

MINTUES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
April 7, 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 7:27 P.M

1. ROLL CALL

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

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of March 17, 2014

Trustee Triphahn moved, Seconded by Trustee Simoncelli to approve the Minutes of the Committee of the Whole Meeting of March 17, 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 stated that it has been three weeks since the last board meeting and he has not received any questions during that time from the board and asked if there is any now. Trustee Clements inquired on two projects – Temperature Control and Attic Insulation, asking if both were needed. Village Administrator Russ Kraly stated that our current temperature controls are obsolete and insulation needs to be placed in the Village Hall since currently there is none above the offices or general work area and is needed in order to keep the heat/cooling loss at a minimum. It was asked if the installation of the insulation could be done in house, and it was stated it couldn't. The Trustees would like to see at least three bids received on each of the two projects.

- 2014/15 Budget

It was mentioned that instead of purchasing a new truck for our Facilities Manager to plow the Police Department and Village Hall, that the responsibilities be moved to the Public Works. It was suggested that the Village have more of a defined plan stating who is responsible for what tasks. Outsourcing was discussed, as far as snow plowing and sidewalk clearing the downtown area, and it was agreed that this year's snow

events were extreme, but if we do utilize outsourcing, the company has to be totally committed to the Village and its needs. FD Shields stated that he did add items to the budget, one being for economic development for an admin to hopefully get business into the Village. It was mentioned that the Budget is a Financial Plan, and does not mean every item listed needs to be brought forward. The Trustees mentioned to the Department Heads to make sure everything is listed in the budget as far as their current needs, so no surprises come up in 2 months – of course there is no control over the unexpected. Trustee Simoncelli had a question regarding an item under Admin, the funds for the Economic Developer, and asked how the estimated amounts listed had been decided. It was mentioned that generally the comprehensive plan will run a minimum of \$10k and through interview process for an ED/Village Planner generally their fees were running between \$25k-\$30k. The other item Trustee Simoncelli inquired about had been the amount budgeted for the Villages website site design at \$20k, it was mentioned that the amount listed was a low amount and that typically it runs much higher. To have a nice website, we might have to spend more money especially if we'd like to attract commercial development to our area. It was stated it does not have to be all done at one time. It was mentioned that as a Village we must remember to control cost, look for revenue sources and be fiscally responsibility going forward. VA Kraly stated that he is going to switch his focus to be more on Economic Development for the next fiscal year once the comprehensive plan is completed and start meeting more with commercial developers and reach out to them.

- 2014/15 Budget Amendment
Finance Director Steve Shields stated that on an annual basis a review of actual expense including the projection of such expenses through fiscal year end, it was determined that the 2011 debt service fund, vehicle replacement fund and the police pension fund may/will have estimated expenses over the original amount budgeted. FD Shields gave a brief explanation on why each of these plans were over and needed to be amended.
- Public Works, Facilities and Capital Assets, and Engineering
 - Crack Sealing Contract
Bids for 2014/2015 Crack Sealing Contract were solicited by Lake County Municipal League (LCML) under the Cooperative Purchasing Program (CPP) for 14 municipalities. Low bidder had been Behm Pavement Maintenance.

The Mayor and the Board agreed to move forward with this

- Street Sweeping Contract
Bids for the 2014/2015 Street Sweeping Contract were solicited by LCML under the CPP for 8 communities. The low bidder had been TKG sweeping & Services Inc

The Mayor and the Board agreed to move forward with this

- Pavement Marking Contract
Bids for the 2014/2015 Pavement Marking Contract were solicited by the LCML under the CPP for 10 communities. The low bidder had been Superior Road Striping Inc.

The Mayor and the Board agreed to move forward with this

- Special Events
Trustee Simoncelli mentioned that the liaisons thought of moving their meeting to Mondays at 6pm before the regular board meeting starting in May. It was asked how the Arbor Day events were going; Trustee Simoncelli reminded everyone that it will take place on Saturday May 3rd at 9am at the PD/PW facility and that there were some tree donations generated from the letter Trustee Wicinski sent however they have only heard back from one, Castle Gardens. Trustee Simoncelli asked that any minutes received so far from their meeting be shared with the rest of the board. It was stated by village attorney Mike Zimmerman that it should be listed as a Special Committee of the Whole meeting and under topics state Special Events - minutes should be taken and could be approved within the committee. Trustee Triphahn asked that if there are things needed to have Trustee Simoncelli or Trustee Wicinski reach out to the rest of the board through a BCC email. Trustee Triphahn asked if she could see who the letters were sent out to for donations to see if she could reach out to any of them personally as a follow up.
- Building and Zoning
- Police
- Administration

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Frye to adjourn the Committee of the Whole meeting at 8:30 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED: April 21, 2014

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President