



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

DECEMBER 12, 2023

Call to Order

The meeting was called to order at 7:40 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, Finance Director Pete Stefan, Public Works Director Ryan McDillon, Director of Community Development John Svalenka, Parks and Recreation Director Randy Splitt, Village Attorney Brandy Quance, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by President Bogdanowski.

Audience Participation

None.

Administration

Request to Approve Changes to Personnel Rules and Regulations

Presented by Village Administrator Shannon Andrews

The Personnel Rules & Regulations document was last updated in 2019 and requires revisions to bring the document current in response to numerous changes in state law. At the same time, the document has been fully reformatted, with whole sections being renumbered or relocated to better align the policies. Clarifying language has been added to existing policies, along with recommendations for the consolidation or elimination of policies and supporting documents that no longer serve their purpose.

A summary of the more substantive changes has been detailed below:

Changes that impact the document in its entirety:

- Updated the numbering system.
- Relocated content to better align its location within the document.
- Adjusted pronouns.
- Added clarifying language to sections to make them more accurate.
- Updated language based on statutory changes.
- Changed several written reporting requirements to electronic or digital.
- Corrected minor non-substantive issues related to grammar, spelling, and formatting.

Section 1: Introduction – New Section created by relocating the “Important Notice to All Employees” and adding a welcome and organizational vision statement.



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Section 2: General Personnel Policies

- Added the Village Administrator as an EEO officer if the HR Manager is not available.
- Section 2.2.4 – Added a process for considering current employees for vacancies.
- Section 2.5 – Standards of proper and safe conduct are also expected while off-duty if the conduct negatively impacts performance or the Village's public image.
- Added Section 2.5.7 Employee Assistance Program Referral, which allows leadership to mandate an evaluation.
- Section 2.8 – Clarified that the full recruitment procedure is not required on re-hires within 6 months.
- Section 2.13 – Modernized the language setting expectations for business attire.
- Section 2.14 – Restrict conveyance of political messages in office

Section 3: Wage Compensation

- Section 3.4 – For consistency with the recently approved SEIU contract, carryover of compensatory time is limited to 40 hours, with any excess being paid out on the first payroll in January. Also allows for compensatory time to be paid to the employee within 30 days of a written request.
- Added Section 3.5 – Wage Notifications
- Added Section 3.6 – Severance
- Added Section 3.7 – Method of Payment
- Added Section 3.8 – Record Keeping
- Added Section 3.9 – Notice of Rate of Pay and Changes in Pay
- Section 3.10 - Relocated Pay Philosophy, Evaluation Program and Compensation Plan.
- Section 3.10 – Removed reference to the operational excellence strategy and the Village objective to be 3% above the external market (53rd percentile).
- Section 3.11.1 – Eligibility for merit increases is 6 months of employment.
- Section 3.11.2 – Updated the timing of the review process.
- The following sections are being moved into an Administrative Policy which can more easily be updated as necessary by staff to reflect the evaluation process.
 - Section 3.11.5 – Performance Evaluation Program Design
 - Section 3.11.6 – Goal Setting
 - Section 3.11.7 – Performance Improvement Plan (PIP)
- Section 3.12 has been updated to remove references to position point. These changes had been previously reviewed with the Board at the October 25, 2023, Board of Trustees meeting.
- Section 3.12.2 includes updated language allowing the Board to establish the maximum possible merit increase each year. For transparency purposes, a sample matrix has been included to show employees how increases are calculated based on their evaluation scores.
- Section 3.13.1 outlines the changes to the structure of the compensation matrix, including a board approved minimum, a range of 35-45%, a 10% gap between grades and a full COLA increase annually based on Board approval.

Section 4: Benefit Leave

- Section 4.1 – Vacation



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- Restructured the entire section to reduce redundancy and increase understanding of benefits.
- Added a consolidated Vacation Schedule with accrual rates based on years of service.
- All part-time accruals were previously based on a 20-hour work week. Accruals for part-time employees are now based on the ratio of scheduled hours to a 40-hour work week.
- Section 4.2 Observed Holidays ○ The quantity of holidays was reduced from 12 to 10, with the 2 floating holidays being converted to personal days.
- Section 4.4 – Personal Days increased from 1 to 3 after absorbing the floating holidays and updated proration chart to hours based on hire date.
- Section 4.5.4 - Sick leave payout upon separation is in the second month following separation for consistency with the recent SEIU contract. Added option to convert unused sick time as service credits into an eligible pension fund.
- Section 4.6.4 – Under Return to Full Duty, the Village reserves the right to require an independent medical examination or functional capacity evaluation.

