



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

MAY 7, 2024

Call to Order

The meeting was called to order at 7:30 pm. Present were Trustees Dustin, Harlfinger, Bojarski, Anderson, Murphy, and President Bogdanowski. Trustee Huckins was not present.

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 Support Services Matt Mannino, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by Trustee Murphy.

Audience Participation

None.

Administration

Request to Approve a One-year Extension to DeKind Computer Consultants, Inc. for Professional Informational Technology Services

Presented by Assistant Village Administrator Trevor Bosack

In June 2023, the Village Board entered into a one-year Master Service Agreement with DeKind Computer Consultants, Inc. ("DeKind") for professional information technology services for a one-year base cost of \$123,000. The master services agreement includes an automatic renewal clause, in the event that neither party provided written notice with intent to cancel the agreement.

The Village is pleased with the level of support and service provided by DeKind and staff recommends continuing to employ their services. Over the past year, DeKind has assisted with deployment of hardware, as determined within the Village's replacement program. DeKind has assisted with the conversion to Comcast Fiber and is spearheading the transition to Microsoft 365. The Village anticipates engaging DeKind in strategic planning conversations related to long-term capital outlay, along with short-term identified needs, as the Fiscal Year 2025 budget is being prepared.

The one-year extension of professional services will maintain the financial terms as outlined within the 2023 Master Service Agreement. The hourly cost of \$100 per hour and the 105 pre-purchased service hours per month will remain unchanged from the initial agreement.

Financial Impact

The base cost of services is \$126,000 annually. The renewal term of June 1, 2024, through May 31, 2025, will consist of twelve months at \$100 per hour with 105 pre-purchased service hours per month.



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Staff recommends a motion to approve a one-year extension of the Master Services Agreement with DeKind Computer Consultants, Inc. for professional information technology services with a one-year base cost of \$126,000.

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

Police

Request to Approve an Agreement with the Village of Lake in the Hills and Flock Safety Group for the Implementation of Automated License Plate Reader Cameras

Presented by Deputy Chief of Support Services Matt Mannino

Since approximately early 2022 the Police Department began exploring the use of Automated License Plate Reader Cameras (ALPR). Our first step towards the possible implementation of this project was entering into a MOU (memorandum of understanding) with Flock Safety that allowed our agency to have access to their database at no charge. The Flock Safety database is populated by government and private ALPR cameras and allows agencies to search this database using specific search parameters, such as vehicle license plate, make/model, or body type. Having this access, we were able to assess whether we should pursue the purchase and installation of our own ALPR cameras in the Village.

In early 2023, a review of the cases worked on by the detectives in our Investigations Division and our detective assigned to the Narcotics Task Force was completed. It was found that having access to the Flock Safety Database has been extremely useful with investigating and solving crimes occurring in the Village. In just one example of the usefulness our detectives were able to use the database to solve a felony theft case from a business in the Village with only having a partial license plate and description of the vehicle. Additionally, access to the database has proven very valuable in the enforcement of laws governing cannabis and controlled substances and is routinely used by narcotics detectives investigating those cases.

In late 2023, Flock Safety advised that starting 01/01/24, database access would no longer be offered for free and agencies without ALPR cameras would be charged \$30,000 a year. At this point we conducted an evaluation of the system weighing the benefits of the system versus discontinuation of the ALPR program.

Considering how useful the Flock Safety database has proved, access to the database has been critical to the investigation and enforcement of many criminal laws. The purchase and utilization of ALPR cameras locally would have a two-fold purpose. The first would be as an investigative tool to aid in solving or investigating a wide array of crimes such as burglaries, auto theft, and controlled substances/other drug law violations. The second would be a real-time alert system serving as security cameras. The ALPR camera compares license plates to a state/federal law enforcement database to identify flagged vehicles such as vehicles used in crimes, stolen vehicles, vehicles involved in AMBER alerts, SILVER alerts, and vehicles connected to reports of missing persons. Via a web-based application, law enforcement officers will be notified within seconds should a vehicle pass by the camera. The agency's overall goal is to decrease crime/violence, increase open case solvability, and offer modern-day technological protection to our community. Installation of ALPR cameras in key locations around the Village will assist in this endeavor and leverage these technological resources to provide public safety effectively and efficiently to our residents and visitors.



