



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

MAY 21, 2024

## Call to Order

The meeting was called to order at 7:32 pm.

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

Motion to allow Trustees Harlfinger and Huckins to attend telephonically was made by Trustee Anderson and seconded by Trustee Dustin. On roll call vote, Trustees Murphy, Bojarski, Dustin, and Anderson 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 Support Services Matt Mannino, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by President Bogdanowski.

## Audience Participation

None.

## Administration

### **Request to Approve the Establishment of a Human Resources Generalist Position**

Presented by Assistant Village Administrator Trevor Bosack

Staff is seeking approval from the Village Board to convert the Human Resources Manager position to a Human Resources Generalist position within the Administration Department. The Village has recently experienced a lack of stability in the Human Resources ("HR") Manager position and staff has carefully considered how best to strengthen the division through an alternative staffing model.

Currently, the division structure supports one (1) full-time HR manager and one (1) part-time HR coordinator. The HR coordinator reports to the HR manager, who then reports to the assistant village administrator. A description of common HR positions has been included below:

- Human resources coordinator - efforts are focused on a single area, such as benefits, wellness, or recruitment, etc. They help in areas as needed.
- Human resources generalist - broader focus of knowledge and expertise across all day-to-day HR functions.
- Human resources manager - similar to generalist, in that they must have a broad knowledge of all HR functions, but have elevated responsibilities either with staffing, functionality, or assigned projects.
- Human resources director - department head level HR expertise with oversight of direct reports who perform the day-to-day functions.



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Staff researched the HR structure of our comparable communities and found consistency in that most communities have a full-time HR generalist who performs the day-to-day functions of the department. This position directly reports to a department head, which varies between an HR director, or more commonly, the assistant village administrator. Only one other community had an active HR manager in place.

Recruitment for an HR manager's position has been a real challenge, as the role and salary are less attractive to individuals who may otherwise be targeting director positions. Over the past two years, this position has been recruited for three separate times, with candidate pools of 20, 29, and 41 candidates, respectively. In those recruitments, we have had little to no municipal applicants. It is anticipated that with an HR generalist recruitment, the candidate pool will expand and reflect a broader range of skills.

Since August, the assistant village administrator has been heavily involved with a number of organization-wide HR projects. Over the past year, the projects have included the transition to the IPBC, the coordination and rollout of a new employee wellness program, the implementation and deployment of an updated employee evaluation tool, and the coordination of a modified employee benefit open enrollment. With the elimination of the HR manager position, the assistant administrator would retain responsibility for these types of special projects. This will allow the HR generalist to focus on the day-to-day execution of functions.

Staff is recommending the creation of the generalist position, supported with an updated job description, and modification to the 2024 Compensation Schedule.

## **Financial Impact**

The human resource generalist is proposed as a Grade 57 position on the 2024 Compensation Schedule with a defined hiring range between the minimum and midpoint of \$72,960 to \$89,376. The current human resources manager position is a Grade 60 with a starting salary of \$97,110 and a midpoint of \$118,959.

Staff recommends a motion to approve the establishment of a human resources generalist position within the Village of Lake in the Hills, to be added to the Compensation Schedule as a Grade 57 employee.

Trustee Murphy asked if applicants with the skillset of an HR generalist are more common than those with the skillset of an HR manager. Assistant Administrator Bosack confirmed this and explained that many job seekers with the skillset of a manager are looking for a director position. Administrator Andrews added that the ideal HR candidate would have some municipal experience. Since most municipalities in our area do not staff an HR manager, the chances of finding someone local with experience are minimal.

Trustee Dustin asked if the intent is to replace one position with the other. Administrator Andrews confirmed this.

Trustee Bojarski asked for clarity on the intent to keep the HR manager position on the Compensation Schedule. Assistant Administrator Bosack explained that the intent is to retain the position's listing for the sake of maintaining it as an option in the future.