Section 5: General Employee Benefits and Allowances

- Section 5.5 – Employee Assistance Program has been updated and allows for mandatory referral.
- Section 5.7 Clarified that the employee is responsible for paying their portion of premium contributions while on Worker's Compensation.
- Section 5.9 Tuition Reimbursement – Limits benefit to employees who have been with the Village for a minimum of one year and added language regarding the possible taxability of this benefit.
- Section 5.10 Employee Parks and Recreation Benefit Policy – This policy has been eliminated.
- Section 5.10.4 Travel Reimbursement – Included language regarding the taxability of this benefit, as well as increased the daily allowance to from \$55 to \$75, providing the costs are deemed reasonable and do not include alcohol.

Section 6: Anti-Harassment Policy

- Section 6.6 Harassment Allegations by Elected Officials Against Other Elected Officials is a newly established law that has been added.

Section 7: Whistleblower Reporting Act - Section has been added in its entirety based on current statutes.

Sections 8: Violence in the Workplace and No Weapons

- Section 8 now refers specifically to Violence in the Workplace.
- A new Section 9 was created to address the Village's No Weapons Policy.
- Section 9.3 has been updated to restrict employees from using their privately owned vehicle if the vehicle contains a weapon.

Section 11: Illinois Pregnancy Accommodation Act

- Section 11.1 – Added flexibility of reporting discrimination claims to additional positions.
- Section 11.5 – Section was reworded to provide better clarification on lactation accommodations.



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Section 12: Family and Medical Leave Act

- Section 12.5 – Consolidate employee notice requirements for both foreseeable and unforeseeable leave and added Employer Notice Requirements.
- Section 12.9 – Clarifies the designated order of benefit time to be taken as substitution for unpaid leave.
- Section 12.10.5 – Added clarification on the process for reinstatement if premiums are unpaid by employee.

Section 15: Leaves of Absence

- Section 15.1 – Jury Duty – clarified allowances for 2nd shift.

Section 16: General Rules and Regulations

- Section 16.9 - This section was eliminated in favor of the existing and much more comprehensive administrative policy, which details the responsibilities of both employees and supervisory staff when an injury occurs based on IRMA recommendations.

Staff recommends a motion to Approve the Changes to the Personnel Rules and Regulations, effective January 1, 2024.

Trustee Huckins asked if the updated Personnel Rules and Regulations will be signed by all employees. Administrator Andrews stated that employees will be asked to sign it in order to acknowledge receipt.

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

Request to Approve an Ordinance Establishing Employees' Right to Paid Leave

Presented by Village Administrator Shannon Andrews

The Paid Leave for All Workers Act (Public Act 102-1143) (the "PLAWA") becomes effective January 1, 2024. This Act mandates that employers provide up to 40 hours of paid leave during a 12-month period for many types of employees in Illinois.

While there has been some question as to whether home rule powers would preempt PLAWA, the Illinois Department of Labor has indicated that the only circumstance in which a municipality may avoid PLAWA coverage is if they have a local ordinance in effect that provides paid sick or paid leave OR, after the effective date, if their local ordinance provides benefits, rights, and remedies that are greater than or equal to those provided under the Act.

Given the severe consequences of not acting before the PLAWA effective date of January 1, 2024, it has been recommended by the Illinois Municipal League, as well as the Village Attorney, that the Village enact an ordinance providing that paid leave shall only be provided in accordance with current ordinances, personnel policies or other local policies, and in accordance with collective bargaining agreements, if any.



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If in the future it is determined by the courts that home rule power supersedes the Act, the Village would have the ability to modify this ordinance and our policies. By contrast, however, if home rule power is not held to supersede the statute, then the risk is that the municipality has no ability to avoid the full requirements of the Act.