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ALPR cameras are hard-wired or solar/battery-powered mounted to a pole that take still photos to focus solely on a vehicle and ensure a clear view of the license plate. ALPR cameras are not intended to capture photos of people, nor do they measure the speeds of vehicles. Flock Safety ALPR cameras apply machine learning to the footage to identify important details of the vehicle. Besides just a license plate number, Flock Safety ALPR cameras also capture other characteristics about the vehicle such as: make, model, color, etc., which allows officers and detectives to search the database using these other characteristics. All data is encrypted, and Flock will never share or sell data with third parties. Access to this database is tracked and audited internally as required by internal policy, which requires the reason for the database search to be input and then is later audited to ensure proper use of the system.

By Lake in the Hills installing ALPR cameras, we will join many surrounding cities in the Chicago Metropolitan area utilizing Flock Safety ALPR cameras to protect their communities, including the Village of Huntley, Crystal Lake, Cary, and McHenry. The proposal is to have Flock Safety install 12 cameras at 11 locations. Since actual locations can change during the permit process, the number of locations or number of cameras is subject to change. The cameras will be strategically placed at locations where there are high volumes of traffic or key locations where vehicles enter our community.

Financial Impact

The proposed plan is to install 12 cameras at 11 locations at a cost of \$42,800 for the first year to be paid from the State Seizure Fund. Should the Village choose to continue the program, the annual cost thereafter is \$36,000, which will continue to be paid utilizing State Seizure Funds unless another funding source is chosen. Seizure funds are not budgeted in accordance with seizure fund policy and come from the proceeds of criminal investigations.

Staff recommends a motion to allow the Village of Lake in the Hills to enter into the Master Service Agreement with Flock Safety for the installation of 12 ALPR cameras at 11 locations at a cost of \$42,800.

Trustee Harlfinger voiced concern over increasing surveillance.

Trustee Dustin questioned the amount of roadway covered by each camera. Deputy Chief Mannino stated that each camera has the ability to cover two lanes. Key areas with four lanes of traffic will require two cameras. He explained that the cameras capture data just like I-PASS cameras. They take photos of vehicles and capture the plates. This would allow detectives to run the plates through the system and officers would be alerted if a missing person is flagged going through an intersection.

Trustee Dustin asked if there is a time delay. Deputy Chief Mannino stated that there is likely a minor delay—less than a minute.

Trustee Dustin asked if the database would cover national alerts. Deputy Chief Mannino stated that national alerts, such as Amber alerts, would be shared.

Trustee Murphy asked if an alert being placed on a common vehicle would cause every vehicle matching that description to be flagged. Deputy Chief Mannino explained that detectives would search by color and model first, then investigate further before acting. Information would be audited internally and only given to detectives for criminal justice purposes.



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Trustee Harlfinger questioned the legality of camera use. Attorney Stewart explained that there is no general expectation of privacy while driving down the road. The Driver's Privacy Protection Act protects the release of information. However, this use can be seen as an extension of police body-worn cameras. Deputy Chief Mannino added that the squad cameras do record on the streets.

Trustee Anderson asked if the footage would be similar to a Ring camera's data. Deputy Chief Mannino stated that it would be similar but with the ability to capture license plates.

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

Request to Approve Officer Appointments Above Authorized Staffing Level

Presented by Deputy Chief of Support Services Matt Mannino

The department has a planned retirement in July of this year that will create an opening for a police officer position. To expedite the transition and training of a new officer, the department requests permission to temporarily increase the sworn officer staffing level from (41) to (42) to hire a lateral officer candidate on or around June 10th. The department has identified one lateral officer candidate to make a conditional offer of employment to. This will allow the candidate to start the approximate twenty-week field training program needed for solo-patrol duties. Starting the new officer before the position vacancy will prepare them for solo-patrol duties approximately two months sooner than if we waited to begin the hiring process in July.

Financial Impact

The financial impact for the identified lateral officer from June 10, 2024, through July 11, 2024, is estimated at \$11,415.59 which includes salary and benefits.

Staff recommends a motion to approve and authorize the Police Department to temporarily exceed the authorized staffing level of sworn officers from (41) to (42) and hire one officer on or around June 10th for the projected vacancy in July.

