



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

## Committee of the Whole Meeting

May 6, 2008

### Call To Order

The meeting was called to order at 7:34 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 Jennifer Gibson and Village Clerk Denise Wasserman Haugk.

### Audience Participation:

#### Administrator:

**American Legion Post #1231 - Annual Pig Roast – Waiver Chapter 33, Section 33.08E, Auxiliary License and Zoning Ordinance, Section 16, Signs** – presented by Village Administrator Gerald Sagona – The American Legion Post #1231 is requesting the Auxiliary License fee of \$100.00 be waived for their Pig Roast on June 14, 2008. The Club is also requesting that enforcement activities be suspended to allow the erection of temporary signage in the right-of-way at the following intersections: Oak & Pyott, Randall & Miller, Crystal Lake & Algonquin and Randall & Algonquin. Motion was made to place this item on the Village Board Agenda.

**American Legion Post #1231 – Armed Forces Day – Waiver of Zoning Ordinance, Section 16, Signs** – presented by Village Administrator Gerald Sagona – The American Legion Post #1231 is requesting the enforcement activities be suspended to allow the erection of temporary signage in the right-of-way at the following intersections for an Armed Forces Day Breakfast on May 17, 2008: Oak & Pyott, Randall & Miller, Crystal Lake & Algonquin and Randall & Algonquin. Motion was made to place this item on the Village Board Agenda.

**Intergovernmental Agreement – Grafton Township** - presented by Village Administrator Gerald Sagona – According to John Rossi, Township Supervisor of Grafton Township, the Township has made a decision to relocate their administrative offices from 10109 Vine Street in Huntley. The Township would like to construct a new 10,000 square foot facility on the Village-owned property on Haligus Road at Grafton Farm Drive. The property is “cut-off” from Sunset Park by the tree line and creek. The Village has to mow the property and we do not see a future use for the vacant land. By allowing the development of the office complex, we would be bringing Township services closer to our residents. We would also seek to work out a relationship to use the proposed multi-purpose room for recreation activities and other Village events. Trustee Yensen feels this is a great idea. She feels having some services in the area would be beneficial to the community. Trustee Mulcahy wondered about the development. Trustee Mulcahy asked if there be one building or several. This location is for the service

sector. Two passenger busses will be parked there in a separate building. Motion was made to place this item on the Village Board Agenda.

**Director of Public Safety:**

**Community Development:**

**Engineer:**

**Parks and Recreation:**

**Public Works:**

**Amendment to an Engineering Services Agreement – Hanson Professional Services – Acquisition of Parcels for the Airport and Bike Path** – presented by Public Works Director Fred Mullard – On October 28, 2004, The Village of Lake in the Hills and Hanson Professional Services entered into an agreement for special services associated with the acquiring of three parcels of land owned by Athans, Meyer, and Material Services for the purpose of relocating Pyott Road and the bike path. This agreement was previously amended in March 2007 to add a fourth parcel (L&V). This second amendment is required to compensate Hanson Professional Services for additional unanticipated services related to the various property purchases. This amendment has been reviewed and approved by the Illinois Department of Transportation, Division of Aeronautics and is eligible for reimbursement. The additional cost to the Airport fund will be \$482.00. Trustee Yensen mentioned that the mileage reimbursement was not up to date. Motion was made to place this item on the Village Board Agenda.

**Contract – L&V Distributors – Acquisition of Parcel for the Airport** – presented by Public Works Director Fred Mullard – L&V Distributors, Inc., Home State Bank, and the Village of Lake in the Hills have agreed on a purchase price of \$55,826.50 for approximately 0.16 acres of property for the Pyott Road Relocation Project. The Land Sales Contract has been reviewed and approved by the Illinois Department of Transportation (IDOT) and is eligible for a 95 percent Federal, 2 ½ percent State and 2 ½ percent local grant. The Village’s portion will be \$1,395.66. A copy of the Ordinance and Land Sales Contract was given to the Board for review and consideration. Motion was made to place this item on the Village Board Agenda.

**Airport – T-Hangar Space Lease – John Justice (WT-13)** – presented by Public Works Director Fred Mullard – The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses or storage agreements. John Justice is entering into a yearly renewal of his T-Hangar Space Lease and has signed the appropriate lease documents. Motion was made to place this item on the Village Board Agenda.

**Finance Director:**

**Review of Accounts Receivable Balances** – presented by Finance Director Pete Stefan – All of our accounts receivable balances were recently reviewed to identify any accounts that should be deemed uncollectible from a financial reporting perspective. The list of those accounts totals \$30,846.79. There are three main categories of accounts receivables listed – water billing, ordinance violation fines, and other miscellaneous invoices. The water billing accounts receivables listed in the amount of \$14,611.58 are the results of final bills issued to previous owners. These accounts were referred to the Village’s

collection agency over the past eight years but have not been removed from the accounts receivable balances. The annual average is approximately \$1,830 which amounts to less than 0.06% of the gross amount of water bills issued on an annual basis. In the future, new owners will be notified that the water billing account cannot be transferred into their name until the final bill issued to the previous owner has been paid, and they should contact their attorney or real estate to ensure that the final bill for the previous owner is paid at the closing. Ordinance violation fines, vehicle impoundment fees, and administrative bail bond fees were never invoiced by the Finance Department in the past. Revenue was recognized as the cash was collected. However, with the implementation of the administrative hearing process, all judgments not paid within 30 days of the judgment date are forwarded to the Finance Department for invoicing. In the past, unpaid ordinance violation were never written off because they were never recorded in the general ledger as receivables. This portion of the list amounts to \$12,627.50. The remaining invoices totaling \$3,607.71 represent other miscellaneous invoices that have been deemed uncollectible. These invoices are four unpaid airport fees, mowing charges, park program registrations and advertising, and insurance invoices. All of the listed accounts have been sent to collections or have had liens placed against the property. Some of these invoices may not be collected for several years because a lien will remain against the property until it is sold or refinanced, while others may never be collected because the person can not be located. Accordingly, from a financial reporting perspective, the accounts receivable balances are artificially inflated by including these invoices as collectible balances. Motion was made to place this item on the Village Board Agenda.

#### **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 -**

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

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

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

##### **President:**

Proclamation – Building Safety Week (Thursday)

##### **Audience Participation:**

**Adjournment:** There being no further business to discuss, the Committee of the Whole meeting was adjourned at 7:51 p.m.

Submitted by,

Denise Wasserman Haugk

Village Clerk

Village of Lake in the Hills Committee of the Whole Meeting

May 6, 2008

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