The Ordinance, which is attached to the agenda, amends Chapter 3, Section 3.09 to define paid leave rights as follows:

K. Paid Leave Rights

1. All regular, full-time employees of the Village will, at all times, be provided with no less than 40 hours of any form of paid leave for every consecutive 12-month period of their employment.
2. All part-time, temporary, and seasonal employees of the Village will, at all times, be provided no less than 1 hour of any form of paid leave for every 40 hours worked, up to a minimum of 40 hours.
3. The Village through its Personnel Policies may make adjustments to eligibility and accrual rates for various forms of paid leave, including sick leave, on an ongoing basis without impacting, affecting, or altering this ordinance, but in no event shall the rights to paid leave provided to employees be less than what is provided herein.
4. The rights of employees working for non-municipal employers within the Village shall be as stated in the Paid Leave for All Workers Act, 820 ILCS 192/1 et seq., as may be amended from time to time.

Since the Village already provides paid time off for its regular full-time and part-time employees, the largest impact is with the seasonal employees, such as beach, preschool, and camp staff, bus drivers, and Streets and Public Properties laborers. The proposed Personnel Rules and Regulations, which would take effect on January 1, 2024, includes new language for paid time off benefits for seasonal employees as follows:

- All seasonal employees shall earn one (1) hour of vacation benefit time for every forty (40) hours worked, which can be used no earlier than 90 days after the first date of their employment.
- Upon separation, seasonal employees will be paid for any unused vacation time accrued, up to their last pay period.

Financial Impact

The proposed Fiscal Year 2024 Budget includes \$10,391 for the anticipated expense associated with these additional benefits.

Staff recommends a motion to approve the Ordinance Amending Chapter 3 of the Lake in the Hills Municipal Code Establishing Employees' Right to Paid Leave.

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



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Request to Approve an Ordinance Establishing the 2024 Fiscal Year Budget

Presented by Village Administrator Shannon Andrews

Attached to the agenda is the proposed Budget Ordinance for the 2024 Fiscal Year as discussed at the budget workshop held on November 14, 2023. The proposed budget was made available to the public on November 14, 2023, via the Village's website at www.lith.org and at Village Hall. The public hearing was held on Tuesday, December 12, 2023 at 7:15 pm at Village Hall.

Staff recommends a motion to approve the attached Ordinance Establishing a Budget for the Village of Lake in the Hills for the 2024 Fiscal Year.

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

Police

Request to Approve the Access Easement Agreement Between Costco Wholesale Corporation, Lowe's Home Centers LLC, and the Village of Lake in the Hills

Presented by Chief of Police Mary Frake

As construction of the new police facility continues to move forward, the Village is seeking both a permanent and temporary construction easement from Costco Wholesale Corporation. The Village requires certain access easement rights from Costco Wholesale Corporation for construction of a predominantly egress only driveway for the new police facility. The driveway will facilitate emergency access from the new police facility onto the Costco access drive, which connects to Village Hall Dr. or nearest public rights-of-way. The driveway will not serve as the primary access point for the facility. It is intended as a point of exit or entry only when the situation warrants a critical response that may be impacted if not utilized. The temporary construction easement is required along the east side of the new police facility site, which borders Costco, for the purpose of the construction and installation of the emergency access driveway right up to the property limits.

The Access Easement Agreement (attached to the agenda) grants the Village a perpetual, non-exclusive access easement and driveway easement from Costco as well as a temporary, non-exclusive construction easement. The Village shall be responsible for the installation, maintenance, repair, and replacement of the driveway easement.

Lowe's Home Centers LLC is considered a participating party as noted in Covenants & Restrictions document 2003R0015644 with Costco, filed with the McHenry County Recorder's office in January 2003. As such, their consent in granting an easement to a third party has been incorporated into the agreement. The Village's approval would be conditioned upon the receipt of signatures from the other parties.

Financial Impact

The financial impact is \$10.00 for the good and valuable consideration as noted within the Agreement.



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Staff recommends a motion to Approve the Access Easement Agreement between Costco Wholesale Corporation, Lowe's Home Centers LLC, and the Village of Lake in the Hills, conditioned on the receipt of the other parties' signatures.