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

Finance

Request to Accept the Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2022

Presented by Finance Director Pete Stefan

Attached to the agenda is a copy of the Village's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended December 31, 2022. This report is typically presented to the Village Board six months after the end of the fiscal year, however, a combination of factors led to a delayed completion of the report.



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First, the implementation of the new Governmental Accounting Standards Board Statement No. 87 on leases impacted the Village to a greater extent than most other governments because of the number of leases that had to be analyzed in connection with airport operations. The Village also changed audit firms for the first time in over 30 years with approval of a new firm in February 2023, therefore, the audit wasn't able to begin until May 2023 to coincide with the earliest opening in their audit schedule. The greatest impact by far, however, was due to Finance staff transition as both the Accountant and Assistant Finance Director positions became vacant for a combined total of almost five months during which time minimal staff time was able to be devoted to the audit as keeping up with the day-to-day operations of the Finance Department became the priority.

In an effort not to delay the presentation of the ACFR any longer than necessary, that is the only report being presented at this time since it is the main document reporting on the Village's financial condition and results of operations. Supplemental documents are still being completed and will be presented at the May 21st Committee of the Whole meeting including the Illinois Grant Accountability and Transparency Act – Consolidated Year End Financial Report, the Auditor's Communication to the Board of Trustees, the Management Letter, the Annual Financial Report for the Police Pension Plan, the Comptroller's Annual Financial Report, and the Popular Annual Financial Report.

John Wysocki, Partner with GW & Associates PC, the Village's auditing firm, gave a brief presentation on the ACFR.

Staff recommends a motion to accept and place on file the Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2022.

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

Public Works

Request to Approve the Plat of Easement Granting County 11.34 AC-FT of Compensatory Storage

Presented by Public Works Director Ryan McDillon

Staff is seeking Board approval of a Plat of Easement granting compensatory storage to the County of McHenry ("County") in exchange for a fee of \$200,000.00.

The Village entered into an intergovernmental agreement ("IGA") with the County on July 16, 2019, with respect to the compensatory storage for the Randall Road project. As the Village was embarking on the adjacent Woods Creek Reach 11 project, the County's need for additional compensatory storage could be easily accommodated as part of the Village's project. Within the IGA, the Village agreed to provide the County with compensatory storage for any floodway storage lost due to their project. It was initially anticipated that this would be no more than 20% of the total compensatory storage available. Based on the As-Builts at the conclusion of the Village's project, it was determined that there was a total of 12.48 AC-FT of available compensatory storage, of which the Village retained 1.14 AC-FT or 9%. This left 11.34 AC-FT or 91% available to the County.

According to the IGA, the compensatory storage on Village property would be granted to the County in perpetuity through an easement. In exchange, the County would pay for the construction and engineering costs associated



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with the compensatory storage. Based on the As-Built conditions of the project discussed in the engineer's memo titled, "Woods Creek Reach 11 Floodplain Compensatory Storage Summary," the County agreed to compensate the Village for 91% of the available compensatory storage at a cost of \$459,447.41. In addition, also per the IGA, the County will pay a flat fee of \$200,000.00 for the easement, which grants the County 11.34 AC-FT of compensatory storage.

Financial Impact

The IGA stipulates that the County will pay the Village \$200,000 for the plat of easement.

Staff recommends a motion to Approve the Plat of Easement granting the County 11.34 AC-FT of compensatory storage.

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

Request to Approve the Purchase One Ford F-450 Dump Truck and Outfitting Services

Presented by Public Works Director Ryan McDillon

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

The Fiscal Year (FY) 2024 Village budget includes \$170,000.00 for the replacement of unit 33, a 1½ ton dump truck used by the Public Works Streets Division. Village staff researched different vehicle makes and models and determined that purchasing a Ford F-450 would provide the most value to the Village. After identifying the specifications for the vehicle, staff researched a number of purchasing cooperatives, which are aggregated joint purchasing programs that receive competitive bid prices for vehicles for government purchase. Staff determined that the Suburban Purchasing Cooperative's joint bid for Ford F450 cab and chassis, awarded to Sutton Ford of Matteson, IL, and the Sourcewell Cooperative's joint bid for vehicle outfitting services, awarded to Henderson Products of Huntley, IL, provides the best pricing for the replacement vehicle that Village needs to purchase.

