



PUBLIC MEETING NOTICE AND AGENDA
COMMITTEE OF THE WHOLE MEETING

OCTOBER 24, 2023
7:30 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Audience Participation
The public is invited to make an issue-oriented comment on any matter of public concern. The public comment may be no longer than 3 minutes in duration.
4. Staff Presentations
 - A. Administration
 1. Informational Item concerning FY2024 Compensation and Staffing Plan
 - B. Police
 1. Ordinance amending Chapter 3, Village Administration, of the Municipal Code
 - C. Public Works
 1. Award a contract for the Woods Creek Streambank Restoration Project for Reach 12
 2. Leave Without Pay request as a Condition of Employment
5. Board of Trustees
6. Village President
7. Adjournment

MEETING LOCATION
Lake in the Hills Village Hall
600 Harvest Gate
Lake in the Hills, IL 60156

The Village of Lake in the Hills is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at (847) 960-7400 [TDD (847) 658-4511] promptly to allow the Village to make reasonable accommodations for those persons.

Posted by: _____ Date: _____ Time: _____



INFORMATIONAL MEMORANDUM

MEETING DATE: October 24, 2023

DEPARTMENT: Administration

SUBJECT: Fiscal Year 2024 Compensation and Staffing Plan

EXECUTIVE SUMMARY

REVENUES

In most municipalities, staff salaries make up the largest percentage of total expenditures within the annual budget. This requires municipalities to balance the cost of salary increases and personnel decisions against the rate of increasing revenues. As such, a preliminary analysis of anticipated Fiscal Year 2024 Budget (FY24) revenues is being provided in this discussion so that the Board has a foundation for decision making.

Table 1

	2020 Actual	2021 Actual	2022 Actual	2023 Estimate	2024 Projected	% Change
Major Revenue Sources						
Property Taxes	\$ 5,663,281	\$ 5,674,404	\$ 5,712,303	\$ 5,741,100	\$ 5,762,000	0.36%
Sales & Other Taxes	\$ 6,526,530	\$ 8,566,876	\$ 9,932,325	\$ 9,551,500	\$ 9,514,000	-0.39%
*Intergovernmental (Income Tax)	\$ 3,182,757	\$ 3,870,727	\$ 4,746,521	\$ 4,611,000	\$ 4,883,000	5.90%
All Other Revenue	\$ 1,967,726	\$ 2,571,773	\$ 2,861,743	\$ 2,305,905	\$ 2,323,990	0.78%
Major Revenues Total	\$ 17,340,294	\$ 20,683,780	\$ 23,252,891	\$ 22,209,505	\$ 22,482,990	1.23%

*Intergovernmental has been adjusted to remove one-time grant revenues across each fiscal year.

In reviewing the above table, it should be noted that 90% of the Village’s revenues come from Property Tax, Sales Tax, or Income Tax. The revenue sources such as licenses & permits, charges for services, fines, fees & forfeitures, and investment income make up approximately the remaining 10% of the Village revenues. With sales tax expected to have reached its peak in FY22 and no substantive change in property taxes, the Village is currently relying on increases in income tax to offset growing operational expenses. Despite this, revenues in the General Fund are expected to exceed expenditures in FY24.

COST OF LIVING ADJUSTMENT / MERIT INCREASES

The Village’s Personnel Rules and Regulations establishes the January Cost of Living Adjustment (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, the COLA is capped at 4%. Staff will be presenting a revised Personnel Rules and Regulations to the Board which will provide the ability to deviate from this standardized calculation if the budget necessitates doing so.

In the Fiscal Year 2024 Budget, staff is recommending the 3% CPI increase as the Cost of Living Adjustment, with an additional 1% merit increase in July. Under the current compensation matrix, the 1% merit would be distributed based on review scores as follows:

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

If the Village Board prefers, an alternative to this would be to reduce the COLA in favor of increasing the allowable merit increase to arrive at the same 4% total increase for the year. A larger merit increase would help to incentivize staff to reach for top performance standards. Since this would be a deviation from the policy, it would require the support of the Board.

MINIMUM WAGE

From January 1, 2010 through January 1, 2019, the minimum wage remained constant at \$8.25/hr., while the Village compensation schedule increased 2% each year. In 2019, the compensation schedule was recalibrated, reducing the compensation in the lowest grade and basing increases in the schedule on ½ the CPI calculation used for COLA increases. That same year, the state passed new minimum wage laws that would increase the minimums by \$1.00/hr. each year through 2025. Unfortunately, these massive increases in minimum wages have significantly outpaced the CPI. This has caused an imbalance in the compensation schedule, as shown in the chart below. While the average compression was \$7.52/hr. from 2014-2018, it has steadily declined since 2019. A chart showing the comparison between minimum wage and the lowest paid full-time position is shown below:

Year	Minimum Wage	Lowest Grade	Diff
1/1/2010	8.25	No Data	
1/1/2011	8.25	No Data	
1/1/2012	8.25	No Data	
1/1/2013	8.25	No Data	
1/1/2014	8.25	15.1524	6.90
1/1/2015	8.25	15.4558	7.21
1/1/2016	8.25	15.7649	7.51
1/1/2017	8.25	16.0803	7.83
1/1/2018	8.25	16.4019	8.15
1/1/2019	8.25	14.5534	6.30
1/1/2020	9.25	14.6699	5.42
7/1/2020	10.00	14.6699	4.67
1/1/2021	11.00	14.7432	3.74
1/1/2022	12.00	15.0381	3.04
1/1/2023	13.00	15.3389	2.34
1/1/2023	*15.00	15.3389	0.34
1/1/2024	14.00	15.5613	1.56
1/1/2025	15.00	Unknown	

* Note that in 2023, seasonal positions traditionally offered at minimum wage were increased to \$15.00 to attract interest in the positions. This was due to pressure within the employment market from large retailers competing for employees by offering upwards of \$18.00/hr. as starting pay. In 2023, this action reduced the compression between what would normally be minimum wage employees and full-time staff to only \$0.34/hr. Unfortunately, this issue perpetuates itself through the remainder of the salary schedule and continues to impact the Village’s ability to attract talent to our open positions.

While a salary study was included in the FY23 budget, the turnover in the Human Resources Division delayed staff’s ability to move forward until FY24. Until then, the attached Compensation Schedule has been constructed to realign the grades within the Village. The lowest grade, now Grade 53, has been increased to \$18.00, which is \$4.00/hr. over the current minimum wage, \$3.00/hr. over the current pay for many of our seasonal positions, and at market rate for some more competitive employers. There is a 10% gap between grades to allow for adequate compression and offer an incentive for promotion. The salary ranges for each pay grade continue to vary from 35-45% based on pay grade.

In addition, the following changes have been made to the compensation schedule:

- Unused grades have been eliminated and grades renumbered accordingly.
- Board approved positions previously not included on the schedule have been added (Building Commissioner, Parks and Recreation Director and Deputy Public Works Director).
- Inactive positions have been retained within the schedule as future placeholders (noted in italics).
- The duplicate entry of the Communications Coordinator was removed.

In addition to the above adjustments, a number of positions have shifted grades to more accurately reflect the appropriate salary range for the position. No changes in pay will occur with these shifts.

- Fiscal Specialist I and II moved up one grade each, to align with the Administrative Specialist I and II positions.
- Social Services Director position was moved up one grade.

To resolve compression challenges within the leadership structure of the Police Department, base salary for the Sergeant position was placed at 10% above the highest officer pay. A future Commander position has been inserted as a placeholder for future growth in the FY25 budget. Remaining police command staff retain a 10% compression between each position.

Despite the quantity of changes to the compensation schedule, only five positions are directly impacted as identified in the table below:

Position	FY24 Salary w/ 3% COLA	Base Salary in New Schedule	Difference	Financial Impact
Airport Line Technician	\$15.80	\$18.00	-\$2.44	\$1,970.43
Customer Service Specialist	\$22.34	\$23.96	-\$1.62	\$3,850.10
Customer Service Specialist	\$23.76	\$23.96	-\$0.20	\$475.32
Fiscal Specialist I	\$28.75	\$28.99	-\$0.24	\$570.39
Administrative Specialist II	\$31.54	\$31.89	-\$0.35	\$831.81
Records Supervisor	\$37.79	\$38.58	-\$0.79	\$1,877.52
			Total	\$9,575.57

It should be noted that the individuals in these positions are generally new hires or promotions who have not been in their role long enough to progress into the range. When maintaining a set compression rate, an increase to the base salary of the schedule has a greater impact on the positions in these lower grades.

The staff recommendation is to increase the salaries of these individuals to align them with the minimum salary of their new grade level. The financial impact of these changes is estimated to be \$9,575.57.

A copy of the proposed FY24 Compensation Schedule is attached for the Board's consideration. The FY24 proposed budget will include the deferred request to perform a more comprehensive professional review of salaries.

Seasonal Positions

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. In order for the Village to remain competitive in attracting individuals to these positions, staff is requesting the ability to continue offering base wages of up to \$15.00/hour for these positions.

NEW POSITION REQUESTS

There are no new positions being requested in FY24.

FINANCIAL IMPACT

As discussed within the memo.

ATTACHMENTS

1. Proposed FY24 Salary Schedule
2. FY23/FY24 Salary Comparisons

SUGGESTED DIRECTION

Staff is seeking the Board's direction on incorporating the recommendations into the Fiscal Year 2024 Budget as summarized below:

1. Maximum of a 4% increase in salaries
2. Restructure FY24 Salary Schedule
3. Increases for five positions

Pay Grade	Title	2024 Min	2024 Mid	2024 Max	Range	% Increase
53	Airport Service Technician	\$18.00	\$22.05	\$26.10	45%	
		\$37,440	\$45,864	\$54,288		
54	Apprentice Mechanic	\$19.80	\$24.26	\$28.71	45%	10.00%
		\$41,184	\$50,450	\$59,717		
55	<i>Office Assistant</i>	\$21.78	\$26.68	\$31.58	45%	10.00%
		\$45,302	\$55,495	\$65,688		
56	Customer Service Specialist	\$23.96	\$29.35	\$34.74	45%	10.00%
		\$49,833	\$61,045	\$72,257		
57	Human Resources Coordinator	\$26.35	\$32.28	\$38.21	45%	10.00%
		\$54,816	\$67,149	\$79,483		
58	Administrative Specialist I	\$28.99	\$35.51	\$42.03	45%	10.00%
	Administrative Specialist I	\$60,297	\$73,864	\$87,431		
	Communications Specialist					
	Fiscal Specialist I					
	Property Maintenance Inspector					
59	Administrative Specialist II	\$31.89	\$39.06	\$46.24	45%	10.00%
	Administrative Specialist II	\$66,327	\$81,251	\$96,175		
	Building Inspector I					
	IT Specialist					
	Fiscal Specialist II					
60	Building Inspector II	\$35.08	\$42.97	\$50.86	45%	10.00%
	Recreation Supervisor	\$72,960	\$89,376	\$105,792		
61	Accountant	\$38.58	\$47.27	\$55.95	45%	10.00%
	Records Supervisor	\$80,256	\$98,314	\$116,371		
	<i>Communications Coordinator</i>					
62	Administrative Services Manager	\$42.44	\$51.99	\$61.54	45%	10.00%
	Social Services Coordinator/Police Social Worker	\$88,282	\$108,145	\$128,008		
63	Airport Manager	\$46.69	\$57.19	\$67.70	45%	10.00%
	Human Resources Manager	\$97,110	\$118,959	\$140,809		
	Recreation Superintendent					
	Building Commissioner					
	<i>IT Manager</i>					
64	Social Services Director	\$51.36	\$60.34	\$69.33	35%	10.00%
	Assistant Finance Director	\$106,821	\$125,514	\$144,208		
	Public Properties Superintendent					
	Streets Superintendent					
	Water Superintendent					
	<i>Asst Community Development Director</i>					
	<i>Asst Parks and Recreation Director</i>					
65	Sergeant	\$56.49	\$66.38	\$76.26	35%	10.00%
		\$117,503	\$138,066	\$158,629		
66	Assistant Village Administrator	\$62.14	\$73.02	\$83.89	35%	10.00%
	Director of Community Development	\$129,253	\$151,872	\$174,492		
	Director of Parks and Recreation					
	Deputy Public Works Director					
	<i>Commander</i>					
67	Finance Director	\$68.35	\$80.32	\$92.28	35%	10.00%
	Public Works Director	\$142,178	\$167,060	\$191,941		
	Deputy Chief - Patrol Services					
	Deputy Chief - Support Services					
69	Chief of Police	\$75.19	\$88.35	\$101.51	35%	10.00%
		\$156,396	\$183,766	\$211,135		
70	Village Administrator	\$82.71	\$97.18	\$111.66	35%	10.00%
		\$172,036	\$202,142	\$232,248		

Current FY23 Compensation Schedule

Pay Grade	Title	2023 Min	2023 Max	% Increase
50	Airport Service Technician	\$15.34	\$22.24	
		\$31,905	\$46,262	
51	No Position	\$16.11	\$23.37	5.00%
		\$33,500	\$48,575	
52	Apprentice Mechanic	\$17.72	\$25.69	10.00%
		\$36,850	\$53,433	
53	Office Assistant	\$17.93	\$26.00	1.20%
		\$37,292	\$54,074	
54	No Position	\$19.72	\$28.60	10.00%
		\$41,022	\$59,481	
55	Customer Service Specialist	\$21.69	\$31.46	10.00%
		\$45,124	\$65,429	
56	Human Resources Coordinator	\$23.86	\$34.60	10.00%
		\$49,636	\$71,972	
57	Fiscal Specialist I	\$26.25	\$38.06	10.00%
		\$54,600	\$79,169	
58	Administrative Specialist I	\$28.35	\$41.11	8.00%
58	Administrative Specialist I	\$58,968	\$85,503	
58	Communications Specialist			
58	Fiscal Specialist II			
58	Property Maintenance Inspector			
59	Administrative Specialist II	\$30.62	\$44.40	8.00%
59	Administrative Specialist II	\$63,685	\$92,343	
59	Building Inspector I			
59	IT Specialist			

**Schedule adjusted based on
FY24 CPI Increase**

2024 Min	2024 Max	% Increase
\$15.57	\$22.58	
\$32,383	\$46,956	
\$17.98	\$26.07	15.50%
\$37,403	\$54,234	
\$18.20	\$26.39	1.20%
\$37,852	\$54,885	
\$22.02	\$31.93	21.00%
\$45,801	\$66,411	
\$24.22	\$35.12	10.00%
\$50,381	\$73,052	
\$28.78	\$41.72	18.80%
\$59,852	\$86,786	
\$31.08	\$45.06	8.00%
\$64,641	\$93,729	

Proposed FY23 Compensation Schedule

Pay Grade	Title	2024 Min	2024 Max	% Increase
50	Airport Service Technician	\$18.00	\$26.10	
		\$37,440	\$54,288	
	No Current Positions			
51	Apprentice Mechanic	\$19.80	\$28.71	10.00%
		\$41,184	\$59,717	
52	Office Assistant	\$21.78	\$31.58	10.00%
		\$45,302	\$65,688	
	No Current Positions			
53	Customer Service Specialist	\$23.96	\$34.74	10.00%
		\$49,833	\$72,257	
54	Human Resources Coordinator	\$26.35	\$38.21	10.00%
		\$54,816	\$79,483	
	No Current Positions			
55	Administrative Specialist I	\$28.99	\$42.03	10.00%
	Administrative Specialist I	\$60,297	\$87,431	
	Communications Specialist			
	Fiscal Specialist I			
	Property Maintenance Inspector			
56	Administrative Specialist II	\$31.89	\$46.24	10.00%
	Administrative Specialist II	\$66,327	\$96,175	
	Building Inspector I			
	IT Specialist			
	Fiscal Specialist II			

Current FY23 Compensation Schedule

Pay Grade	Title	2023 Min	2023 Max	% Increase
60	Building Inspector II	\$33.07	\$47.95	8.00%
60	Recreation Supervisor	\$68,780	\$99,731	
61	Accountant	\$35.71	\$51.78	8.00%
61	Records Supervisor	\$74,282	\$107,709	
61	Communications Coordinator			
62	No Current Positions	\$38.57	\$55.93	8.00%
		\$80,225	\$116,326	
63	Administrative Services Manager	\$41.66	\$60.40	8.00%
63	Administrative Services Manager	\$86,643	\$125,632	
63	Communications Coordinator			
63	Police Social Worker			
64	Airport Manager	\$44.99	\$65.23	8.00%
64	Human Resources Manager	\$93,574	\$135,683	
64	IT Manager			
64	Recreation Superintendent			
64	Social Services Director			
65	Sergeant	\$47.24	\$66.13	5.00%
		\$98,253	\$137,554	

**Schedule adjusted based on
FY24 CPI Increase**

2024 Min	2024 Max	% Increase
\$33.56	\$48.67	8.00%
\$69,812	\$101,227	
\$36.25	\$52.56	8.00%
\$75,397	\$109,325	
\$42.28	\$61.31	16.64%
\$87,943	\$127,517	
\$45.66	\$66.21	8.00%
\$94,978	\$137,718	
\$47.95	\$64.73	5.00%
\$99,727	\$134,631	

Proposed FY23 Compensation Schedule

Pay Grade	Title	2024 Min	2024 Max	% Increase
57	Building Inspector II	\$35.08	\$50.86	10.00%
	Recreation Supervisor	\$72,960	\$105,792	
58	Accountant	\$38.58	\$55.95	10.00%
	Records Supervisor	\$80,256	\$116,371	
	<i>Communications Coordinator</i>			
	No Current Positions			
59	Administrative Services Manager	\$42.44	\$61.54	10.00%
	Police Social Worker	\$88,282	\$128,008	
60	Airport Manager	\$46.69	\$67.70	10.00%
	Human Resources Manager	\$97,110	\$140,809	
	Recreation Superintendent			
	Building Commissioner			
	<i>IT Manager</i>			
61	Social Services Director	\$51.36	\$69.33	10.00%
	Assistant Finance Director	\$106,821	\$144,208	
	Public Properties Superintendent			
	Streets Superintendent			
	Water Superintendent			
	<i>Asst Community Development Director</i>			
	<i>Asst Parks and Recreation Director</i>			
62	Sergeant	\$56.49	\$76.26	10.00%
		\$117,503	\$158,629	

Current FY23 Compensation Schedule

Pay Grade	Title	2023 Min	2023 Max	% Increase
66	Assistant Finance Director	\$49.49	\$66.81	4.76%
66	Asst Community Development Director	\$102,932	\$138,958	
66	Public Properties Superintendent			
66	Streets Superintendent			
66	Water Superintendent			
67	Deputy Chief - Patrol Services	\$55.42	\$74.82	12.00%
67	Deputy Chief - Support Services	\$115,283	\$155,633	
67	Assistant Village Administrator			
68	Director of Community Development	\$62.08	\$83.80	12.00%
		\$129,117	\$174,309	
69	Finance Director	\$68.28	\$92.18	10.00%
69	Chief of Police	\$142,029	\$191,740	
69	Public Works Director			
80	Village Administrator	\$80.58	\$108.78	18.00%
		\$167,597	\$226,253	

**Schedule adjusted based on
FY24 CPI Increase**

2024 Min	2024 Max	% Increase
\$50.23	\$67.81	4.76%
\$104,476	\$141,042	
\$56.26	\$75.95	12.00%
\$117,013	\$157,967	
\$63.01	\$85.06	12.00%
\$131,054	\$176,923	
\$69.31	\$93.57	10.00%
\$144,160	\$194,616	
\$81.78	\$110.41	18.00%
\$170,111	\$229,650	

Proposed FY23 Compensation Schedule

Pay Grade	Title	2024 Min	2024 Max	% Increase
	No Current Positions			
63	Assistant Village Administrator	\$62.14	\$83.89	10.00%
	Director of Community Development	\$129,253	\$174,492	
	Director of Parks and Recreation			
	Deputy Public Works Director			
	Commander			
64	Finance Director	\$68.35	\$92.28	10.00%
	Public Works Director	\$142,178	\$191,941	
	Deputy Chief - Patrol Services			
	Deputy Chief - Support Services			
65	Chief of Police	\$75.19	\$101.51	10.00%
		\$156,396	\$211,135	
66	Village Administrator	\$82.71	\$111.66	10.00%
		\$172,036	\$232,248	



REQUEST FOR BOARD ACTION

MEETING DATE: October 24, 2023

DEPARTMENT: Police

SUBJECT: Ordinance Amending Chapter 3 of the Lake in the Hills Municipal Code to establish an Administrative Procedure under the Public Safety Employee Benefits Act

EXECUTIVE SUMMARY

The Public Safety Employee Benefits Act (PSEBA) was enacted in 1997 to provide health insurance benefits when a “full-time law enforcement officer, correctional or correctional probation officer, or firefighter suffers a catastrophic injury or is killed in the line of duty.” The same benefits may be extended to a spouse and eligible dependent children provided that all the established conditions are satisfied.

Currently, within the Village’s Municipal Code, no procedure exists for application and determination of claims for benefits under PSEBA. The purpose of the amended ordinance is to provide a fair and efficient method of determining the eligibility of full-time Lake in the Hills police officers to the benefits available under PSEBA. The ordinance provides direction on key elements such as the Application Procedure, Application Review, Administrative Hearing and Health Insurance Benefits.

Highlights include;

- A PSEBA application shall be filed by the applicant no later than 60 days from the date a permanent duty-related disability pension is awarded by the Lake in the Hills police pension board.
- The Village Administrator is charged with review of the PSEBA application and has the authority to grant the health insurance benefits if it is deemed that a qualification hearing is not required. In the event that a PSEBA qualification hearing is necessary it will be conducted by a Village appointed Administrative Hearing Officer.
- If the Village Administrator denies the PSEBA application the applicant shall have the right to request a qualification hearing before the appointed Administrative Hearing Officer.
- Upon qualification for PSEBA benefits, the beneficiary shall be entitled to the Village’s basic level insurance. The beneficiary may choose another option offered by the Village but shall pay the difference in the insurance premium between the basic and non-basic level plan.

FINANCIAL IMPACT

None

ATTACHMENTS

1. Proposed Ordinance

RECOMMENDED MOTION

Motion to Approve the Ordinance amending Chapter 3, Village Administration, of the Lake in the Hills Municipal Code.

VILLAGE OF LAKE IN THE HILLS

ORDINANCE NO. 2023-_____

**An Ordinance Amending Chapter 3, Village Administration, of the
Lake in the Hills Municipal Code for an Administrative Procedure
Under the Public Safety Employee Benefits Act**

WHEREAS, the Village of Lake in the Hills, McHenry County, Illinois (the "Village") is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals and welfare; and

WHEREAS, the Public Safety Employee Benefits Act ("PSEBA") or "Act" was enacted in 1997 to require taxpayer payment for health insurance benefits, when a "full-time law enforcement officer, correctional or correctional probation officer, or firefighter suffers a catastrophic injury or is killed in the line of duty." (820 ILCS 320/10(a)); and

WHEREAS, the Village under its home rule authority and pursuant to *Pederson v. The Village of Hoffman Estates*, 380 Ill. Dec. 541 (1st Dist. 2014), has authority to establish an administrative procedure for determining claims for benefits under the Act; and

WHEREAS, among other things, the Act fails to define "basic group health insurance plan."

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lake in the Hills, Illinois, pursuant to its home rule authority, that Chapter 3, Village Administration, be amended to add Section 3.19, Administrative Procedures Under the Public Safety Employee Benefits Act, as follows:

SECTION 1. Chapter 3, Village Administration, of the Lake in the Hills Municipal Code shall be amended to add Section 3.19, Administrative Procedure Under the Public Safety Employee Benefits Act, to read as follows:

3.19 ADMINISTRATIVE PROCEDURE UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT

A. **PURPOSE:** The purpose of this Section 3.19 is to provide a fair and efficient method of determining the eligibility of full-time Lake in the Hills police officers to the benefits enumerated under the Public Safety Employee Benefits Act ("PSEBA"). All benefits shall be consistent with PSEBA and be no lesser than nor greater than, those provided by PSEBA and this Section 3.19.

B. **NOT A CONTRACT:** The administrative procedure provided in this Section 3.19 is not a contract that bestows a benefit or entitlement on any particular individual and may be modified or amended by the Village at any time.

C. **DEFINITIONS:** The terms, whether capitalized or not, used in this Section 3.19 shall mean as follows:

Basic level insurance shall mean the lowest-cost plan available to the Village's regular, full-time employees as determined by total annual premium.

Catastrophic injury shall have the meaning established by the Illinois courts or legislation, including one or more of the circumstances set forth in 820 ILCS 320/10(b), whichever is more restrictive.

Dependent child and dependent for support shall both be defined as a dependent child according to the Village's health insurance plan.

Human Resources Manager shall mean the highest-level employee in the Village's human resources department or his/her designee.

Emergency shall have the meaning established by Illinois courts or legislation, whichever is more restrictive.

Police officer shall mean a full-time law enforcement officer of the Village on duty at the time of his/ her catastrophic injury.

Spouse of the "injured police officer" shall be defined by the Village's health insurance plan.

D. **PSEBA INITIAL QUALIFICATION:** Any police officer who, after November 14, 1997, suffers a catastrophic injury or is killed in the line of duty, may apply for health insurance benefits under PSEBA in strict conformance with the standards set forth in this Section 3.19. The same benefits may be extended to a spouse and eligible dependent children (hereinafter "applicant's beneficiaries"), provided that all terms and conditions as established in PSEBA and this section are fully satisfied.

E. APPLICATION PROCEDURE: A PSEBA application shall be filed by a PSEBA applicant no later than 60 days from the date a permanent duty-related disability pension claim is awarded. Any police officer who is not subject to the jurisdiction of the police pension board shall submit a completed PSEBA application within six months of sustaining the alleged catastrophic injury.

The Human Resources Manager shall provide the applicant with a copy of this section at the time the PSEBA application is provided. In the event that an employee is receiving PSEBA as of the date of adoption of this ordinance, employee's receipt of such benefit shall be grandfathered as to the original application, but not as to the extension application as required in Subsection J, Health Insurance Benefits.

1. Application: The application shall include the name of the employee; the full name of the applicant's spouse, date of marriage, with marriage license attached; birth certificates or adoption orders for all dependent children, and any and all other documents establishing that the child is "dependent" as set forth in the Village's health insurance plan document; the date of hire; detailed information regarding the incident including date, time, place and nature of injury, and any other factual circumstances surrounding the incident giving rise to said claim; the identities of witnesses to the incident, the names of witnesses the applicant may call at a PSEBA hearing and the names and addresses of the employee's medical providers; information and supporting documentation filed with the pension board by the applicant and all exhibits on file with the pension board; any and all rulings or determinations by the pension board; any and all documents supporting the PSEBA eligibility requirement for applicant's beneficiaries, including: proof of active school enrollment and employment. Failure to file a fully complete application, along with submittal of all supporting documents, shall result in a forfeiture of PSEBA benefits until the next date of open enrollment for the insurance.
2. Medical Release Required: Medical records shall be secured by the Village. Medical releases provided by the Human Resources Manager, authorizing the collection of medical information by the Village related to the incident, including, but not limited to, disability pension proceedings, workmen's compensation records and medical records shall be signed by the applicant and submitted with the PSEBA

application. The PSEBA medical releases shall specify the name, address, email and phone information for pertinent health care providers and hospitals, along with the applicant's signature and a witness's signature. The medical releases shall comply with HIPAA standards. Medical records shall be considered "supporting documents" as required above.

3. Additional Information: The Village Administrator shall, at any time, have the authority to modify the PSEBA application form, or seek additional information from an applicant or other source of relevant information, to better enable the Village to ascertain the applicant's qualifications.
4. No Review Until Complete Application Filed: The Village's initial review of the PSEBA application will not occur until all of the required information, including the supporting documents, are submitted to the Human Resources Manager.
5. Sworn Application: Any application for PSEBA benefits shall be sworn to by the applicant and notarized. All supporting documents filed for PSEBA qualification shall be verified under oath by the applicant and notarized.

F. APPLICATION REVIEW BY VILLAGE ADMINISTRATOR (NOTIFICATION): Upon receipt of a timely fully completed and filed PSEBA application, the Village Administrator shall have 30 days to review the application and supporting documents and make an initial determination as to whether or not a PSEBA qualification hearing is required or if a determination can be made without a hearing.

1. Additional Information: The Village Administrator may require other information necessary to make a determination as to PSEBA eligibility and as to whether or not a qualification hearing is required, including, but not limited to, health insurance benefits the applicant is currently receiving or is eligible to receive or any other health insurance benefits the applicant's beneficiaries are otherwise entitled to. If the Village Administrator requests additional information that was not otherwise required, the request for additional information shall not be used to deem the application untimely or incomplete, as long as the applicant provides the additional information within 30 days of the Village Administrator's request.

2. PSEBA Approval: If the Village Administrator determines that all PSEBA requirements have been satisfied, the Village Administrator may grant the PSEBA benefits. Upon such grant, the applicant will be notified and required to contact the Human Resources Manager within 30 calendar days for benefit explanation and processing.
3. PSEBA Denial: If the Village Administrator denies the application, the applicant will receive notice of such denial and the applicant shall have the right to request, in writing, a qualification hearing, which shall be served on the Village Administrator not later than 30 calendar days after being served with a written notice of initial denial.
4. Request PSEBA Hearing: In the event of a denial, if the applicant fails to request a PSEBA qualification hearing within 30 days, the applicant shall contact the Human Resources Manager to discuss other potential health insurance options. Failure to request an administrative hearing within 30 days after being served with a written notice of denial by the Village Administrator, shall result in a forfeiture of PSEBA benefits for that plan year. The Village Administrator may also request an administrative hearing if there is insufficient evidence to determine whether or not the PSEBA benefits should be approved or denied.
5. Setting Initial Date: If the applicant requests an administrative hearing, the Village Administrator will refer the matter to an administrative hearing officer within 30 days of the request. The administrative hearing officer shall set the first date of the administrative hearing within 30 calendar days of being appointed. The Applicant will be given written notice of the date, time and location for the scheduled administrative hearing to be served not less than ten (10) days prior to the commencement of the hearing. If the Applicant, upon receiving written notice of the administrative hearing, cannot attend said date, the Applicant must contact the hearing officer in writing within seven (7) days after being served. The hearing officer shall establish an alternative hearing date which is within thirty (30) days of the original hearing date.

G. ADMINISTRATIVE HEARING OFFICER/ADMINISTRATIVE HEARING:

1. Appointment of Administrative Hearing Officer: The Village Administrator is hereby authorized to appoint one or more persons to hold the position of administrative hearing officer for any Village PSEBA administrative hearing. In making this selection, the Village Administrator shall consider all of the pertinent information, including at a minimum:
 - a) The candidate's ability to completely perform the services;
 - b) The candidate's background, service and performance data on file with the Village or otherwise obtained by the Village; and
 - c) The candidate shall be an attorney licensed to practice law in the state of Illinois for at least three years prior to appointment and have knowledge of and experience in employment and labor law, general civil procedure, the rules of evidence and administrative practice.

2. Power of the Hearing Officer: The administrative hearing officer shall have all the powers granted under common law relative to the conduct of an administrative hearing, including the power to:
 - a) Preside over PSEBA administrative hearing(s);
 - b) Administer oaths;
 - c) Hear testimony under oath or affirmation and accept evidence that is relevant to the issue of PSEBA eligibility;
 - d) Issue subpoenas to secure attendance of witnesses in the production of relevant papers or documents upon request of the parties or their representatives;
 - e) Rule upon objections and the admissibility of evidence and other motions;
 - f) Preserve and authenticate the record of the administrative hearing and all exhibits in evidence introduced at the administrative hearing; and

- g) Issue written factual findings and a decision based on: each element required under the Act to establish the applicant's qualifications, the evidence presented at the administrative hearing, the law, and after entertaining (oral or written) arguments as directed by the administrative hearing officer.
- h) For administrative hearing for police officers who are not subject to the jurisdiction of the police pension boards, the administrative hearing officer shall also make a determination of whether the applicant sustained a catastrophic injury, following the same law and making factual inquires as if the police officer was subject to the jurisdiction of a police pension board. All provisions of this ordinance shall be followed by the administrative hearing officer in this type of hearing.

H. ADMINISTRATIVE HEARING: The administrative hearing shall be held to adjudicate and determine whether the applicant is eligible for PSEBA benefits consistent with PSEBA and this Section 3.19 and as follows:

1. Time and Date: Hearing shall be held on the date, time and place established by the administrative hearing officer with appropriate notice served upon the applicant.
2. Hearing Transcription: The Village shall secure the attendance of a certified court reporter to make a transcript of all hearings. The Village and the applicant shall split equally the cost of the court reporter's appearance fee and the cost of one transcript for the administrative hearing officer. If the Village or the applicant requests its/his/her own copy of the transcript, the requesting party shall bear the entire cost of its/his/her own copy.
3. Expedited Transcript: Normally, the transcript shall be prepared based on the court reporter's standard, non-expedited time schedule. If one party requests an expedited transcript, that party shall bear the entire amount of the increased cost for the expedited transcripts, including the extra cost of any and all copies of the expedited transcripts.
4. Procedures: The Village and the applicant shall be entitled to representation by counsel at said

administrative hearing and may present witnesses, testimony and documents, cross-examine witnesses, request the issuance of subpoenas to compel appearances of witnesses and the production of relevant documents. Each party shall bear its own costs of counsel and witnesses.

5. Evidence: The Illinois Rules of Evidence shall apply to the extent practicable unless the administrative hearing officer determines that application of a rule would be an injustice or preclude the introduction of evidence of the type commonly relied upon by a reasonably prudent person in the conduct of their affairs. Such determination shall be in the sole discretion of the administrative hearing officer, but the administrative hearing officer shall state on the record the reason for that determination.
6. Burden of Proof: The applicant shall have the burden of proceeding and the burden of proof to establish that the applicant and applicant's beneficiaries are qualified to receive PSEBA benefits.
7. Final Determination: The determination of the applicant's eligibility for PSEBA benefits shall constitute a final administrative determination for purposes of judicial review.
8. Administrative Records: All records pertaining to the administrative hearing process will be held in a separate file in the applicant's name in the Village's human resources department.

I. ADMINISTRATIVE REVIEW: The administrative hearing officer's determination shall be subject to a common law writ of certiorari by the applicant or the Village.

J. HEALTH INSURANCE BENEFITS:

1. Health Insurance Plan: Upon qualification for PSEBA benefits, the beneficiary shall be entitled to the Village's basic level insurance. An applicant may choose to enroll in any other health insurance plan offered by the Village different from the basic level insurance but shall pay the difference in insurance premium between the Village's basic level insurance and the selected non-basic level plan. Failure of the PSEBA beneficiary to timely pay the difference in the insurance premium's non-basic

level plan shall result in coverage in the basic level plan.

2. Open Enrollment: PSEBA beneficiaries shall annually complete a PSEBA extension application provided by the Human Resources Manager no later than 30 days prior to the end date of all Village open enrollment periods.

K. OTHER HEALTH INSURANCE BENEFITS:

1. Other Benefits: Health insurance benefits payable from any other source will reduce the benefits payable to a PSEBA beneficiary from the Village. Each PSEBA beneficiary shall sign an affidavit attesting that the PSEBA beneficiary is not eligible for insurance benefits from any other source, unless there is another source. If there is another source, the PSEBA beneficiary shall notify the Village of that source no later than five business days from that source becoming available to the PSEBA beneficiary or the applicant's beneficiaries.
2. Disclosure of Health Insurance Coverage: The PSEBA beneficiary has an on-going obligation and shall update health insurance coverage information provided and failure to do so may result in the denial of benefits and/or reimbursement to the Village for duplicate coverage. If duplicate coverage has been received by a PSEBA beneficiary, further PSEBA benefits will be denied until the Village has been fully reimbursed by the PSEBA beneficiary for what it would have been credited if it had known about other coverage or it otherwise recovers the value of duplicative coverage through any other means available at law.
3. Reimbursement: Receipt by the PSEBA beneficiary or the applicant's beneficiaries of health insurance benefits from other sources without notice to the Village shall require the PSEBA beneficiary to reimburse the Village for the value of those benefits.
4. Medicare Eligibility: The PSEBA beneficiary shall notify the Village when the PSEBA beneficiary or applicant's beneficiaries become Medicare eligible regardless of the status of the enrollment period, so the Village may assist with the transition to Medicare coverage and/or adjust health insurance benefits or PSEBA benefits accordingly.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Passed this 26th day of October, 2023 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
Trustee Wendy Anderson	_____	_____	_____	_____
President Ray Bogdanowski	_____	_____	_____	_____

APPROVED THIS 26TH DAY OF OCTOBER, 2023

Village President, Ray Bogdanowski

(SEAL)

ATTEST:

Village Clerk, Shannon DuBeau

Published: _____



REQUEST FOR BOARD ACTION

MEETING DATE: October 24, 2023

DEPARTMENT: Public Works

SUBJECT: Award Contract for the Woods Creek Streambank Restoration Project for Reach 12

EXECUTIVE SUMMARY

Staff seeks Board approval to award a contract to Integrated Lakes Management of Waukegan, IL, for the 2023 Woods Creek Streambank Restoration Project for an amount not to exceed \$79,927.71.

The Lake Restoration Fund is responsible for the quality of the lakes and streambanks located in the Village. The Lake Restoration Fund is not part of the General Fund, but instead is a capital fund used to finance projects that improve storm water quality throughout the Village. The Village's current plan to improve storm water quality consists of a three-phase project to stabilize its portion of the Woods Creek streambank before performing dredging of Woods Creek Lake to remove silt and sediment. Construction of the first phase, referred to as Reach 10 concluded in 2021 and Reach 11 the second phase of the project concluded in 2023. The final phase, Reach 12, is expected to extend into early next year.

On October 19, the Village opened four sealed bids for the Reach 12 restoration project. The four bids ranged from a low of \$79,927.71 from Integrated Lakes Management, to a high of \$317,832.50. The engineer's estimate for this work was \$229,550.00. Christopher B. Burke and Village staff recommend awarding the contract to Integrated Lakes Management. The letter of recommendation from Christopher B. Burke and the bid tabulation are attached for your consideration.

FINANCIAL IMPACT

The 2023 Village budget includes \$125,000.00 for the Woods Creek Streambank Restoration Project in Lakes Fund. The total cost for the project is \$79,927.71, which is \$45,072.29 under budget.

ATTACHMENTS

1. Christopher B. Burke Award Recommendation
2. Bid Tabulation

RECOMMENDED MOTION

Motion to award a contract to Integrated Lakes Management of Waukegan, Illinois for the 2023 Reach 12 Woods Creek Streambank Restoration Project in an amount not to exceed \$79,927.71.



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

October 19, 2023

Village of Lake in the Hills Public Works
9010 Haligus Road
Lake in the Hills, Illinois 60156

Attention: Guy Fehrman – Superintendent of Streets

Subject: Woods Creek Reach 12 Restoration Project
Bid Results
(CBBEL Project No. (190424.00040))

Dear Mr. Fehrman:

On Thursday, October 19, 2023 at 10:00 a.m. bids were received and opened for the aforementioned project. Four (4) bids were received and have been summarized below.

Company	Base Bid
Engineer's Estimate	\$229,550.00
Integrated Lakes Management, Inc.	\$79,927.71
Copenhaver Construction, Inc.	\$147,782.00
Semper Fi Land, Inc.	\$239,560.00
Encap Incorporated	\$317,832.50

Integrated Lakes Management, Inc. (ILM) is the apparent low bidder for the subject project. Christopher B. Burke Engineering has called two (2) references for Integrated Lakes Management, and both gave positive feedback. Attached please find a copy of the bid tabulation for your review and files as well as phone logs for the two reference checks.

If you have any further questions, please do not hesitate to contact me at (847) 823-0500.

Sincerely,

Darren Olson, PE, CFM, D. WRE
Vice President
Assistant Department Head – Water Resources

CHRISTOPHER B. BURKE ENGINEERING, LTD.
 9575 WEST HIGGINS ROAD, SUITE 600
 ROSEMONT, IL 60018

VILLAGE OF LAKE IN THE HILLS
 WOODS CREEK REACH 12
 (CBBEL PROJECT NO. 19-0424.00040)

ENGINEER'S OPINION OF PROBABLE COST

DATE: October 19, 2023

ITEM	UNIT	QUANTITY	Engineer's Estimate		Integrated Lakes Management		Copenhaver Construction		Semper Fi Land, Inc.		Encap Incorporated	
			UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
BRUSH CLEARING	ACRE	1.0	\$12,500.00	\$ 12,500.00	\$ 4,948.24	\$ 4,948.24	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 23,500.00	\$ 23,500.00
CHANNEL DEBRIS REMOVAL	L. SUM	1	\$15,000.00	\$ 15,000.00	\$ 4,158.82	\$ 4,158.82	\$ 24,000.00	\$ 24,000.00	\$ 18,000.00	\$ 18,000.00	\$ 12,000.00	\$ 12,000.00
EROSION CONTROL BLANKET	SQ YD	650	\$ 4.00	\$ 2,600.00	\$ 2.70	\$ 1,755.00	\$ 5.00	\$ 3,250.00	\$ 6.00	\$ 3,900.00	\$ 4.25	\$ 2,762.50
EARTH EXCAVATION	CU YD	70	\$ 40.00	\$ 2,800.00	\$ 58.86	\$ 4,120.20	\$ 85.00	\$ 5,950.00	\$ 125.00	\$ 8,750.00	\$ 95.00	\$ 6,650.00
FILL PLACEMENT	CU YD	50	\$ 30.00	\$ 1,500.00	\$ 35.22	\$ 1,761.00	\$ 60.00	\$ 3,000.00	\$ 125.00	\$ 6,250.00	\$ 115.00	\$ 5,750.00
NATIVE SEEDING/INTERSEEDING	ACRE	1.0	\$ 5,000.00	\$ 5,000.00	\$ 2,992.94	\$ 2,992.94	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 15,000.00	\$ 15,000.00
RIPRAP BANK STABILIZATION	FOOT	338	\$ 250.00	\$ 84,500.00	\$ 100.66	\$ 34,023.08	\$ 69.00	\$ 23,322.00	\$ 188.00	\$ 63,544.00	\$ 315.00	\$ 106,470.00
SHORELINE STABILIZATION	FOOT	372	\$ 100.00	\$ 37,200.00	\$ 18.94	\$ 7,045.68	\$ 30.00	\$ 11,160.00	\$ 128.00	\$ 47,616.00	\$ 275.00	\$ 102,300.00
SILT CURTAIN	FOOT	180	\$ 40.00	\$ 7,200.00	\$ 9.95	\$ 1,791.00	\$ 45.00	\$ 8,100.00	\$ 50.00	\$ 9,000.00	\$ 155.00	\$ 27,900.00
VANE	EACH	5	\$ 8,250.00	\$ 41,250.00	\$ 3,250.35	\$ 16,251.75	\$ 5,500.00	\$ 27,500.00	\$ 8,800.00	\$ 44,000.00	\$ 2,000.00	\$ 10,000.00
WEED CONTROL	L. SUM	1	\$20,000.00	\$ 20,000.00	\$ 1,080.00	\$ 1,080.00	\$ 18,000.00	\$ 18,000.00	\$ 15,000.00	\$ 15,000.00	\$ 5,500.00	\$ 5,500.00
			Lump Sum Bid= \$ 229,550.00		Lump Sum Bid= \$ 79,927.71		Lump Sum Bid= \$ 147,782.00		Lump Sum Bid= \$ 239,560.00		Lump Sum Bid= \$ 317,832.50	

*Unit Prices are for reference only as this is a Lump Sum Project.



PHONE CONVERSATION LOG

DATE: October 19, 2023

PERSON (Contacted/Calling): Nick Huber

AFFILIATION: Lake County Forest Preserce

PHONE NUMBER: (847) 367-6640

CBBEL REPRESENTATIVE: William Loftus

PROJECT NAME/NUMBER: Woods Creek Reach 12 Restoration
190424.00040

NOTES:

What was your title on this project? (Long Lake Shoreline)

- Owner Representative / Project Manager

Was the contractor the General Contractor or a Subcontractor?

- General

What was the type of work and approximate cost?

- Shoreline stabilization work and excavating

Was the job completed on time and within budget?

- Yes
- Yes

Were there any change orders? If yes, for what?

- None

Were you satisfied with the quality of work performed?

- Yes, they were a small talented crew who completed the project in a very efficient manner.

Were they easy to work with? Would you recommend using them?

- Yes, absolutely
- Nick would not hesitate to work with them again

N:\Lake in the Hills\190424\190424.00040 Reach 12\Admin\Reference Checks\Reference Check Phone Log.docx



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520



PHONE CONVERSATION LOG

DATE: October 19, 2023

PERSON (Contacted/Calling): Peggy Motta

AFFILIATION: Lake County Forest Preserve

PHONE NUMBER: (847) 367-6640

CBBEL REPRESENTATIVE: William Loftus

PROJECT NAME/NUMBER: Woods Creek Reach 12 Restoration
190424.00040

NOTES:

What was your title on this project? (Stanford Meadows)

- Owner Representative / Project Manager

Was the contractor the General Contractor or a Subcontractor?

- General

What was the type of work and approximate cost?

- Shoreline stabilization work along a creek, vegetated wall installation, tree/brush linear
- 1500 LF of stabilization
- \$150,000.00 approximate cost

Was the job completed on time and within budget?

- Yes
- Yes

Were there any change orders? If yes, for what?

- None

Were you satisfied with the quality of work performed?

- Yes, they did a great job.

Were they easy to work with? Would you recommend using them?

- Yes, definitely.

N:\Lake in the Hills\190424\190424.00040 Reach 12\Admin\Reference Checks\Reference Check Phone Log #2.docx



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520



REQUEST FOR BOARD ACTION

MEETING DATE: October 24, 2023

DEPARTMENT: Public Works

SUBJECT: Leave Without Pay request as a condition of employment

EXECUTIVE SUMMARY

Staff requests approval of a request for extended leave without pay of not more than 100 days for Jacob Niskanen as a condition of his offer of employment. It is staff's intention to offer full time employment to Jacob for the new GUI position within Public Properties that will handle the majority of the Airport ground operations and also allow for cross training within the Public Properties and Parks Divisions of Public Works. Jacob has been with the Village since 2021 as a part time Line Service Technician and has knowledge of all of the fueling, reporting and safety procedures required for the position.

While Jacob is excited about the full-time opportunity with the Village, he has previously committed to an internship involving extended travel to Israel, which he has already paid for and been approved. Due to current events, the internship may be delayed; however, it is Jacob's intention to further his education and attend this internship when it becomes available. The current travel dates are scheduled between January 9 through May 21, 2024, with the possibility of a change in schedule to the fall semester.

Under the current Rules and Regulations, any leave without pay beyond 60 days requires Village Board approval. Additional staff would be crossed trained in Airport operations to cover during this absence.

FINANCIAL IMPACT

The position has responsibilities split between Public Properties (34%) and the Airport (66%). During the period of absence, the Village will see a reduction in paid salary, while other staff is assigned to cover operations.

ATTACHMENTS

None.

RECOMMENDED ACTION

Motion to approve an extended leave without pay of not more than 100 days as a condition of employment for Jacob Niskanen.