Trustee Huckins asked for clarity on the duration of use for the access entrance. Chief Frake stated that the Access Easement Agreement is for a permanent, gated driveway on the easement at the northeast corner of the Costco building.

Trustee Dustin questioned plowing responsibilities. Chief Frake stated that the Village will be responsible for plowing the PD driveway. Costco will remain responsible for their drive.

Trustee Anderson asked if access will eventually be blocked. Chief Frake stated that the drive will only be used for critical incidences.

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

Finance

Request for Approval of an Ordinance Abating the 2023 Tax Levy

Presented by Finance Director Pete Stefan

Attached to the agenda is an ordinance providing for the abatement of the \$105,450 levy which will be extended by the County Clerk pursuant to Ordinance Number 2019-34 adopted on August 22, 2019, in connection with the issuance of the \$1,495,000 General Obligation Bonds, Series 2019 bond issue for the water main replacement project located specifically in Special Service Area #51.

The Village budgeted to pay for this debt issue through a Special Service Area #51 property tax levy based on a flat amount per parcel levied against improved lots only. Accordingly, an abatement ordinance must be filed to prevent the extension of property taxes to all parcels in Special Service Area #51 on an ad valorem basis.

Staff recommends a motion to approve an ordinance abating the 2023 tax levy for the \$1,495,000 General Obligation Bonds, Series 2019.

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

Request to Approve an Ordinance for the Levy of Taxes

Presented by Finance Director Pete Stefan

For the 14th consecutive year the Village is pleased to propose a flat property tax levy with no increase to existing property owners taken as a whole. The proposed levy does, however, contemplate capturing property taxes on new construction for the third consecutive year as a funding source for the increased demand for Village services generated by that new construction.



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The proposed 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 and is comprised of \$5,481,690 for the base tax levy plus \$66,931 for cumulative new construction growth from 2021 through 2023. The 2023 tax levy for debt service for Special Service Area #51 for G.O. Bonds Series 2019 in the amount of \$105,450 is proposed to be abated in its entirety. The estimated tax rate is projected to decrease by -8.7% from 0.655199 to 0.597893 due to a projected 9.9% increase in Equalized Assessed Value. 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>	\$ 49,984
Corporate	
<u>Current Year</u>	
Corporate	\$ 16,947
Sub-Total New Construction	\$ 66,931
Total 2023 Tax Levy	\$ 5,548,621

Financial Impact

The property tax levy accounts for approximately 24% of total General Fund revenue for FY 2024.

Staff recommends a motion to approve the attached ordinance for the Levy of Taxes for the Village of Lake in the Hills for 2023.

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Request to Approve Ordinances Establishing 2023 Tax Levies on Special Service Area 1, 2, 3, 4A, 4B, 5, 6, 7, 8B, 8C, 15, and 51.

Presented by Finance Director Pete Stefan

Attached to the agenda are twelve separate ordinances for the 2023 Special Service Area (SSA) Tax Levies. As discussed during the FY 2024 budget presentation, the 2023 levies for each of these twelve Special Service Areas range from \$700 for SSA #8C to \$224,580 for SSA #2.

- Five of the SSA levies are flat with a 0% change from last year – SSA #4B, SSA #5, SSA #8B, SSA #8C, and SSA #15.
- Two SSA levies are increasing by negligible amounts of \$150 for SSA #7 and \$90 for SSA #51.
- An additional four SSA levies are increasing by amounts less than \$3,800 – SSA #1-\$2,405, SSA #3-\$3,760, SSA #4A-\$2,060, and SSA #6-\$1,800.
- The final SSA levy for SSA #2 is increasing by \$84,220 due to several playground replacements needing to be funded over the next few years.

Of the seven SSA levies with increases, only two (SSA #1 and SSA #2) will exceed 5% and, therefore, require public hearings prior to adoption of the proposed tax levies.

The combined levies for all twelve Special Service Areas total \$594,538 which will fund FY 2024 operating costs as well as scheduled capital improvements.

Staff recommends a motion to approve the attached ordinances establishing a 2023 tax levy for twelve Special Service Areas.