Financial Impact

The Village's 2024 budget includes \$170,000.00 in the Capital Improvement Fund for the purchase of the replacement vehicle. The total expense for the Ford F-450 cab and chassis is \$62,463.00 and the total expense for the vehicle outfitting is \$80,051.00 for a total cost of \$142,514.00, which is \$27,486.00 under the budgeted amount.

Staff recommends a motion to approve the purchase of one Ford F-450 cab and chassis from Sutton Ford, through the Suburban Purchasing Cooperative in the amount of \$62,463.00 and a motion to approve the purchase of vehicle outfitting services from Henderson Products, through the Sourcewell Cooperative in the amount of \$80,051.00.

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



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Request to Approve the Purchase of Three Ford F-250 Pickup Trucks

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to purchase three Ford F-250 pickup trucks from Sutton Ford of Matteson, IL, through the Suburban Purchasing Cooperative in the amount of \$155,574.00.

The Fiscal Year (FY) 2024 Budget includes \$75,000.00 for the replacement of unit 87, a ½ ton pickup truck used by the Public Works Water Division, \$80,000.00 for the replacement of unit 99, an F-250 Super Duty pickup truck used by the Public Works Public Properties Division, and \$75,000.00 for the replacement of unit 76, a ½ ton pickup truck used by the Public Works Streets Division. Staff researched different vehicle makes and models and determined that purchasing three Ford F-250s as replacement vehicles for units 76, 87, and 99 would provide the most value to the Village. Purchasing cooperatives are aggregated joint purchasing programs that receive competitive bid prices for vehicles for governmental purchase. Staff determined that the Suburban Purchasing Cooperative's joint bids for these three Ford vehicles, awarded to Sutton Ford of Matteson, IL, offers the lowest pricing for all three vehicles. The total cost for all three vehicles without snowplows is \$155,574.00, which is \$74,426.00 under the budgeted amount of \$230,000.00. The snowplows will be purchased separately.

Financial Impact

The Village's FY2024 Budget includes \$230,000.00 for the purchase of these three vehicles, with \$155,000.00 in the Capital Improvement Fund and \$75,000.00 in the Water Fund. The total cost for all three vehicles is \$155,574.00, which is \$51,284.00 under budget in the Capital Improvement Fund and \$23,142.00 under budget in the Water Fund.

Staff recommends a motion to approve the purchase of three Ford F-250 pickup trucks from Sutton Ford, through the Suburban Purchasing Cooperative in the amount of \$155,574.00.

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

Request to Approve an Airport Ground Lease for Hangar PAP-51

Presented by Public Works Director Ryan McDillon

In accordance with Chapter 3.1 of the Lake in the Hills Airport Rules and Regulations, no person shall store any aircraft at the airport except pursuant to a written Lease, license, and/or storage agreement approved by the Village. A new ground lease is required upon each change in ownership of a private hangar.

On April 1, 2024, Eric Shipman, representing P-51 Aircraft Storage Solutions LLC, completed the purchase of Hangar PAP-51 from GPM Holding, LLC for the sum of \$34,000. It is important to note that GPM Holdings, LLC has fulfilled ground lease payments up to May 1, 2024.



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P-51 Aircraft Storage Solutions LLC, a registered entity in good standing with the Illinois Secretary of State, is now the rightful owner of Hangar PAP-51. As per the airport regulations, a new ground lease is required upon each change in ownership of a private hangar.

The proposed initial term of this lease is twenty years, commencing on May 1, 2024, and concluding on April 30, 2044. Additionally, the lease includes options to renew for four additional five-year terms. Mr. Shipman has diligently executed all required lease documentation and has provided the necessary certificate of insurance.

Financial Impact

The Airport Fund will receive \$2,437.80 annually from the ground lease and \$240 from electrical fees. The rent and fees are subject to annual increases as approved by the Board.

Staff recommends a motion to approve the Ordinance Authorizing the Approval of a Ground Lease between the Village of Lake in the Hills and P-51 Aircraft Storage Solutions LLC for PAP-51.

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

Board of Trustees

Trustee Murphy attended the most recent Parks and Rec Board meeting and was pleased with their involvement with the Parks Master Plan, Jaycee and Celebration Park, and sponsorships for Summer Sunset Festival.

President

President Bogdanowski announced that several appointments and proclamations will take place at Thursday's Board of Trustees meeting.

Adjournment

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:07 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk