



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Committee of the Whole Meeting 2008

January 8,

Call To Order

The meeting was called to order at 7:37 p.m. Present were Trustees Harlfinger, Murawski, Bogdanowski, Mulcahy, Huckins, Yensen, and President Plaza.

Also present were Village Administrator Gerald Sagona, Director of Public Safety James Wales, Public Works Director Fred Mullard, Village Engineer Dave Van Camp, Parks and Rec. Director Trudy Wakeman, Finance Director Pete Stefan, Community Development Director Dan Olson, Village Attorney Michael Smoron and Village Clerk Denise Wasserman Haugk.

Audience Participation:

Administrator:

Raffle License – Lake in the Hills Sportsman’s Club – presented by Village Administrator Gerald Sagona – The Lake in the Hills Sportsman’s Club is requesting a raffle license. All provisions of Section 31.02 have been met. The Lake in the Hills Sportsman’s Club unanimously voted to request a waiver of the fidelity bond requirement associated with the Raffle Application form. Motion was made to place this item on the Village Board Agenda.

American Public Works Association – The Village received three awards for the association. One reward was for the Professional Manager. Mr. Mullard received the Community Involvement award.

Director of Public Safety:

Informational Item / Automated Light Enforcement – presented by Director of Public Safety James Wales – Previously the Board authorized the utilization of an Automated Red Light Enforcement System at the intersection of Randall and Acorn. The Department was hoping to provide a brief overview of the system since it has gone operational, however there was a technical glitch with the AV system. He will present his overview on Thursday.

Community Development:

Informational Item / Impact Fees/Filing Fees/Building Permit Fees – presented by Community Development Director Dan Olson – At the October, 2007 Strategic Planning Session, discussion took place regarding the various fees charged for construction and development. Areas reviewed were impact fees, filing fees and building permit fees. Information provided at the session indicated the Village was generally in-line with the fees charged by the municipalities surrounding the Village, however, many felt that since we are near build-

out, that the prospects for additional revenue sources is being reduced. In addition, there was direction to perform an analysis of the fees to determine their cost effectiveness. Based upon those discussions a follow up analysis memo was prepared (this has been given to the board). The follow up analysis suggests possible changes in each of the categories discussed including impact fees, filing fees and building permit fees. Motion was made to place this item on the Village Board Agenda.

Public Hearing – Text Amendments to the Zoning Ordinance – presented by Community Development Director Dan Olson – Staff is proposing a variety of text amendments to the Zoning Ordinance to provide clarity and resolve practical applications of the Code. The text amendments will require a Village-initiated zoning application and a public hearing in front of the Planning and Zoning Commission. Dan Olson (and staff) propose to set the hearing date for February 19th. Motion was made to place this item on the Village Board Agenda.

Public Hearing – Amendments to the Comprehensive Plan – presented by Community Development Director Dan Olson – The 2002 Comprehensive Plan outlines various objectives for site design and building design for commercial areas within the Village. Design Guidelines are one way to implement those objectives. An amendment to the Comprehensive Plan to add Village-wide commercial design guidelines is therefore proposed. Staff pulled some of the existing design guidelines for the Route 47 corridor that might be applicable throughout the Village and requested Planning and Zoning Commissioners input on those guidelines at their October 15th meeting. In addition to distinguishing the Route 47 corridor and the Village Center area, the Planning and Zoning Commissioners felt that the planned future use for the airport area should also be handled separately. Commissioners gave their individual input on suggested guidelines and revisions were reviewed at the November 19th and December 17th meetings. At its December 17th meeting, the Planning and Zoning Commission recommended 5 to 0 (Commissioners Rambo and Stroud were absent) approval of the design guidelines as an amendment to Comprehensive Plan. A public hearing is required to amend the Comprehensive Plan. We propose to schedule the hearing at 7:00 pm before the February 12th Committee of the Whole meeting. Motion was made to place this item on the Village Board Agenda.

Brief discussion took place regarding the Haegle property on Pyott Road. The owner of the parcel is currently being fined for code violations.

Engineer:

Parks and Recreation:

Payment Request – Parrish Paving – Bike Paths at Haligus and Grafton Farm Roads – presented by Parks and Recreation Director Trudy Wakeman – The bike path project at Haligus Road and Grafton Farm Road was awarded to Parrish Paving at the June 12, 2007 Village Board meeting for \$131,383.90. Parrish Paving is requesting Final Payment in the amount of \$132,428.90. The Balancing Change Order No. 1, an increase, in the amount of \$1,045.00 reflects the actual contract quantities utilized to complete the improvements and adjusts the final contract amount for the actual work completed. The Public Works Department supports the progress payment. Payroll documentation is on file. Copies of the pay request, final waivers and recommendations were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Facility Use Policy Update - – presented by Parks and Recreation Director Trudy Wakeman – The Facility Use Policy was developed for renters of a shelter or facility through the Parks and Recreation Department. The area

amended in the policy is under Athletic Fields – Rules, Regulation, and Fees. Under Availability; following the first sentence, the Parks and Recreation Board has added the following: Such designations will be made for the benefit of the residents of Lake in the Hills. Motion was made to place this item on the Village Board Agenda.

Bike Path Map Revisions - – presented by Parks and Recreation Director Trudy Wakeman – An updated Bike Path Map was presented for review of changes which include:

- *Completion of Haligus Road section Coventry to Geneva Lane
- *Completion of Grafton Farm Road section
- *Completion of Lakewood and Albrecht subdivision section
- *Completion of Reed Road and Lakewood Road near Normandy Park
- *Completion of Lakewood Road and Algonquin Road in the Summer Glen subdivision
- *Extension of Haligus Road at the Reed Road and Algonquin Road with bike path on east side
- *Addition of path on east side of Ruth Road
- *Deletion of a portion of the bike path on Algonquin Road west of Bellchase subdivision

At the December 6, 2007 Board meeting, the board approved the updates to the bike path map. Motion was made to place this item on the Village Board Agenda.

Public Works:

Agreement – SEC Group – 2008 Professional Engineering Services Master Contract – presented by Public Works Director Fred Mullard – The Master Contract between the Village of Lake in the Hills and SEC Group serves as a base document for all engineering services provided to the Village by SEC Group. There are no changes to the existing agreement other than the billing rates have increased slightly. SEC charges the same rates to all municipalities. A copy of the 2008 Professional Engineering Services agreement and the 2007 – 2008 rates were given to the Board for review and consideration. Mr. Dave Van Camp of SEC Group is in attendance to answer any questions. Motion was made to place this item on the Village Board Agenda.

Agreement – Emergency and Non-Emergency Public Works Mutual Aid Intergovernmental Services - presented by Public Works Director Fred Mullard – The McHenry County Council of Governments has developed Public Works Mutual Aid Intergovernmental Service Agreements for adoption County-wide. The Agreements authorize the Public Works Director to render or request assistance with other member municipalities when the situation demands additional resources to safeguard lives and property. Key points of the agreement include:

- *The Village is not obligated to supply personnel, equipment, or materials if requested. Additionally, mutual aid may be withdrawn at any time.
- *In emergencies, the municipality providing support does so at its own cost; except for materials. In non-emergency situations, the terms of compensation must be agreed to in writing.
- *Materials used must be reimbursed within 30 days of receipt in emergency situations and by separate written agreement in non-emergency situations.
- *The municipality providing support must maintain their own insurance.
- *Both the municipality providing support and the supported municipality will maintain records of expenses and cooperate in obtaining disaster relief reimbursement.
- *The Village may terminate its participation in the Agreements by providing notice 90 days before the termination becomes effective.

The Agreements are a cost effective way to ensure our ability to support our residents and establish a framework for response to assist neighboring communities in need. Public Works supports approval of these agreements. Copies of the agreements and Resolutions were given to the Board for review and consideration. Several Trustees expressed their confidence in this agreement. They feel this is a great service for the local municipalities to contribute to. Motion was made to place this item on the Village Board Agenda.

Ordinance – Surplus Items – presented by Public Works Director Fred Mullard – The Illinois Municipal Code requires adoption of an ordinance to dispose of surplus Village property. This ordinance declares two automatic electronic defibrillators (AED) and various Nextel telephones as surplus. The AED's require replacement batteries every other year, but the newer AED's require replacement batteries every 4 years and are much more cost effective. The Nextel telephones have been replaced by T-Mobile telephones as part of the Village's new contract. Motion was made to place this item on the Village Board Agenda.

Ordinance – Establishing Chapter 54, Storm Water Protection of the Municipal Code - presented by Public Works Director Fred Mullard – Lake in the Hills participates in the National Pollutant Discharge Elimination System (NPDES). As a participant in the NPDES, it is the Village's responsibility to provide safety and general welfare to the citizens of the Village through the regulation of non-storm water discharges to the storm sewer system. In compliance with the NPDES permit process, this Ordinance establishes standards for controlling the introduction of pollutants into the municipal storm sewer system. The Ordinance and Smith Engineering's letter of recommendation were given to the Board for review and consideration. Village Engineer, Dave Van Camp is present to answer any questions. Motion was made to place this item on the Village Board Agenda.

Ordinance – Amending Section 15.07, Fines Applicable to All Offenses of the Municipal Code - presented by Public Works Director Fred Mullard – The Public Works Department has developed two new chapters to the Municipal Code, Chapter 25 Construction of Utility Facilities in the Rights of Way and Chapter 54 Stormwater Protection. These chapters have established violation fees that need to be added to Chapter 15 so that the Hearing Officer can adjudicate any violation of the Village Ordinance. The Ordinance and Chapter 15 were given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Purchase – Landmark Ford - Five Public Works Vehicles - presented by Public Works Director Fred Mullard – The State of Illinois offers the opportunity for local governmental bodies to purchase vehicles through the Fleet Sales Program. As part of this program, the State creates specifications and solicits competitive bids for a variety of vehicles. As a part of a cooperative purchasing plan, the purchase is exempt from the normal bidding process by Section 9.13 of the Municipal Code. The low bidder for the requested trucks is Landmark Ford of Springfield, Illinois for \$140,354.40. The dump bodies and associated equipment for the three F550 cabs with chassis will be purchased under a separate State contract. The truck purchases were approved in the 2008 budget. A detailed listing of the F250 pickup, three F550 cabs with chassis, and one Ranger pickup were given to the Board for review and consideration. The Ranger will replace a Taurus in Community Development. The F250 and F550 will replace trucks in the Streets and Public Properties Divisions of Public works. Motion was made to place this item on the Village Board Agenda.

Purchase – Water Resources – Water Meters, Replacement Meters and Parts - presented by Public Works Director Fred Mullard – The Village’s water system will require water meters and replacement parts throughout Fiscal Year 2008 in order to support projected growth and necessary maintenance. These water meters and parts will be used for the new developments, equipment replacements, and refurbishment. Water Resources, Inc is the sole regional supplier of the water meter styles used by the Village of Lake in the Hills. A copy of the 2008 quotation for this equipment was given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

Purchase – Alexander Chemical Corporation – Water Treatment Chemicals - presented by Public Works Director Fred Mullard – To meet IEPA and USEPA standards for drinking water, the Village uses chlorine gas, fluoride, and potassium permanganate to properly treat potable water. Only two vendors are available and within reasonable proximity to Lake in the Hills to supply the required chemicals. Alexander Chemical Corp. submitted the lowest quote and supplies all of the chemicals that we require. Water treatment chemicals are budgeted for in the 2008 budget at an estimated cost of \$50,220. Alexander Chemical Corp. was the 2007 supplier and performed satisfactorily. Copies of the 2008 quotations for the individual chemicals were given to the Board for review and consideration.

Trustee Mulcahy wondered how the chemicals were delivered. According to Mr. Mullard, the chemicals are supplied as needed. The Village keeps some back stock on hand, but Alexander will supply the chemicals as needed. Motion was made to place this item on the Village Board Agenda.

Mr. Mullard also mentioned the awards from the American Public Works Association. The first award was for the Public Works Facility which was recognized in the category of Structures and the second award was received for The Miller Road Emergency Repairs (SEC Group/ Alliance Contractors)

Finance Director:

Organizations and Developers :

Board of Trustees:

Trustee Harlfinger – **Planning and Zoning Commission Liaison Report –**

Trustee Huckins – **Community Advisory Council for Randall Road Liaison Report -**

Trustee Yensen – **McHenry County Transportation Liaison Report –** Attended the Dec. 19th meeting. Resolution regarding the appropriation of funds for alternative ice Geo Melt control materials in the sum of \$20,000.

Resolution regarding the appropriation of motor fuel tax funds for Fusion Ice Control materials in the sum of \$20,000.

Resolution regarding the appropriation of the County Option Motor Fuel Tax Fund for 2008 traffic signals and highway lighting maintenance of \$250,000.

Trustee Bogdanowski – **Business Relations Committee Liaison Report -**

Trustee Joe Murawski – **Senior Liaison Report** -

Trustee Paul Mulcahy - **Parks and Recreation Board Liaison Report** -

President:

Appointment to the Business Relations Committee – Jeffrey Meyer (Thursday)

Appointment to the Business Relations Committee – Cindy Heidemann (Thursday)

Audience Participation:

Adjournment: There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:38 p.m.

Submitted by,

Denise Wasserman Haugk
Village Clerk