

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
December 15, 2014
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of December 1, 2014

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - Cured In Place Pipe Liner (CIPP) for 18” Sanitary Sewer Interceptor Construction Engineering Services
- Special Events
- Building and Zoning
- Police
 - Records Management System
- Administration

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

DRAFT

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
December 1, 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 7:13 P.M.

1. ROLL CALL

Present: Trustees Frye, Kraly, Newby, Simoncelli, Triphahn, Wicinski
Absent: None

2. APPROVAL OF MINUTES

- 2.1 Approve the Minutes of the Committee of the Whole Meeting of November 17, 2014
Trustee Triphahn moved, Seconded by Trustee Simoncelli to approve the minutes of the Committee of the Whole Meeting of November 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
 - Risk Management Proposals

Village Administrator Steve Shields stated that West Insurance Agency again sent out risk management information to a minimum of 6 vendors and overall the premium increased 10.10% from the previous year. The vendors that West Insurance agency and staff are recommending are the same as last year: Trident Package Program, The Illinois Public Risk Fund (IPRF) and Liberty Mutual Surety. Geoff Raef, from West Insurance Agency was also on hand for any questions.

Mayor MacGillis and the board agreed to move forward on this and bring it to the next Regular board meeting of December 15, 2014

- Tax Levy Abatement Ordinances
VA Steve Shields presented the Tax abatement ordinances to the board for the coming year.

Mayor MacGillis and the board agreed to move forward on this and bring it to the next Regular board meeting of December 15, 2014

- Proposed Tax Levy

Trustee Newby asked VA Shields of the different options being presented tonight on the tax levy, what his department was recommending, whereas VA Shields stated option A - 1.83%.

Mayor MacGillis and the board agreed to move forward on this and bring it to the next Regular board meeting of December 15, 2014

- Public Works, Facilities and Capital Assets, and Engineering
- Special Events
 - Tree Lighting
Trustee Wicinski reminded everyone that the tree lighting will be Friday at 6pm and anyone who can volunteer please show up at 5pm
- Building and Zoning
- Police
- Administration

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION
NONE

7. ADJOURN

Motion by Trustee Triphahn, Seconded by Trustee Newby to adjourn the Committee of the Whole meeting at 7:24 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: CURED IN PLACE PIPE LINER (CIPP) FOR 18" SANITARY SEWER INTERCEPTOR

Agenda Item No. COTW

Executive Summary

This project includes lining of a segment of 10" sanitary sewer in Cedar Lake Road immediately southeast of Dorothy Lane and portions of the 18" interceptor from Dorothy Lane to Long Lake Drive. Sewer lining will retard root intrusion, reduce infiltration and inflow, and restore integrity of the sewer for any sections that may have been compromised.

The project was bid and the Board authorized award of the project to Insituform at the September 15, 2014 Board Meeting. Construction Services are needed to monitor construction progress and for contract administration.

See attached for the original AIS presented on September 15, 2014. At that time it was recommended that construction management /inspection would be accomplished by Public Works.

In addition, see Exhibit A for the cost of this specific project.

Recommended Action

Approve the Village's Consulting Engineer's Work Order 140445.60 in the amount not to exceed \$5,000 to provide Construction Engineering Services for the Cured In Place Pipe Liner (CIPP) for 18" Sanitary Sewer Interceptor.

Committee: PW/FCA/Eng		Meeting Date(s): December 15, 2014		
Lead Department: Engineering & PW		Presenter: Kurt Baumann		
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account(s)	Budget	Expenditure	
	50-60-81-88101	\$2,046,324.00		
	Item Requested	\$5,000.00	\$5,000.00	
	YTD Actual		\$1,130,279.88	
	Amount Encumbered		\$174,093.51	
	Total:	\$2,051,324.00	\$1,309,373.39	
	Request is over/under budget:			
	Under		\$741,950.61	
Over	-			



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: ADOPT A RESOLUTION ACCEPTING A PROPOSAL FROM
 INSITUFORM INC. FOR THE 2014 CURED-IN-PLACE PIPE (CIPP)
 LINER PROJECT IN THE AMOUNT OF \$110,965.20**

Item 5.3

Executive Summary:

1. Our Sanitary Sewer System (Village owned,,maintained) is approximately 60 miles in overall length and ranges in size from 6" to 24 " diameter. Fortunately most of the system is relatively new (less than 20 years) and consists of durable plastic pipe. However, we also have older (50 years plus) Vitrified Clay Pipe Sanitary Sewers of up to 24" diameter that is still in service and is prone to cracking, joint separation and root intrusion. One of the consequences of these problems is the potential for substantive water infiltration which can lead to sewer backups/overflows. To extend the life of these older sewers as well as to reduce infiltration, we have used a proven technique of "Cured In Place Pipe (CIPP) Lining.
2. The FY 14/15 Budget included \$100,000. for CIPP lining of portions of our 18" Sewer Interceptor that runs from the Intersection of Washington/CLR to the Lake county Interceptor. Four segments of this 18" plus a short segment of 10" on CLR (see attached Map) were designed and bids were solicited, opened on August 19th. The estimated cost was \$85,000.00, four (4) bids were received (attached) and the low bidder was Insituform Inc. at \$110,965.20 (as amended for the CLR segment). Insituform is a well-qualified company and CIPP is their primary area of focus.
3. The additional funds (\$20,665.20) will be taken from the Water & Sewer CIP (Fund 50-60-81-88101) see Exhibit A, attached..
4. Construction Management/Inspection will be accomplished by Public Works.

Recommended Action:

Adopt the Resolution to allow for the award of a contract to Insituform Inc to perform CIPP Lining of the designated Sewer Segments.

Committee: PW/FAC/ENGR		Meeting Date: September 2, 2014, September 15, 2014	
Lead Department: Public Works		Presenter: Ron Kroop	
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account No(s):	Budget:	Expenditures
	50-60-81-88101	\$1,951,324.00	
	This Request	\$100,000.00	\$110,965.20
	YTD Actual		\$808,299.02
	Encumbered		\$137,156.62
	Total:	\$2,051,324.00	\$1,056,420.84
	Request is over/under budget:		
	Under		\$994,903.16
	Over	-	

**Village of Round Lake
Sanitary Sewer Rehabilitation**

Exhibit A

Budgeted Amount	\$	100,000.00
Bid Amount	\$	110,965.20
Less: Design Services	\$	9,700.00
Less: Construction Services	\$	5,000.00
Total remaining budget	\$	<u>(25,665.20)</u>

<i>Cap Well #1 Analysis</i>		
Total FY 15 budget	\$	25,000.00
Total expenses	\$	10,835.00
Under budget/Savings	\$	14,165.00

<i>Lincoln Avenue Analysis</i>		
Total FY 15 budget - construction	\$	50,000.00
Total expenses	\$	26,105.12
Under budget/Savings	\$	23,894.88

Total budget savings to cover overage \$ 38,059.88

Net 12,394.68

**VILLAGE OF ROUND LAKE, ILLINOIS
2014 SANITARY SEWER REHABILITATION
CONSTRUCTION ENGINEERING SERVICES**

WORK ORDER

ENGINEERS' PROJECT NO. 140445.60

Project Description:

The Project consists of installation of approximately 150 feet of 8-inch Cured In Place Pipeliner (CIPP), 900 feet of 18-inch CIPP, pipe joint and lateral connection grouting and other miscellaneous items of work.

Engineering Services:

The general provisions of this contract are enumerated in the Village Engineering Services Agreement between the Village and the Engineers dated March 18, 1998. The scope of services for this Project is listed in Attachment A.

Compensation:

Compensation for the services will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Owner shall pay the Engineer for the services performed or furnished under Attachment B, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed \$5,000.00.

Submitted by: **Baxter & Woodman, Inc.**

By: _____

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: December 9, 2014

Approved: **Village of Round Lake, Illinois**

By: _____

Daniel A. MacGillis

Title: Mayor

Date: _____

Additional Comments and Conditions:

SCHEDULE

Award Contract

Begin Construction

Complete Construction

December 15, 2014

January 12, 2015

March 1, 2015

**Village of Round Lake, Illinois
2014 Sanitary Sewer Rehabilitation
Construction Engineering Services
Work Order 140445.60**

Attachment A

Project Description

The proposed work consists of installation of approximately 150 feet of 8-inch CIPP, 900 feet of 18-inch CIPP, pipe joint and lateral connection grouting, and other miscellaneous items of work.

Construction-Related Engineering Scope of Services (140445.60)

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
2. CONSTRUCTION ADMINISTRATION
 - Attend periodic construction progress meetings.
 - Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs and precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
 - Prepare construction contract change orders and work directives when authorized by the Owner.
 - Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
4. FIELD OBSERVATION
 - Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 40 hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security

or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts of omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

5. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.

6. PROJECT CLOSEOUT

- Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: RECORDS MANAGEMENT SYSTEM APPROVAL FOR FUTURE IMPLEMENTATION Agenda Item No. C.O.T.W.

Executive Summary:

The Police Department has been working in concert with several Lake County police departments in creating a consortium tasked with identifying a modern police records management system that is efficient and reliable at the best price available to us. The consortium, lead by the Village of Lake Zurich sought like information from software companies that supply the type of program we need. After vetting the information provided by these companies, attending demonstrations and much deliberation the consortium has determined that New World Systems offers a product that will be reliable especially over time, and is capable of fulfilling our needs for many years into the future. New World is the only program identified that is capable or willing to work within the consortium which will have, at this time, six police departments working jointly within the same records management system while being maintained at Lake Zurich and a back-up location. Attached is a spread sheet of the cost break-down for each community based on the population each police department serves. At this time Round Lake would pay 23.6% of the total cost. This is a minimum Five (5) year, but likely a ten (10) commitment to the consortium and will only work at these costs if everyone listed participates.

The police department currently uses a program that is problematic and is currently failing in most aspects. The records management system has been in our 5-year capital projects lists for many years and has been differed for budgetary considerations. The first payment will come due during the 2015-16 budget.

Recommended Action:

At this time Staff recommends committing to the Lake Zurich led consortium and the New World Systems Records Management Software. Later in January, if all communities concur an Intergovernmental Agreement and a Memorandum of Understanding will be prepared for a regular Board Meeting approval process.

Committee: Police

Meeting Date(s): 12/15/2014

Lead Department: Police

Presenter: M. Gillette

Item Budgeted: Yes No N/A

If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.

Account(s)	Budget	Expenditure
Y-T-D Actual		
Amount Encumbered		\$0.00
Total:	\$0.00	\$0.00
Request is over/under budget:		
Under	-	
Over	-	

Shared Contribution
(updated)

Agency	Population	%	Agency Cost for Years 2-5	Additional Year 1	Total Year 1	Agency Cost Estimated for Years 6-10	Total Cost 5 Years	Total Cost 10 Years
Mundelein	0	0.0%	\$0	\$0	\$0	\$0	\$0	\$0
Round Lake Beach	0	0.0%	\$0	\$0	\$0	\$0	\$0	\$0
Lake Zurich	19631	25.9%	\$37,695	\$16,946	\$54,581	\$20,740	\$205,122	\$308,821
Round Lake	18289	23.6%	\$35,052	\$15,788	\$50,850	\$19,322	\$191,100	\$287,710
Lindenhurst	14462	18.6%	\$27,726	\$12,484	\$40,209	\$15,279	\$151,112	\$227,506
Wauconda	13603	17.5%	\$26,079	\$11,742	\$37,821	\$14,371	\$142,136	\$213,993
Hawthorne Woods	7668	9.9%	\$14,691	\$6,615	\$21,306	\$8,096	\$80,070	\$120,549
Kildeer	3968	5.1%	\$7,607	\$3,425	\$11,032	\$4,192	\$41,461	\$62,422
Total	77616	100%					\$811,000	\$1,221,000
New World Total Cost:								
Server Hardware	19,000							
Microsoft SQL and CALs	18,000							
Travel Estimate	30,000							
Total	67,000							
Lease	149,800							
SSMA for Years 6-10 (Estimated Per Year)	82,000							

*First annual payment will be due 1 year later or in arrears.