a motion to approve the Resolution adopting the McHenry County Natural Hazards Mitigation Plan.

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

Parks & Recreation

Request for Approval of a Fee Waiver for the 2023 Boy Scouts of America Camporee

Presented by Parks & Recreation Director Trevor Bosack

At the March 9, 2023, Village Board meeting, the Village Board granted a waiver to Section 8.04.J, Camping, of the Municipal Code to allow the Boy Scouts of America – Sycamore District to camp on the nights of Friday, September 29 and Saturday, September 30, 2023, at Larsen Park. As the date approaches, staff has been working with the BSA to finalize their special event permit related to the event.

As a reminder, the Scouts would arrive on Friday evening, set up camp, and spend a portion of Saturday at the airport. The theme is *Planes, Trains, and Automobiles* with a focus on transportation. Scouts would return to Larsen



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SEPTEMBER 12, 2023

Park for the afternoon/evening on Saturday, September 30, spend the night and depart on Sunday. Tents, trailers, and vehicles would populate Larsen Park for the duration of the event.

The Boy Scouts of America, Blackhawk Area Council, Sycamore District has submitted a request for consideration to waive the refundable \$1,000 security deposit. The remaining special event permit fees totaling \$280 will be paid by the organization.

As the Board requested, letters to the adjacent households are being issued next week to make sure they are aware of the event in advance.

Financial Impact

The value of the fee waiver being requested is \$1,000, which is the refundable security deposit.

The remaining permit fees total \$280 and include the application fee (\$25), the shelter rental (\$105 or 3 x \$35) and the Emergency Action Plan Review (\$150).

Staff recommends a motion to approve the fee waiver request from the Boys Scouts of America, Blackhawk Area Council, Sycamore District for their September 2023 special event.

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

Board of Trustees

Trustee Murphy announced that this year's Summer Sunset Festival was successful and thanked Director Svalenka, Director McDillon, Administrator Andrews, Trustee Anderson, Trustee Harlfinger, Trustee Dustin, Trustee Huckins, Trustee Bojarski, Attorney Stewart, and President Bogdanowski for making themselves available to help where needed.

President

President Bogdanowski announced that Thursday's Village Board meeting will include proclamations for Constitution Week and Adult Literacy Week.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:10 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk

Committee of the Whole Meeting
September 12, 2023