Trustee Dustin asked if the HR generalist role would become obsolete if the HR manager role were reinstated. Assistant Administrator Bosack confirmed that one would replace the other. President Bogdanowski asked if a



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potential move back to staffing an HR manager would require Board approval. Administrator Andrews confirmed that Board approval would be required.

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

## Finance

### **Request to Approve an Ordinance Approving a Collection Services Agreement with Municipal Collections of America, Inc.**

Presented by Finance Director Pete Stefan

In conjunction with the implementation of the Village's new ordinance violation software provided by Dacra Tech, LLC, the Village would reap the most benefits from the new system by contracting with a collection agency to assist in collecting overdue violations, fees, penalties, etc.

The Village currently uses the State Comptroller's Local Debt Recovery Program to help collect unpaid debt but that program is only effective if a balance is due to the debtor by the State who would then withhold the amount that is due to the Village and remit those funds after a due process period that allows the debtor to protest the amount. Utilizing the services of a collection agency would be more of a proactive approach to debt collections as they would pursue the debt through phone calls, letters, texts, etc.

Rather than replace the Local Debt Recovery Program with a collection agency, the ideal solution is to utilize both programs so that a delinquent account can be actively managed while also waiting for a potential state payment to be intercepted if the payee owes the Village any funds.

Municipal Collections of America, Inc. (MCOA) is being recommended because they are a well-established firm having been in the industry for over 25 years, they have a working relationship with both Dacra Tech, LLC and the Local Debt Recovery Program, they will actively manage the entire process for the Village's Local Debt Recovery Program with the exception of protests for which the Village will need to be involved, and they will also accept non-ordinance violation and non-ticket related debt such as mowing costs, returned checks, water bills, etc.

MCOA would charge a fee of 25.92% of any amount collected for which the Village has added a cost of collection fee that equates to the Village receiving the entire amount due to it and the collection fee portion being retained by MCOA. For any debts not subject to a cost of collection fee, MCOA would charge a fee of 25% of the amount collected.

#### **Financial Impact**

There is no financial impact for accounts subject to the cost of collection fee as the costs of collection are paid by the debtor. For all other accounts, there would be a 25% fee charged but the financial impact is positive as the Village is collecting 75% of what would have otherwise been an uncollectible debt.

Staff recommends a motion to approve the Ordinance Approving a Collection Services Agreement with Municipal Collections of America, Inc.



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President Bogdanowski questioned the collectible debt. Director Stefan stated that it can include water bills, returned checks, etc., however, the main role will be to collect on ordinance violations.

Trustee Dustin questioned the receivables balance and aging limits. Director Stefan will provide numbers upon further research but estimated the receivable balance to be close to \$180k—adding that most of the receivables will not need to go to collections. The balance includes escrow from past developers, old employee health insurance balances/reimbursements, etc. Overdue items are sent to collections after aging 90 days. Trustee Dustin requested to see a balance sheet and questioned the process for submitting debt to collectors. Director Stefan explained that ordinance violations tracked through Dacra Tech’s software would be submitted automatically, other items would be turned over manually. Chief Frake stated that, historically, the amount turned over to collections for ordinance violations has been significant. Trustee Bojarski requested more details on the types of violations and balance owed.

Trustee Harlfinger asked if delaying Board approval of this item would affect contractual obligations. Deputy Chief Mannino stated that there are no contractual obligations, however, the current service is set to end on May 31<sup>st</sup>.

Trustee Harlfinger asked if the sought after details are public record. Attorney Stewart stated that some of the information would need to be redacted.

Trustee Huckins asked if the Village is currently using a collections service. Director Stefan stated that the State’s Local Dept Recovery Program is being used, however, it is not an actively managed system. Trustee Huckins asked if there would be a change in the process. Director Stefan stated that the ordinance violation process always had a collections agency in place. Municipal Collections of America would replace that agency and include non-violation items.

Deputy Chief Mannino explained that the previous vendor managed collections. Dacra Tech, however, does not do in-house collections, which is prompting the collection services agreement.

The Board directed staff to revisit this item at the first set of meetings in June.

## **Request to Accept Supplemental Financial Reports for the Fiscal Year Ended December 31, 2022**

Presented by Finance Director Pete Stefan

The Village’s Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended December 31, 2022, was accepted and placed on file by the Village Board on May 9th. The remaining supplemental reports prepared in connection with the audit are attached to the agenda and provide either required communications by the audit firm, more detailed information than is presented in the ACFR, or more summarized information than is presented in the ACFR.

The Auditor’s Communication and Management Letter are communications from the auditor to the Village Board regarding significant audit matters, internal controls, and compliance matters. No findings were noted.

The Single Audit is required when more than \$750,000 in federal grants are expended in a fiscal year.



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State reporting requirements include the Consolidated Year End Financial Report and the Comptroller's Annual Financial Report both of which report on all expenditures including federal grants, state grants, and all other expenditures in summary format.

The Police Pension Plan Annual Financial Report is a detailed version of what is included in the ACFR.

The Popular Annual Financial Report condenses the 106-page ACFR into a 20-page summary and is written for the general public to understand Village finances in a more user-friendly format.

Staff recommends a motion to accept and place on file the Auditor's Communication to the Board of Trustees, Management Letter, Single Audit, Illinois Grant Accountability and Transparency Act – Consolidated Year End Financial Report, State of Illinois Comptroller Annual Financial Report, Police Pension Plan Annual Financial Report, and Popular Annual Financial Report all for the fiscal year ended December 31, 2022.

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

## **Request to Approve an Agreement with GW & Associates, PC for Auditing Services for the Fiscal Year Ended December 31, 2023**

Presented by Finance Director Pete Stefan

The Village issued a Request for Proposal in 2023 for Auditing Services, which was awarded to GW & Associates, PC for Fiscal Year 2022 with four optional years for Fiscal Year 2023 through Fiscal Year 2026.

The professional auditing services provided for Fiscal Year 2022 were comprehensive and satisfactory and, therefore, acceptance of the second year of the proposal for Fiscal Year 2023 is recommended at a total cost of \$29,200, which is a \$750 or 2.6% increase over the Fiscal Year 2022 cost.

A Single Audit for federal grants will be necessary in Fiscal Year 2023 due to the completion of the airport runway improvement project in addition to various other smaller federal grants for traffic safety, bulletproof vests, equitable sharing program, etc.

A copy of the engagement letter is attached to the agenda for review.

### **Financial Impact**

The total fee for auditing services will not exceed \$29,200, which is \$21,900 for the financial audit of the Village, plus \$3,800 for the Single Audit for federal grants, plus \$3,500 for the Police Pension Fund audit. Note that the cost of the Police Pension Fund audit will be split evenly with the Police Pension Fund so the net cost to the Village will be \$27,450.

Staff recommends a motion to approve the engagement letter from GW & Associates, PC for the second year of Auditing Services for the Fiscal Year Ended December 31, 2023, for a total cost not to exceed \$29,200.

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



## Public Works

### Request to Approve the Contract for Thermoplastic Road Striping

Presented by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract to Superior Road Striping, dba High Star Traffic of Bartlett, IL, for thermoplastic road striping, for an amount not to exceed \$30,000.00.

The Suburban Purchasing Cooperative offers the opportunity for local governmental bodies to participate in joint purchasing programs that benefit from economies of scale and are therefore exempt from the competitive bidding process. They create specifications and solicit competitive bids for a variety of contracts, including the Thermoplastic Lane Marking Contract #229, which was awarded to Superior Road Striping for 2024. Superior Road Striping recently merged with and is doing business as High Star Traffic.

A detailed listing of the contract award, merger letter, and pricing have been attached to the agenda for review. The thermoplastic road striping is part of a five-year thermoplastic road striping maintenance plan to keep all roadway markings visible. In 2024, the estimated quantities and pricing are as follows:

Item	Estimated Quantity	Unit	Unit Price	Total
4" Thermoplastic Marking Line	29,745	LF	\$0.70	\$20,821.50
6" Thermoplastic Marking Line	3512	LF	\$0.90	\$3,160.80
12" Thermoplastic Marking Line	590	LF	\$2.00	\$1,180.00
24" Thermoplastic Marking Line	120	LF	\$4.75	\$570.00
Thermoplastic Marking Letters & Symbols	585	SF	\$4.75	\$2,778.75
Thermoplastic Marking Removal	4,254	SF	\$0.35	\$1,488.90
<b>TOTAL</b>				<b>\$29,999.95</b>

### Financial Impact

The Village’s 2024 budget includes \$30,000 for thermoplastic road striping within the General Fund. The total expense for 2024 is not to exceed \$30,000.00.

Staff recommends a motion to approve a contract for thermoplastic road striping to Superior Road Striping, dba. High Star Traffic, in an amount not to exceed \$30,000.00.

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

### Request to Approve an Airport Ground Lease for Hangar PAP-45

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.



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On April 30, 2024, George Urban, representing Aeromedical, LLC, completed the purchase of Hangar PAP-45 from Daniel Shipner. Aeromedical, LLC, a registered entity in good standing with the Illinois Secretary of State, is now the rightful owner of Hangar PAP-45. 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 June 1, 2024, and concluding on May 31, 2044. Additionally, the lease includes options to renew for four additional five-year terms. Mr. Urban has diligently executed all requisite 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 Aeromedical, LLC.

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

### **Request to Approve the Federal Aviation Administration Flight Inspection Agreement**

Presented by Public Works Director Ryan McDillon

Staff is seeking Board approval of an agreement with the Federal Aviation Administration (FAA) for a Flight Inspection to incorporate new procedures for the newly designed runway, thus removing the Instrument Flight Rules ("IFR") restrictions. IFR are vital for enabling aircraft to operate in a wider range of weather conditions and at any time of day or night.

The Village Board may recall that during the recent airport runway widening project, the displaced thresholds were removed, which triggered the IFR restriction at the airport. The Village is in the final phase of the airport improvement project, which includes an upgrade to the electrical and runway lighting, which is expected to be completed in June. The next step in the process to remove the IFR restriction at the airport is to engage the FAA to perform a flight inspection.

The FAA flight inspection process entails a comprehensive evaluation to verify adherence to necessary safety requirements. Through simulated flight tests and meticulous assessments, FAA inspectors identify any potential hazards or deficiencies that could compromise the safety of air navigation at the new airport.

This inspection ensures that the infrastructure changes to the runway are in compliance with FAA safety standards and regulations. It also ensures that the airport's navigational aids and systems can support IFR operations safely and effectively. These inspections provide assurance to both pilots and passengers that the airport infrastructure is dependable, efficient, and capable of supporting safe operations.

With this inspection, the Village remains on track to have the IFR restrictions lifted in October of this year.



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## Financial Impact

The total cost of the FAA flight inspection is not to exceed \$21,293.28 and is reimbursable, without offsetting grant funds. This unanticipated expense was not initially included in the FY24 Budget; however, there are ample funds available within Airport Fund to cover this expense.

Staff recommends a motion to approve the Non-Federal Reimbursable Agreement with the Department of Transportation Federal Aviation Administration, for Flight Inspection, in an amount not to exceed \$21,293.28.

Trustee Anderson asked if this will be the last inspection. Director McDillon stated that this is the last inspection required prior to lifting the IFR restriction. Trustee Anderson asked if the restrictions will be lifted immediately after the inspection is completed. Director McDillon stated that the publication for the new landing procedures from the FAA is scheduled to come out in October. Administrator Andrews added that this inspection is used to create the landing procedures.

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

## Board of Trustees

None.

## President

President Bogdanowski asked for an update on the Sunset Park paving project. Administrator Andrews stated that the project has been completed. The Village will ensure the work was done in line with expectations before finalizing payment.

## Adjournment

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

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:00 pm.

Submitted by,

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

Shannon DuBeau  
Village Clerk