

MINUTES  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
March 17, 2014  
442 N. Cedar Lake Road  
To Follow the Regular Board Meeting  
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:18 P.M

1. ROLL CALL

Present: Trustees Clements, Frye, Newby, Simoncelli, Triphahn, Wicinski

Absent: None

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of March 3, 2014

Trustee Simoncelli moved, Seconded by Trustee Wicinski to approve the Minutes of the Committee of the Whole Meeting of March 3, 2014. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

None

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance

- Capital Improvement Plan

Finance Director Steve Shields discussed the CIP that includes all department capital item requests for the 2014/15 budget and for five years thereafter, ending in 2019/2020. He asked the board to review over the next 3 weeks when it would be brought back to the next COTW meeting on April 7<sup>th</sup> for further discussion. He stated that items in the plan will be reviewed and prioritized and that items within the plan are not automatically approved, every item still needs to go before the board for approval.

- 2014/15 Budget

Finance Director Steve Shields provided a 28 page overview of the 2014/15 budget draft along with assumption used for compiling the data in the budget documents. The overview was divided into three areas; major revenues, expenses and specific funds. He stated again that items with the budget are not automatically approved; every item still needs to go before the board for approval. He also mentioned that he will do a broad overview tonight, if anyone had questions or want to discuss it with him please email him or he can meet with anyone on an individual basis or he can meet with up to two Trustees at a time. There will be a public hearing on April 7<sup>th</sup> as well as the budget coming back to the COTW for discussion and then stated that the budget must

be approved by April 30, 2014. FD Shields went on to say that with the 28 page document summarizes and shows trends, cash balances etc. He said he'll go over the general fund tonight but wanted everyone to take the Budget Book home to analyze it. He did mention that we are short when comes to middle management levels with this Village, it's very thin from a labor perspective, and what he tried to do was to create a middle management position to be filled and have salary increases for those not tied to a contractual obligation, to keep pace with the surrounding communities. FD Director then went through the document explaining the items and graphs asking that the General Fund cash reserve forecast be looked at closely for the future, reminding everyone that, other municipalities schools, etc. is going through this as well. He said that there are graphs, charts and comments on every fund and asked the board to contact him for specific questions saying that this should be very informative and very clear as to the direction we are headed

Mayor MacGillis thanked FD Shields and Trustees Triphahn and Clements for their work and review of the CIP and Budget for this year. The Mayor stated that everyone needs to review the budget stating that we also have to look what we've talked about for the last year which is the direction of Village of Round Lake and where's it going. We are starting to move as far as hiring a new planner, getting our comprehensive plan in shape, defining our territory, defining what our zoning pockets are going to be and making Round Lake as profitable as it could be. He went on to say that some of the expenses that we are looking at today are what we're trying to shape for the future of Round Lake. He stated the prioritization process that Trustee Clements will be working on will start taking shape. Trustee Triphahn stated that in the past several things had been discussed, but there never had been a real plan or vision to get us there and she finally feels that we are taking the right steps to get to the end results and that is going to make all the difference for us and thanked the Mayor for his direction and leadership. Trustee Newby stated that the Mayor and the Administrator shares information with the Trustees so they are kept informed as to what is happening between the County and Village, which did not happen with the last administration. FD Shields ended the discussion stating it takes money to get money and we have nowhere to go but up.

- Public Works, Facilities and Capital Assets, and Engineering
- Special Events

Trustee Wicinski reminded everyone to return their survey by the requested date of April 5<sup>th</sup>. She went on to say that the last Special Event meeting was poorly attended and mentioned to those that were there if it continues it would be hard to pull off the Home Town Fest event. Trustees Newby and Triphahn mentioned that the HTF had been pulled together with as little as 3 people organizing before and participation early on is always slow but then it picks up. They also mentioned the day that Special Event meets, is hard for them both to attend and asked if they could be included with any meeting notes so they could be kept up to date and participate from the peripheral. The Mayor asked if the meeting date could change, whereas Trustee Simoncelli stated then she wouldn't be able to attend due to other commitments.

- Building and Zoning
- Police
- Administration

- Liquor License Fee Revision

The Mayor spoke in regards to our current liquor code as it pertains to the final three months of the license year. The current code contains provisions that can be susceptible to different interpretations. There is also a technical amendment to clarify

the Class B type licenses only on-premise licensees are eligible for a late hour license. This amendment will clarify this language

The Mayor and the Board agreed to move forward with this

○ Solicitation Ordinance Revision

Village Attorney, Eric Yehl, stated that recently the Illinois legislature amended State Statute pertaining to solicitation in the public right-of-way. This ordinance reflects those changes as mandated by State Law.

The Mayor and the Board agreed to move forward with this

○ Employee Recognition

Village Administrator Russ Kraly spoke in regards to the handouts that were supplied earlier. The Company is Michael C. Fina, and their company participates in a wide variety of awards type programs. For a Village of our size, the Spark program had been recommended. There are four categories, \$25, \$50, \$75 & \$100, each having a variety of different gifts within their amounts that the employee could choose from. VA Kraly recommended for the 5 year award - \$25, 10 year -\$50, 15 year award \$75, and then for the 20 year award \$100. For employees with 25 years a cash bonus of \$250 and 30 years a cash bonus of \$300 was suggested. Each award would also receive a certificate of recognition. It was suggested that the employee would receive the award and recognition individually in front of their peers when presented. It was suggested that a Visa Gift card also be an option if the employee does not find a gift out of the catalog to their liking. It was asked to eliminate the \$25 category and instead make the 5 year award a \$50 item. VA Kraly will put together the new options and bring it back to the COTW for the next meeting for review. Finance Director Steve Shields mentioned that he has placed the program into next year's budget figures as well.

Audience member Laura Matya of Magnolia Lane in Round Lake interjected with her thoughts regarding the recognition program as well

5. SUGGESTED NEW TOPICS

None

6. EXECUTIVE SESSION

None

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Triphahn to adjourn the Committee of the Whole meeting at 8:10 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

---

Patricia C. Blauvelt  
Village Clerk

---

Daniel MacGillis  
Village President