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

Community Development

Request to Approve an Ordinance Amending Section 3, “Definitions” and Section 11, “Permitted and Conditional Use Chart” of the Lake in the Hills Zoning Code, and Amending Appendix A, “Lake in the Hills Municipal Code Definitions” of the Lake in the Hills Municipal Code

Presented by Director of Community Development John Svalenka

In an effort to clarify the Village’s codes and make them more effective moving forward, staff is proposing amending two sections of the Zoning Code related to Definitions and the Permitted and Conditional Use Chart, and is proposing amending the definitions in Appendix A of the Municipal Code, specifically to clarify the types of entertainment that can be offered accessory to restaurants.

Zoning Code Section 3, Definitions

The Zoning Code generally defines a restaurant as a place where food is served that includes kitchen and dining room equipment. It is common for restaurants to also offer various types of entertainment to attract customers,

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such as live music or performances. However, the current code language is unclear about whether such entertainment is actually allowed, and “entertainment” is separately defined in the Zoning Code as an establishment that offers indoor amusement activities such as games and rides. Therefore, staff has proposed amendments to the definitions of entertainment and restaurant.

As currently defined by the Zoning code, entertainment refers to the type of businesses that include indoor arcades, rides, and games, similar to a Chuck-E-Cheese business. The definition also includes bowling alleys and movie theaters. These uses are clearly different than the types of entertainment offered at restaurants. Therefore, staff has proposed changing the definition of “entertainment” to “indoor amusement establishment” to differentiate the two uses. Staff has also updated the definition language to clarify how similar uses can be approved.

While limited entertainment is customary at restaurants, ticketed events such as concerts or live shows have the potential to cause negative impacts to adjacent businesses and surrounding neighborhoods, such as extra noise and traffic along with a greater parking demand. Therefore, staff has also proposed adding additional language to the definition of restaurant to limit allowable accessory entertainment uses. Several points should be noted about the proposed code language. First, the proposed language would only allow the entertainment to be offered accessory to the restaurant. Accessory uses are subordinate and incidental to the principal use at a premises. This means that a restaurant space would not be allowed to be completely converted to being 100-percent used for entertainment such as a live concert or show, and an operating restaurant must be the primary use of the space. Second, staff has proposed code language that would prohibit restaurants from selling tickets, collecting a cover charge, or requiring a minimum drink purchase for accessory entertainment. Such practices tend to result in much larger crowds than are acceptable at a restaurant, and would lead to the above-mentioned issues with noise, traffic and parking.

Zoning Code Section 11, Permitted and Conditional Use Chart

As noted above, staff has proposed changing the definition of “entertainment” to “indoor amusement establishment.” This change necessitates a related change to the permitted and conditional use chart. Staff has only proposed a change to the name of this use, and it will still be a permitted or conditional use in the same zoning districts.

Municipal Code Appendix A, Definitions

In addition to being defined in the Zoning Code, Appendix A of the Municipal Code also includes a definition of “restaurant.” Therefore, staff has proposed amending the definition of “restaurant” in Appendix A by adding the same code language described above for the definition in Chapter 3 of the Zoning Code.

Staff recommends a motion to Approve the Ordinance Amending Section 3, “Definitions” and Section 11, “Permitted and Conditional Use Chart” of the Lake in the Hills Zoning Code, and Amending Appendix A, “Lake in the Hills Municipal Code Definitions” of the Lake in the Hills Municipal Code.

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



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Public Works

Request to Approve the 2024 Master Contract for Professional Engineering Services

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a Master Contract with Baxter and Woodman for professional engineering services in 2024.

At the October 10, 2023, Committee of the Whole meeting, staff was given direction by the Board to change the existing multiple engineer approach that had been in place since 2020. Instead, staff were directed to move forward with the selection process for a single engineering firm for stormwater, streets, and general engineering services.

A request for Qualifications was issued with six responses received on November 8. Submissions were assessed based on their qualifications, experience, methodology, proposed services, references, and the degree to which the services met the needs of the Village. A short list of three firms were selected for interviews, including Baxter and Woodman of Crystal Lake, Chastain and Associates of Schaumburg, and Clark Dietz of Oakbrook Terrace. Each firm was rated with five separate criteria which included technical experience and qualifications related to anticipated projects, past performance related to budget and schedule, qualifications of the project manager, familiarity with Lake in the Hills, and office location.

Upon conclusion of the interviews, it was a unanimous decision to enter into agreement with Baxter and Woodman as the Village's Engineering firm. Baxter and Woodman served as the Village's Water Services Engineer since 2007. They have been exceptional with the Village's Water Treatment Plant Upgrades, which spanned multiple years and brought much needed improvements to the Village's Water Treatment system. During the interviews, the firm was also able to successfully show their readiness to take on the remainder of the engineering responsibilities within the Village, including streets and MFT, plan reviews and stormwater. They brought each staff member the Village would be engaging with to the interview, showing the team we would have at our disposal, but emphasized that work would be coordinated through a central project manager, Jennifer Sorenson. Being centered out of McHenry County, they have strong working relationships within the region, as well as with the State of Illinois. The staff is well rounded, experienced and highly responsive to the Village's needs.

The master contract (attached to the agenda) will serve as the base document for all engineering services provided by Baxter and Woodman, with individual task orders generated for major projects throughout the year.

Financial Impact

The Proposed FY24 Budget includes a total of approximately \$100,000 in general engineering costs within Community Development, Public Works, Water and Airport. In addition to this, individual task orders would be established for engineering expenses associated with capital projects.

Staff recommends a motion to approve a Master Contract with Baxter & Woodman, Inc. for professional engineering services from January 1, 2024, through December 31, 2024.

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

Request to Award a Contract for Water Conditioning Bulk Softener Salt

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract to Compass Minerals for the purchase and delivery of water conditioning bulk softener salt in 2024, in an amount not to exceed \$202,622.00.

Village staff released a Request for Proposal (RFP) for the purchase and delivery of water conditioning bulk softener salt for calendar year 2024 on November 22, 2023. The Village has three ion exchange water treatment facilities that require salt to remove barium from the water. The RFP invitation was sent to seven vendors, posted on the Village's website, and published in the *Northwest Herald*. Public Works received and opened three sealed responses on December 4, 2023. Compass Minerals was the lowest responsible bidder at \$202,622.00 (or \$144.73/ton), Midwest Salt was the second lowest bid at \$204,400.00 (or \$146.00/ton) and Morton Salt's sealed envelope contained a letter stating they declined to participate.

The Village has purchased this product from Compass Minerals before and has been satisfied with the product and the company. The RFP results, and the bid certification form are attached to the agenda for review.

Financial Impact

The 2024 Village Budget contains \$203,000.00 for the purchase and delivery of water conditioning bulk softener salt in the Water Fund. The \$202,622.00 bid from Compass Minerals is \$378.00 under the budget.

Staff recommends a motion to award a contract to Compass Minerals for the purchase and delivery of water conditioning bulk softener salt in 2024, in an amount not to exceed \$202,622.00.

Trustee Huckins asked if the price has dropped from last year. Director McDillon stated that water treatment chemicals continue to rise in price.

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

Request to Award a Contract for Purchase of Bulk Rock Salt for Roadway Snow & Ice Control

Presented by Public Works Director Ryan McDillon

Staff requests authority to purchase up to 1,300 tons of rock salt in 2024 through the Central Management Services contract, for a total cost not to exceed \$109,915.00.

The Village purchases rock salt for snow and ice operations each year through the State of Illinois joint purchasing program, a competitively bid road salt program coordinated by the Illinois Department of Central Management Services (CMS). The Village's participation in this program is exempt from the normal bidding process as stated in Section 9.13 of the Village Municipal Code.



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The cost of road salt, like fuel and other commodities this past year, remains high. Under the CMS joint bid, the Village's price for the upcoming 2023/2024 season is \$84.55/ton, which reflects a 1% increase over the prior year. While the Village had submitted an initial request for 1200 tons of salt, CMS provides participants with the option of securing a maximum of 120% of the requested tonnage at the bid rate. Staff recommend the purchase of 1300 tons, which equates to a total cost of \$109,915. This is \$485 below the budgeted amount in the General Fund.

Financial Impact

The proposed FY24 Village Budget includes \$110,400.00 for the purchase of road salt from the General Fund. The total expense for 1300 tons in 2024 is \$109,915.00, which is \$485 below the budgeted amount.

Staff recommends a motion to approve the purchase of up to 1,300 tons of rock salt in 2024 through the Central Management Services contract, for a total cost not to exceed \$109,915.00.

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

Request to Approve an Ordinance Amending Chapter 45 of the Village Municipal Code, Potable Water

Presented by Public Works Director Ryan McDillon

Staff requests Board approval of an Ordinance amending Chapter 45 of the Village Municipal Code to increase the potable water fees by one percent. The Village last increased its rate for potable water in 2022.

The Public Works Department proposes a change to the Municipal Code, Chapter 45, Potable Water. The change is a one percent consumption fee increase. This is necessary to cover increases in costs to produce and maintain the water supply system. The proposed increase will ensure that the Village remains competitive with surrounding communities as it pertains to water rates, and also generates needed revenue to help offset the rising costs of treatment chemicals and IEPA testing.

The one-percent increase would increase the average quarterly homeowners bill from about \$119.00 to about \$120.00, based on a consumption of 7,000 gallons per month.

Staff recommends a motion to approve an Ordinance amending Chapter 45 of the Village Municipal Code to increase the potable water fees by one percent.

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

Request to Authorize Staff to Present the 2024-2029 Transportation Improvement Program to the IDOA

Presented by Public Works Director Ryan McDillon

The Illinois Department of Transportation Division of Aeronautics (IDOA) compiles a five-year spending plan for improvements to the Illinois airport system. The Village annually submits its plan for consideration into IDOA's plan.



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On November 1, 2023, Village staff met with IDOA personnel in a virtual meeting to discuss the possible timing of upcoming projects. Notable highlights of the meeting included:

1. 8399 Pyott Road Roof Replacement – IDOA staff indicated that the Village’s planned replacement of the roof on 8399 Pyott Road, commonly known as the Finefield Hangar, is eligible for grant money from the Bipartisan Infrastructure Law passed in 2021. This work would be funded with 90% federal grant money and an additional 5% of State grants, leaving the Village to cover the remaining 5%. This is great news for the Village as the original indication was that the project would not be grant-eligible. This project was scheduled for construction in 2023 but has been delayed until Spring of 2024 due to an Aeronautical study required of the Airspace.
2. Replace Automated Weather Observation system (AWOS) – Replacement of the obsolete AWOS system with an upgraded AWOS III system was scheduled for FY 2023 but has been delayed until FY 2024. The upgraded AWOS system will allow for improved weather monitoring and allow for fewer signal interruptions as the upgraded AWOS will no longer share a communication frequency with the Airport radio channel.
3. Rehabilitate Runway 8/26 Phase 3 Electrical – Replacement of the runway lighting is the third phase of the ongoing FAA safety upgrades for the Airport. This project is the final step in the Runway and Taxiway upgrade and rehabilitation. The project will upgrade all of the lighting, electrical, and signage to modern standards.
4. Construct a General Aviation Apron – The Village impressed upon IDOA the importance of finding a solution for the lack of aircraft parking on ramp space by constructing a general aviation apron at midfield. Construction of the apron is currently scheduled for FY 2025. This project would be the precursor to erecting a midfield terminal facility as currently shown on the Airport Layout Plan (ALP).

The tables, which are attached to the agenda, outline the remainder of the Village’s projects for 2024 and beyond, subject to FAA and IDOA approval.

Financial Impact

The airport’s long-range plans currently support these proposed projects without compromising the minimum fund reserve of 15% of the airport’s annual expenses. Despite this, the TIPS plan does not financially obligate the airport to these projects. TIPS is a planning document that attempts to identify future capital projects and align them with possible funding sources.

Staff recommends a motion to Authorize Village staff to present the program to the Illinois Department of Transportation, Division of Aeronautics in December 2023.

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



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

DECEMBER 12, 2023

Board of Trustees

None.

President

President Bogdanowski announced that annual appointments will take place during Thursday's Board of Trustees meeting.

President Bogdanowski requested ongoing communication with all parties tied the airport. Trustee Huckins asked if there are businesses with ties to the airport that are not dependent on flight; asking if they need a different level of communication. Administrator Andrews stated that there are both businesses that depend on flight and those that do not. In either case, the airport's newsletter will ensure the necessary level of communication to subscribers on a regular basis.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:17 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk