



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

NOVEMBER 7, 2023

Call to Order

The meeting was called to order at 7:30 pm.

Roll call was answered by Trustees Huckins, Dustin, Harlfinger, Bojarski, Anderson, and President Bogdanowski.

Motion to allow Trustee Murphy to attend telephonically was made by Trustee Huckins and seconded by Trustee Bojarski. On roll call vote, Trustees Anderson, Bojarski, Dustin, Harlfinger, and Huckins voted Aye. No Nays. Motion carried.

Also present were Village Administrator Shannon Andrews, Assistant Village Administrator Trevor Bosack, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Ryan McDillon, Director of Community Development John Svalenka, Parks and Recreation Director Randy Splitt, Deputy Chief of Patrol Services Pat Boulden, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by Lake in the Hills Boys and Girls Club Site Director Angelica Coria. Also present were Lake in the Hills Boys and Girls Club Site Director Allison Lavin and Front Desk Specialist Leah Morales. Angelica touched on a few of the volunteer opportunities that the Boys and Girls club participates in, including the Labor Day parade and the upcoming Henry's Thanksgiving Day Hustle 5K & Kids Dash.

Audience Participation

None.

Administration

Informational Item Concerning Special Service Areas

Presented by Village Administrator Shannon Andrews

A Special Service Area (SSA) is defined as an area established to levy or impose taxes for the provision of special services to an area within the boundaries of a municipality. When the Village of Lake in the Hills was in the early stages of increased residential development, the Village chose to form Special Service Areas to ensure sustainable funding for the ongoing infrastructure maintenance needs of newly developed areas. As such, several SSAs were formed in the 1990s and early 2000s ("Development SSAs").

Funds that are collected through the property tax bill of residents living within a Development SSA, are used for the maintenance and/or replacement costs for specific types of infrastructure as defined within the creation Ordinances (Excerpts attached to the agenda). Increased costs associated with mowing and landscaping have impacted all of the SSAs, however there are no levy increases being proposed for SSA #4B, #5, #8B, #8C, and #15. Tax levy considerations for the remainder of the active Development SSAs has been provided below:



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SSA #1: There are no major expenses within SSA #1 outside of standard mowing, landscaping, and prescribed burns. With an average tax per parcel of \$4.50, the Village collected \$2,095 in this SSA in FY23. Unfortunately, the recurring operational costs now exceed \$6,000. For this reason, it is necessary to increase the levy to a minimum of \$4,610 in FY24. This will result in an average increase of \$5.40 per parcel. Since this increase exceeds 5%, a public hearing will be necessary prior to the passage of the levy. This SSA contains 466 total households. **The public hearing will be scheduled for December 14, 2023. ***

Trustee Dustin asked why the amount requested is less than the total of current expenditures. Administrator Andrews explained that the funds are levied each year to build the necessary balance to account for inconsistent expenditures throughout the years.

Trustee Huckins asked if SSA #1 has a sufficient fund balance. Administrator Andrews stated that there are currently sufficient funds, but the funds will likely be depleted within 4 years. The plan is to implement 5% increases over several years to get the balance where it needs to be.

SSA #2: SSA #2 is the Village's largest SSA, which overlays Meadowbrook and includes only portions of Sunset Park. This SSA is responsible for the maintenance of six playgrounds, which make up 60% of the costs. Four of these parks are due for replacement; however, the levies in prior years have not yet accrued sufficient funds to cover the cost.

With each of these parks having aged past the Village's standard of 20 years, replacement parts become much more difficult to secure. However, due to the financial constraints, Staff would recommend staggering the replacement of the playgrounds in order of need across the next four years as follows:

- 2024 – Celebration
- 2025 – Nature's View
- 2026 – Avalon
- 2027 – Rolling Hills

* It should be noted that the public hearing requirements for SSA levy increases are much less involved than those for zoning matters. These hearings require the standard 48-hour advanced posting requirement that we use for all public meeting agendas. All hearings described herein could be done in back-to-back succession, prior to the regular Board meeting that same night.

Despite the staggering of expenses, a levy increase would still be necessary. The recommended levy would be \$224,580, which would result in an average increase of \$36.91 per parcel, bringing the total tax per parcel from \$61.51 to \$98.41. Since this increase exceeds 5%, a public hearing would be necessary prior to the passage of the levy. **The public hearing would be scheduled for December 14, 2023.***

If the Board is not comfortable with this levy increase, below are some additional alternatives to consider:

- 1) **Eliminate \$325,000 in park replacement costs.** This SSA has three neighborhood parks within a mile of each other: Avalon, Nature's View and Celebration. While it does not seem feasible to revert any of these parks



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fully to open space, there may be an opportunity to reduce future costs by reducing the features offered at each. Instead of replacing all of these playgrounds in full, one or two of them could be transitioned into a less expensive alternative, such as a basketball court or made into a more passive recreational space. There is some risk that residents who utilize these parks have grown accustomed to them with playground facilities. A significant alteration in the character of one or more of the parks may draw criticism.

Staff does not recommend this option at this time, as it may be best considered after the completion of the Parks Master Plan, when staff has more clarity on the overall vision and what park features are most needed and desirable to the residents. In addition, while this solution would provide some relief, it does not fully resolve the immediate need for funds in SSA #2.

Trustee Huckins questioned the schedule of levy increases. Administrator Andrews stated that the initial increase will be large and will be followed by two small increases over the next few years.

- 2) **General Fund Provided Short-Term Loan.** The General Fund could provide a short-term loan in the amount of \$325,000 to the SSA to cover the unfunded playground replacement costs, requiring the SSA to pay the General Fund back over time. The levy would still need modest increases over time to be able to cover the repayment costs over a 10-year period. If this option is preferred, an increase in the levy to \$147,240 would be recommended, which would result in an average increase of \$3.01 per parcel, bringing the total tax per parcel from \$61.51 to \$64.52.

While the originating Ordinance for SSA #2 includes language that allows the Village to continue the existing practice, it remains a policy decision for the Board's consideration prior to moving forward with the establishment of the levies in December.

Trustee Anderson asked if there will be more short-term loans in the future. Administrator Andrews stated that loans are not a desired course of action. Large expenditures at the beginning of the cycle will allow for enough time to build the levy balance before it is needed again. Trustee Huckins questioned the large expenditure. Administrator Andrews stated that a large expenditure is planned for a park replacement.

President Bogdanowski asked if a portion of the \$325k needed will be used for the equipment replacements at Sunset Park. Administrator Andrews stated that it should be. President Bogdanowski pointed out that Sunset Park is utilized more as a village park than a neighborhood park. Administrator Andrews stated that Sunset Park will be due for equipment replacements in 2038. If Sunset Park is pulled out of the SSA, it will not affect the amount needed now. However, the change will allow for the levy to be reduced over time.

Trustee Huckins asked Administrator Andrews to explain why Option 1 is not recommended. Administrator Andrews stated that it is not recommended to overhaul a playground prior to the completion of the Parks Master Plan because once complete, the Parks Master Plan will give a detailed description of what is needed, which could affect the equipment used. The Master Plan's recommended equipment may come at a cost savings.



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Trustee Bojarski asked for the Parks Master Plan timeline. Administrator Andrews explained that since the approval just took place a few months ago, it is currently in the data collection phase. The next phase will consist of public outreach and follow-up meetings. The total process will take about one year.

Trustee Dustin asked for confirmation that the planned levy will be increasing by \$3 per month per household. Administrator Andrews confirmed the rate of increase.

Trustee Huckins asked why the levies weren't built up 10 years ago. Administrator Andrews stated that planning for the levies is a very complicated process. President Bogdanowski added that the first analysis on expenditures was complete just a few years ago. Administrator Andrews stated that the proposed adjustments will put the levy where it needs to be for future improvements. Trustee Huckins questioned a 10-year repayment plan. Administrator Andrews explained that the General Fund loan will be paid back over 10 years. There will be one large sum with small increases over 2 years. Increases will naturally need to happen over time.

President Bogdanowski stated that the Parks Master Plan may lead to a reduction in spending on parks. Administrator Andrews noted that staff recommend increasing the levy to allow the playgrounds to be replaced with comparable equipment. Trustee Huckins asked if the budgeted \$325k is for the first planned park replacement. Administrator Andrews explained that money is collected from prior years' taxes, so the proper amount needs to be levied for 2025 projects.

Additional Policy Considerations

Community Park Features Charged to SSA

As previously mentioned, SSA #2 includes portions of Sunset Park. In fact, the boundaries of the SSA nearly split the park in half, with the areas west of the public works entry drive not included in the SSA. Instead of serving a singular neighborhood, Sunset Park is considered a "community park" by the standards of the National Recreation and Parks Association (NRPA). Staff is questioning whether the Board is comfortable charging the residents of SSA #2 for the features and amenities included on the property east of public works entry drive. This includes the sheds, shelters, bike paths, and playground equipment at the park. The alternative would be to have the General Fund absorb these expenses.

While the originating Ordinance for SSA #2 includes language that allows the Village to continue the existing practice, it remains a policy decision for the Board's consideration prior to moving forward with the establishment of the levies in December.

Trustee Huckins asked if revenue from the affiliate groups that use Sunset Park goes to the General Fund. Administrator Andrews confirmed that it does. President Bogdanowski feels that the increase is justifiable if Sunset Park is taken out of the SSA and added to the General Fund. Trustee Dustin asked how much of the recommended levy is for Sunset Park. Administrator Andrews stated that the levy would go toward a portion of Sunset Park.



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SSA #3: SSA #3 will require an increase in the levy to \$80,470, to perform tree replacements in FY24. This will result in an average increase of \$3.90 per parcel, bringing the total tax per parcel from \$79.49 to \$83.39. This SSA includes about 965 households. No public hearing would be required.

SSA #4A: SSA #4A will require an increase in the levy to \$44,000 to perform tree planting on Willow Street in FY24. This SSA includes about 632 total households. This will result in an average increase of \$3.26 per parcel, bringing the total tax per parcel from \$66.36 to \$69.62. No public hearing would be required.

SSA #6: SSA #6 will require an increase in the levy to \$38,620 to perform tree trimming in FY24. This will result in an average increase of \$3.95 per parcel, bringing the total tax per parcel from \$80.75 to \$84.69. No public hearing would be required. This SSA includes 456 total households.

SSA #7: SSA #7 will require an increase in the levy to \$4,300 to perform tree planting in FY24 and begin saving for Miller Road bike path improvement in 2032. This will result in an average increase of \$12.25 per parcel, bringing the total tax per parcel from \$12.89 to \$25.15. Since this increase exceeds 5%, a public hearing will be necessary prior to the passage of the levy. The public hearing will be scheduled for December 14, 2023.*

Additional Policy Considerations

Bike Paths in the SSAs

A majority of the SSA Ordinances were put in place in the early 1990s and early 2000s, long before formalized bike path systems became popular. Today, bike paths provide a myriad of health benefits, as well as being a green transportation alternative for the community. In fact, in April 2020, the Village Board adopted a Complete Streets Policy, the goal of which is to provide safe and comfortable routes for walking, bicycling, and public transportation as we design our roadways in the future.

As bike paths provide a method of transportation within and often outside SSA boundaries, staff is seeking input from the Board as to whether bike path expenses across all SSAs should be moved to the General Fund since they are beneficial to the community as a whole. Bike path segments are currently budgeted in SSA #2, #3, #4A, #5, #6 and #7; however, the language within the originating Ordinances for SSA #4A, #5, #6, and #7 does not appear to support this expense. This would leave SSA #2 and SSA #3 up for the Board's consideration.

The projected impact to the General Fund would be approximately \$911,670, with a majority of this coming from SSA #2 and SSA #3; however, this expense would be spread over the next 30 years based on the replacement schedule.

Trustee Huckins asked if grant funding is available. Administrator Andrews explained that grants are not an option for existing paths. Trustee Anderson asked how the planned Lakewood Road bike path will affect SSA #2 in the future. Administrator Andrews stated that the path will be constructed by the county but maintained by the Village. The maintenance is eligible for SSA funding, however using the General Fund is also an option. Administrator Andrews will recalculate this levy with the use of the General Fund for bike paths.



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SSA #15: There are no recommended increases in the levy for SSA #15; however, it should be noted that this SSA has the highest tax per parcel at \$178.26. This is due to the fact that the costs associated with the SSA are being absorbed across just 115 households.

* It should be noted that the public hearing requirements for SSA levy increases are much less involved than those for zoning matters. These hearings require the standard 48-hour advanced posting requirement that we use for all public meeting agendas. All hearings described herein could be done in back-to-back succession, prior to the regular Board meeting that same night.

In addition, the Village recently approved the installation of a basketball court at Cattail Park. While a basketball court could have been considered a recreational facility of this SSA, it was presented to the Board as a General Fund expense. Therefore, unless directed otherwise, staff will assign the associated maintenance costs to the General Fund as well, however these would be eligible SSA expenses. The Board may wish to discuss this further.

Trustee Huckins asked Administrator Andrews to give an overview of what is covered by SSA #15. Administrator Andrews listed landscaping maintenance and supplies and playground equipment.

Staff is seeking the Board's direction on the proposed levies for the SSAs.

President Bogdanowski questioned the outcome of SSA #51's unincorporated water main update. Director McDillon stated that there have not been any main breaks and SSA #51's hydrants can now be flushed along with the others during the flushing programs.

Request for a Fee Waiver for the 2023 Henry's Thanksgiving Day Hustle 5K & Kids Dash

Presented by Village Administrator Shannon Andrews

A long-standing running race, the Henry's Thanksgiving Day Hustle 5K & Kids Dash, is in its 11th year and utilizes a portion of Sunset Park. As such, the event is required to submit a Special Event Permit application. All of the requisite materials were submitted with the application, including a letter to the Village Board (Attachment 1 on the agenda) requesting support through the provision of fee waivers. Kopf Running, the host of the event, has indicated that all proceeds will benefit the Muscular Dystrophy Association, a registered 501(c)3 organization. The fee waiver request is as follows:

- Special Event Permit Fees including:
 - Application fee of \$25
 - Refundable deposit of \$1,000
 - Emergency Action Plan Review fee of \$150

The letter also requests a fee waiver of background checks; however, this fee is not applicable to this event.



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The letter requests Village Board approval for the placement of temporary signage, a request that can be fulfilled internally with a staff review and approval.

Staff brought this item forward to the Parks and Recreation Board on November 2, 2023. The Parks and Recreation provided a favorable recommendation for staff to present to the Village Board for consideration.

Financial Impact

The following is a summary of the estimated financial impact of the event for 2023:

- Fees waivers totaling \$1,175 of which \$1,000 would be refundable.

Staff recommends a motion to approve the fee waiver request from Kopf Running for their November 23, 2023, Henry's Thanksgiving Day Hustle 5K & Kids Dash.

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

Police

Request to Approve the Purchase of Three Dodge Durango Police Vehicles

Presented by Deputy Chief of Patrol Services Pat Boulden

In Fiscal Year 2023, the police department budgeted to replace three patrol squad cars based upon the vehicles reaching the end of their useful service life. The vehicles scheduled for replacement are as follows:

- 2017 Ford Utility Interceptor with 122,000 miles and 16,300 engine idle hours
- 2017 Ford Utility Interceptor with 104,000 miles and 14,000 engine idle hours
- 2018 Ford Utility Interceptor with 110,000 miles and 15,000 engine idle hours

Based on the inaccessibility of the Ford police vehicles during FY23, the department has elected to purchase Dodge Durango Police Vehicles.

The McHenry County Procurement and Special Service Department solicited bids for police vehicles, awarding BID # 23-6516 to Sunnyside Company, McHenry, IL. While we were not a party to this bid process, Sunnyside Company is honoring their bid price for other Government units within the State of Illinois. In the interest of getting the vehicles ordered as soon as possible, and to take advantage of the bid price secured by the County, staff is requesting that the Board waive the competitive bidding process.

Financial Impact

The total cost of the three Dodge Durango vehicles is expected to be \$174,000. This includes the initial cost of the vehicles at \$128,142, plus the cost for the police equipment and installation. The FY23 Budget in the Capital Improvement Plan Fund included \$167,600 for the purchase of these vehicles. Unfortunately, despite the orders being placed in FY23, the associated expenses will not be posted until FY24 when the Village takes possession of the vehicles. Therefore, the FY23 budget allocation will be rolled into the proposed FY24 Budget, which will also



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include two additional police vehicles (not Dodge Durango's), scheduled for purchase later in FY24. No budget amendments are required at this time since the expenses will not be incurred until FY24.

Staff recommends a motion to waive competitive bidding and authorize the advanced purchase of three Dodge Durango Police Vehicles from Sunnyside Company in the amount of \$128,142.00, payable in FY24.

Trustee Huckins asked if the police department aims to lock in pricing at 2023 rates while using FY24 budgeted funds. Deputy Chief Boulden confirmed this. Trustee Huckins asked if there is any value in the vehicles that are being replaced. Deputy Chief Boulden stated that the current vehicles will be used for training and support services and will eventually be sold at auction.

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

Finance

Request to Approve a Resolution Estimating the Amount of the Tax Levy for 2023

Presented by Finance Director Pete Stefan

Illinois compiled statutes require that the corporate authorities of the Village estimate the amount of tax to be levied not less than 20 days prior to the adoption of the final levy which is scheduled to be presented at the December 12th Committee of the Whole Meeting with approval at the December 14th Village Board Meeting.

For the 14th consecutive year, there is no increase proposed to existing property owners taken as a whole. The proposed levy does, however, capture property taxes on new construction as a funding source for the increased demand for Village services generated by that new construction.

The projected equalized assessed valuation (EAV) for 2023 is estimated to be \$928,031,018, which represents a 9.9% increase from the 2022 EAV of \$844,273,937 and would result in the highest EAV on record for the Village eclipsing the previous high mark of \$845,433,071 in 2008. The projected EAV for 2023 is based on the McHenry County Assessor's Estimated EAV Report that was recently provided to the Village. Also included in that report is the estimated new construction portion of the EAV for 2023 of \$2,834,466.

The estimated tax rate is expected to decrease by -8.7% from 0.655199 to 0.597893 due to the projected 9.9% increase in EAV. This would be the lowest tax rate on record for the Village dipping below the previous low rate of 0.622000 in 2007.

Each individual property owner's real estate tax bill will fluctuate based on the percentage change in EAV for each property compared to the percentage change for the entire Village as a whole. However, all existing property in total will see no increase in their portion of the property tax levy, which will remain at the 2022 level of \$5,481,690.

The portion of the tax levy that is attributable to new construction for the 2021 and 2022 Tax Years is \$49,984, which will also remain at that constant level. The portion of the tax levy that is attributable to new construction



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from the 2023 Tax Year is \$16,947, which is calculated by applying the 0.597893 estimated tax rate against the projected new construction EAV of \$2,834,466.

Therefore, the total estimated amount to be levied for corporate and special purpose property taxes for 2023 is \$5,548,621, which is a 0.3% increase from the 2022 tax extension of \$5,531,674.42. The 2023 tax levy for debt service for SSA#51 for G.O. Bonds Series 2019 in the amount of \$105,450 is proposed to be abated entirely so that total is not included in the proposed 2023 levy amount.

The components of the proposed 2023 levy of \$5,548,621 can be summarized as follows:

Levy	Amount
<u>Existing Property</u>	
Corporate	\$ 5,474,690
IMRF	\$ 1,000
Police Protection	\$ 1,000
Police Pension	\$ 1,000
Audit	\$ 1,000
Liability Insurance	\$ 1,000
Social Security	\$ 1,000
Workers Compensation	\$ 1,000
Sub-Total Existing Property	\$ 5,481,690
<u>New Construction</u>	
<u>Prior Years</u>	
Corporate	\$ 49,984
<u>Current Year</u>	
Corporate	\$ 16,947
Sub-Total New Construction	\$ 66,931
Total 2023 Tax Levy	\$ 5,548,621



Based on the estimated EAV for 2023 of \$928,031,018, the estimated tax rate is then calculated as follows:

VILLAGE OF LAKE IN THE HILLS Estimated 2023 Tax Rate Calculation			
Levy	Limiting Rate Per Statutes	Estimated 2023 Rate	Proposed Levy
Corporate	None	0.597137	\$ 5,541,621
IMRF	None	0.000108	\$ 1,000
Police Protection	None	0.000108	\$ 1,000
Police Pension	None	0.000108	\$ 1,000
Audit	None	0.000108	\$ 1,000
Liability Insurance	None	0.000108	\$ 1,000
Social Security	None	0.000108	\$ 1,000
Workers Compensation	None	0.000108	\$ 1,000
Total		0.597893	\$ 5,548,621

Notes:

1. Based on the estimated EAV of \$928,031,018.
2. Rates are per \$100 of EAV and are expressed as a percentage.
3. Based on a projected 2023 tax rate of 0.597893 per \$100 of EAV, the tax rate is projected to have decreased by 39.7% since 1991.

Pursuant to the Truth in Taxation Act, since the estimated levy for 2023 does not exceed the levy extension or abatement for 2022 by more than 5%, a public hearing is not required prior to the adoption of the levy for 2023. A Resolution Estimating the Amount of the Tax Levy for 2023 at \$5,548,621 is attached to the agenda along with the 2023 levy distribution and property tax trend analysis.

Financial Impact

The estimated property tax levy for 2023 to be collected in 2024 of \$5,548,621 will be approximately 24% of the entire projected General Fund budgeted revenues for Fiscal Year 2024.

Staff recommends a motion to approve the Resolution Estimating the Amount of the Tax Levy for 2023 at \$5,548,621.



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

Request to Accept Village of Lake in the Hills Police Pension Fund Municipal Compliance Report for the Fiscal Year Ended December 31, 2022, and Approve the Annual Funding Request for Fiscal Year 2024

Presented by Finance Director Pete Stefan

Attached to the agenda is the Village of Lake in the Hills Police Pension Fund Municipal Compliance Report (MCR) for the Fiscal Year Ended December 31, 2022. This is a report on the financial condition of the fund as of the end of the most recently completed fiscal year and is required to be presented prior to the Village Board levying taxes for the year on behalf of the Police Pension Fund.

The MCR reports on nine items:

1. Total cash and investments
2. Estimated receipts during the next fiscal year
3. Estimated amount required during the next fiscal year to pay all pensions and obligations and to meet the annual requirements of the fund
4. Total net income received from investment of assets and other investment information
5. Total number of active employees
6. Total amount disbursed in benefits during the fiscal year
7. The funded ratio of the fund
8. The unfunded liability of the fund
9. A copy of the fund's cash management and investment policies

The Police Pension Board approved the MCR for presentation to the Village Board at its meeting on October 16, 2023, and requested a lump sum payment from the Village for Fiscal Year 2024 for at least the amount of the recommended contribution of \$1,016,887.

Financial Impact

- The total net position of the fund decreased by 3.20% or \$1,454,478 from the prior year.
- The recommended Village contribution increased by \$314,855 from the prior year to \$1,016,887.
- The actual investment return for the fund was a negative -14.4% for the year.
- The funded ratio of the fund increased by 6.93% from the prior year (from 90.02% to 96.95%).
- The unfunded liability of the fund decreased by 66.92% or \$3,073,143 from the prior year (from \$4,592,460 to \$1,519,317).

Staff recommends a motion to accept and place on file the Village of Lake in the Hills Police Pension Fund Municipal Compliance Report for the Fiscal Year Ended December 31, 2022 and to approve the Village of Lake in the Hills Police Pension Fund's funding request for Fiscal Year 2024 in the amount of \$1,017,000 to be paid in twelve equal monthly installments of \$84,750 from any readily available and unrestricted General Fund revenue source.



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Trustee Dustin noted that there is an \$11 million swing on the 2021 to 2022 net income. Director Stefen explained that the contribution is part of the police facility funding plan, which offset the numbers—this is investment income. Trustee Dustin then questioned the first item, which shows the net position down by \$1.5 million. Director Stefen explained that it comes down to the total revenue.

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

Board of Trustees

Trustee Anderson shared that the Parks and Recreation Board did not have any recommendations for their board's reorganization/direction. The discussion has been tabled for the next Parks and Recreation Board meeting.

President

President Bogdanowski announced that he will deliver a proclamation for Small Business Saturday at Thursday's Village Board meeting.

Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:44 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk