

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
May 5, 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 7:20 P.M

1. ROLL CALL

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

Absent: Trustee Newby

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of April 21, 2014

Trustee Clements moved, Seconded by Trustee Simoncelli to approve the Minutes of the Committee of the Whole Meeting of April 21, 2014. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

None

4. COMMITTEE OF THE WHOLE

- Community Development
 - Trustee Frye mentioned he will reach out to the Chamber of Commerce to obtain the contact information on the presenter who spoke at one of their recent events on the subject; he stated he would also reach out to a Mayor who currently has the program in place already for suggestions from them.
- Human Resources and Finance
 - 2014 Audit Engagement Letter
Finance Director Steve Shields stated the engagement letter essentially confirms the auditors understanding of the services they will provide to the village and by signing the letter the village sets forth our understanding. Staff has reviewed the engagement letter and it accurately summarizes our understanding of the terms of the audit engagement

The Mayor and the Board agreed to move forward with this

- 2015 Fiscal Year End Salary Ordinance
Finance Director Steve Shields stated that in conjunction with a resolution previously passed representing the guidelines for employee compensation an annual ordinance should be prepared to reflect a compensation pay plan for employees. He went on to say that included in the 2014/15 budget is a 2.2% cost of living increase (COLA) and

a 3.5% step increase for non-union employees. The number of employees impacted includes 18 full time and 1 permanent part time. Of the 18 FT employees, 9 employees (50%) are at the highest step (capped) and will only receive the 2.2% COLA. He mentioned that a PT General Clerk had been moved to a FT position at a different grade and step as well as the FD position moved as well to a different grade and step to be in line with other Department Heads. The board agreed and thanked FD Shields that it was well deserved and long over due

The Mayor and the Board agreed to move forward with this

- Public Works, Facilities and Capital Assets, and Engineering

- 2014-2015 CDBG/MFT/Water/Sewer Lakewood Terrace Water Main & Road Improvements – Final Phase

Public Works Director Ron Kroop stated this is for the Engineering Services for Phase 3 of the Lakewood Terrace Water main and Road improvements project, with a start date this summer and completion by late fall. The project will benefit from an \$85,000 CDBG grant from Lake County.

The Mayor and the Board agreed to move forward with this

- Valley Lakes Subdivision Rehabilitation of Selected Roads

PWD Ron Kroop stated that in the Valley Lakes North and South Subdivisions, there are roads that have distress and need to remove pavement and resurface in order to save the road. The Mayor asked if the deterioration of the road had been due to the construction or could it be the garbage trucks. PWD Kroop stated that the strength of the road was not there and overtime it deteriorated. Village standard for the roads were upgraded several years ago from 1 ½ - 3" to 4" of asphalt. It was asked if any other engineering companies had been approached to bid on this project besides Baxter & Woodman. It was mentioned that B&W is familiar with the area and the amount is quite small, to send it out to bid would be more costly. Kurt Baumann stated that he understands the Villages concerns about cost and he mentioned that B&W had put together a pavement management report, in 2007/2008, and they are looking for a copy of the report so the Village could go out to bid on another such report, this will help the Village maximize their dollars on where to spend money on road improvements before it's too late

The Mayor and the Board agreed to move forward with this

- Cured In Place Pipe Liner (CIPP) for 18" Sanitary Sewer Interceptor

PWD Ron Kroop discussed the bid package for the design engineering services for the CIPP for 18" sanitary sewer interceptor in Cedar Lake Road. Portions of the sewer have recently been rodded, to control root intrusion, and televised. Lining of the sewer will halt further root intrusion. Trustee Clements asked if the item had been budgeted since it hadn't been noted on the AIS, Finance Director Steve Shields confirmed that it had.

The Mayor and the Board agreed to move forward with this

- Sanitary Sewer Lift Station Upgrades
PWD Ron Kroop that this is an in-house initiative for upgrades to three sanitary sewer lift stations to provide improve operational control, information access, warnings (SCADA) safe access to the controls and physical appearance. The three lift stations are: Lakewood Terrace, Nippersink and Cambridge Court. The wok will be accomplished in-house with the exception for fence installation. The board questioned the amount of the expenditures stating one lift station cost list had been received, Lakewood Terrace's. In addition, there were no bids listed for the fence costs, only estimates. The board requested a breakdown of the three lift station items and soft numbers from the fence company and have this come back to the COTW for further discussion.
- Purchase of Lifting Forks
PWD Ron Kroop stated that the "home made" lifting forks that were made over 10 years ago have recently failed due to corrosion, fatigue and questionable design. Due to the manufacturing specifics of the item only one bid was obtained. To cover the cost of the item since it was not in the FY 14/15 Budget, PWD Kroop stated that he will defer the purchase of a western plow in order to make the purchase.

The Mayor and the Board agreed to move forward with this

- Special Events
 - It was mentioned that the meeting dates are now on the same days as our board meetings and start at 6 pm.
- Building and Zoning
 - HP Designjet T1100 Scanner Maintenance/Repairs
The HP scanner is in need of its first round of maintenance. The scanner cannot be used for scanning and large document coping until the required maintenance is done.

The Mayor and the Board agreed to move forward with this

- Police
- Administration
 - Beautification Committee
The Mayor mentioned that there had been a fund started from a donation from Ed Kohlmeyer on behalf of his wife Patty when she passed, to be used for the beautification of Round Lake. The funds have been sitting idle for many years and felt it was time to utilize the funds as they were intended. Since the fund was started by Mr. Kohlmeyer he reached out to the Kohlmeyer family and his daughter-in-law, Danette if she would like to head up this committee and be the chair person, Danette agreed and reached out to the Mayor's wife Ann Marie, to join her as a volunteer. The Mayor also mentioned a third person had volunteered to be on the committee. The Mayor stated we will give them control of what they would want to do, there is a budgeted amount of \$5000.00 and he is asking the board to approve that \$5000.00 amount, it doesn't mean they will spend all of it. They will have their meetings, discuss projects that they would like to do, which they will bring to the board for information. They will keep records of all of their invoices and on file of what they are doing and what they are spending. It was mentioned that it's such a modest amount, if it's going to make us, the Village, look more attractive, since we are looking to attract more businesses let's move forward with it. The Mayor mentioned

if the board knows of anyone who is interested in joining that committee to please let us know.

The Mayor and the Board agreed to move forward with this

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

None

7. ADJOURN

Motion by Trustee Triphahn, Seconded by Trustee Clements to adjourn the Committee of the Whole meeting at 8:24 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED: May 5, 2014

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President