

AGENDA
VILLAGE OF ROUND LAKE
REGULAR MEETING
January 19, 2015
442 N. Cedar Lake Road
7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.1 Approve the Minutes of the Regular Meeting of January 5, 2015

4. NOTES/COMMENDATIONS/PUBLIC COMMENT

4.1 Public Comment

5. CONSENT AGENDA

5.1 Approve Accounts Payable in the Amount of \$872,581.54

5.2 Approve Payroll for the Period Ending January 11, 2015 in the Amount of \$171,987.45

6. CLERK'S OFFICE

6.1 15 Year Employee Recognition – Peggy Gustafson

6.2 Round Lake Area Chamber's Annual Mayoral Luncheon – Friday, January 30, 2015 from 11:30 a.m.-1:00 p.m.

6.3 Round Lake Area Chamber's Installation Celebration – Friday, February 6, 2015 at 6:00 p.m.

7. ADMINISTRATOR

7.1 Adopt a Resolution Approving a District Office Lease with Congressman Robert Dold

7.2 Homeowner's Association Finance Seminar Follow-up

8. FINANCE

9. POLICE

10. PUBLIC WORKS

11. COMMUNITY DEVELOPMENT

12. BUILDING AND ZONING

13. SPECIAL EVENTS

14. MAYOR’S COMMENTS

14.1 Mayor’s Comment

14.1.1 2nd Annual Lake County Leaders Summit Summary

14.1.2 Approval of Lenny Gahgan as Primary Representative to the Central Lake
County Joint Action Water Agency Executive Board

14.2 Trustee’s Comments

15. EXECUTIVE SESSION

16. ADDITIONAL BUSINESS

17. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
REGULAR MEETING
January 5, 2015
442 N. Cedar Lake Road
7:00 P.M.

CALL TO ORDER

THE REGULAR BOARD MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:01 P.M.

1. ROLL CALL

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

Absent: None

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.1 Approve the Minutes of the Regular Meeting of December 15, 2014

Motion by Trustee Frye, Seconded by Trustee Triphahn, to approve the minutes of the Regular Meeting of December 15, 2014. Under discussion Trustee Newby stated he would be abstaining from the vote, the remaining board member had a unanimous voice vote; the Mayor declared the motion carried

4. NOTES/COMMENDATIONS/PUBLIC COMMENT

4.1 Public Comment

NONE

5. CONSENT AGENDA

Motion by Trustee Kraly, Seconded by Trustee Simoncelli, to do an Omnibus approval on item 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8 & 5.9.

Upon the call of the roll, the following voted:

Ayes: Trustees Frye, Kraly, Newby, Simoncelli, Triphahn, Wicinski

Nays: None

Abstain: None

Absent: None

Mayor MacGillis Declared the Motion carried.

5.1 Approve Accounts Payable in the Amount of \$720,980.72

Approved – Omnibus Vote

5.2 Approve Payroll for the Period Ending December 14, 2014 in the Amount of \$123,849.29

Approved – Omnibus Vote

- 5.3 Approve Payroll for the Period Ending December 28, 2014 in the Amount of \$141,901.54
Approved – Omnibus Vote
- 5.4 Adopt a Resolution Approving Baxter & Woodman’s Work Order in the Amount of \$5,000 for Construction Engineering services for the Cured in Place Pipe Liner Project
Approved – Omnibus Vote
- 5.5 Motion to Approve April 2014 Treasurer’s Report
Approved – Omnibus Vote
- 5.6 Motion to Approve May 2014 Treasurer’s Report
Approved – Omnibus Vote
- 5.7 Motion to Approve June 2014 Treasurer’s Report
Approved – Omnibus Vote
- 5.8 Motion to Approve July 2014 Treasurer’s Report
Approved – Omnibus Vote
- 5.9 Motion to Approve August 2014 Treasurer’s Report
Approved – Omnibus Vote

6. CLERK’S OFFICE

- 6.1 Swearing in of Police Officer Alexandra Ovington
Chief Gillette gave a brief introduction of the Village of Round Lake’s new officer, Alexandra Ovington. After Clerk Blauvelt swore her into office, her Mother pinned her new Shield on her. The Board welcomed the new officer to the force
- 6.2 Swearing in of Police Officer Nelson Rodriquez
Chief Gillette gave a brief introduction of the Village of Round Lake’s new officer, Nelson Rodriquez. After Clerk Blauvelt swore him into office, his Wife and Son pinned his new Shield on him. The Board welcomed the new officer to the force
- 6.3 Swearing in of Part-Time Police Officer Kevin Magee
Chief Gillette gave a brief introduction of the Village of Round Lake’s new officer, Kevin Magee. Clerk Blauvelt swore him into office and the Board welcomed the new officer to the force.

6.4 Swearing in of Junior Reserve Police Officer A.J. Peterson

Police Chief Gillette introduced A.J. Peterson and his family to the members of the Board and those in attendance. Village Clerk, Patty Blauvelt, swore in our new Junior Reserve Officer A.J. Peterson, with his father, Adrian Peterson pinning his new badge on him. Mayor MacGillis presented Junior Reserve Officer Peterson with a Plaque in recognition of the swearing in. Several of A.J.’s new fellow officers were present in support of the Villages new Junior Reserve Officer.

Jennifer Dosch, from the Make a Wish Foundation spoke in regards to our new Junior Reserve Officer A.J. Peterson. She stated A.J. was diagnosed with a rare, life-threatening inoperable brain tumor in November 2014. He’s currently undergoing chemotherapy, but he has a distance to go in the recovery process. She wanted to thank the Village and the Police Department for allowing A.J. and his family to have this experience

7. ADMINISTRATOR

Motion by Trustee Triphahn Seconded by Trustee Kraly to move to executive session to discuss the appointment, employment, compensation, of specific Village employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.

By a unanimous voice vote the Mayor declared the Motion carried.

The Regular Board Meeting Recessed to Executive Session at 7:24 P.M.

The Board rejoined the Regular Board meeting at 7:52 P.M.

ROLL CALL

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

Absent: None

7.1 Reorganization of Administration/Finance

Village Administrator Shields discussed the reorganization of the Administration/Finance areas within the Village.

7.1.1 Adopt an Ordinance Amending the Fiscal End April 30, 2015 Employee Compensation Plan.

Motion by Trustee Kraly seconded by Trustee Newby to Adopt an Ordinance Amending the Fiscal End April 30, 2015 Employee Compensation Plan.

Upon the call of the roll, the following voted:

Ayes: Trustees Frye, Kraly, Newby, Simoncelli, Triphahn, Wicinski
Nays: None

Abstain: None
Absent: None

Mayor MacGillis Declared the Motion carried.

7.1.2 Adopt a Resolution Authorizing the Appointment of Shane D. Johnson as the Illinois Municipal Retirement Fund Authorized Agent for the Village of Round Lake

Motion by Trustee Newby, Seconded by Trustee Triphahn to Adopt a Resolution Authorizing the Appointment of Shane D. Johnson as the Illinois Municipal Retirement Fund Authorized Agent for the Village of Round Lake
Upon the call of the roll, the following voted:

Ayes: Trustees Frye, Kraly, Newby, Simoncelli, Triphahn, Wicinski
Nays: None
Abstain: None
Absent: None

Mayor MacGillis Declared the Motion carried.

8. FINANCE

9. POLICE

10. PUBLIC WORKS

10.1 Adopt a Resolution Amending the Bid Award for the 2014 Curb and Gutter Sidewalk Repair Project

Motion by Trustee Triphahn, Seconded by Trustee Newby to Adopt a Resolution Amending the Bid Award for the 2014 Curb and Gutter Sidewalk Repair Project. Under discussion Village Administrator Shields stated where the funds would be moved from to pay for the additional amount

Upon the call of the roll, the following voted:

Ayes: Trustees Frye, Kraly, Newby, Simoncelli, Triphahn, Wicinski
Nays: None
Abstain: None
Absent: None

Mayor MacGillis Declared the Motion carried.

11. COMMUNITY DEVELOPMENT

12. BUILDING AND ZONING

13. SPECIAL EVENTS

14. MAYOR’S COMMENTS

14.1 Mayor's Comment

14.1.1 American Public Works Association Hart Road/Sunset Drive Award

Mayor MacGillis stated that he had received a letter from the Chicago Metropolitan Chapter of American Public Works Association – Lake Branch, congratulating the Village on being awarded the 2015 APWA Lake Branch Project of the Year Award for Transportation – Less than \$5 Million. The award will be giving on January 20, 2015. Kurt Baumann stated if any of the Board members would also like to attend, to let him know as additional attendees are welcome to receive the award.

14.1.2 HOA Summit – Finance Seminar January 6, 2015 7:00 p.m.

Mayor MacGillis mentioned a Finance seminar that will take place on Tuesday January 6, 2015 at the Lakewood Grove Clubhouse for HOA members to attend a Finance Seminar

Mayor MacGillis also mentioned that he received an invitation from the Illinois USBC Women's Bowling Association and the Lake County Women's Bowling Association (LCWBA) to attend the Opening Ceremony of the 86th Annual Tournament to be held at Lakes Bowl, taking place on February 7th at 11:00AM and invited the Board to join him as well. He went on to say that this is the first time this type of event is taking place in Lake County and it will be taking place at one of our businesses here in town.

14.2 Trustee's Comments

All the Trustees wished everyone a very Happy New Year and thanked Chief Gillette for the speech he gave to the Officers before the new Officers were sworn in, stating that showed great leadership. They also thanked him for all the work the department put into the Make a Wish swearing in of A.J. Congratulations went out to Shane Johnson on his new title and a big thank you went out to PW Director Lenny Gahgan and his crew and the great work they did with the recent snow event we had. Trustee Wicinski asked Trustee Triphahn what is the status of SWALCO and the electronics pick up, Trustee Triphahn said negotiations are taking place and something should be coming forward soon.

15. EXECUTIVE SESSION

16. ADDITIONAL BUSINESS

17. ADJOURN

Trustee Newby moved, Seconded by Trustee Frye, to adjourn at 8:16 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

THE PRESIDENT AND BOARD OF TRUSTEES OF

THE VILLAGE OF ROUND LAKE

APPROVES THE ACCOUNTS PAYABLE

IN THE AMOUNT OF \$872,581.54

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

Date: January 19, 2015

VILLAGE OF ROUND LAKE
PAID INVOICES BY ACCOUNT NUMBER

GENERAL FUND
ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-20-71-67108	VISION INSURANCE FIDELITY SECURITY LIFE-EYE MED	F97	VISION INSURANCE JANUARY	179819	01/06/15	26.86
			ACCOUNT TOTAL:			26.86
01-20-72-67204	DUES & MEMBERSHIPS LAKE COUNTY PARTNERS	L40	2015 MEMBER FEES	179911	01/14/15	1,100.00
			ACCOUNT TOTAL:			1,100.00
01-20-74-77430	OFFICE SUPPLIES CLASSIC PRINTERY STAPLES ADVANTAGE STAPLES ADVANTAGE	C13 S165 S165	NAME PLATES, BUSINESS CARDS LEXMARK BLACK TONER HEADPHONES	179897 179923 179923	01/14/15 01/14/15 01/14/15	95.00 142.49 17.09
			ACCOUNT TOTAL:			254.58
01-20-77-77704	SPECIAL EVENTS MENARDS FOX LAKE	M7	XMAS TREE FOR VILLAGE HALL	179914	01/14/15	32.98
			ACCOUNT TOTAL:			32.98
01-20-80-88018	OFFICE EQUIPMENT KONICA MINOLTA PREMIER FINANCE	K56	JANUARY LEASE PAYMENT	179820	01/06/15	261.38
			ACCOUNT TOTAL:			261.38
01-40-71-67108	VISION INSURANCE FIDELITY SECURITY LIFE-EYE MED	F97	VISION INSURANCE JANUARY	179819	01/06/15	236.02
			ACCOUNT TOTAL:			236.02
01-40-72-67202	UNIFORMS J.G. UNIFORMS, INC.	J4	VEST COVER-GULLIFOR	179910	01/14/15	161.28
			ACCOUNT TOTAL:			161.28
01-40-72-67208	MEETINGS, TRAVEL, & TRAINING TROY AKEY TROY AKEY	A67 A67	TRAVEL, STAFF & COMMAND TRNING TRAVEL, STAFF & COMMAND TRNING	179893 179893	01/14/15 01/14/15	75.68 88.54
			ACCOUNT TOTAL:			164.22
01-40-74-77430	OFFICE SUPPLIES					

GENERAL FUND
 ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-40-74-77430	OFFICE SUPPLIES QUILL CORPORATION	Q2	COPY PAPER	179919	01/14/15	83.97
	TECHSTAR AMERICA CORPORATION	T12	TY 5110 TONER CARTRIDGE	179925	01/14/15	208.00
			ACCOUNT TOTAL:			291.97
01-40-74-77440	PRINTING CLASSIC PRINTERY	C13	BC FOR OVINGTON & RODRIGUEZ	179897	01/14/15	90.00
			ACCOUNT TOTAL:			90.00
01-40-75-77505	CENCOM CENCOM E 9-1-1	C3	01-15 OPERATIONS/BILLING	179902	01/14/15	21,112.46
			ACCOUNT TOTAL:			21,112.46
01-40-77-77712	SENATE 740 EXPENSES CHARTER ONE	C282	ASIV INTOXILIZER REPAIR	179901	01/14/15	139.75
			ACCOUNT TOTAL:			139.75
01-40-77-77720	COMMUNITY EDUCATION MICHAEL GILLETTE	G93	KOHL'S-SHIRT & TIE	179907	01/14/15	40.33
	MICHAEL GILLETTE	G93	SEARS-PANTS, MAKE-A-WISH A.J.	179907	01/14/15	19.51
			ACCOUNT TOTAL:			59.84
01-40-79-77901	B&G MAINTENANCE ACE HARDWARE	A4	MARKERS,PADLOCK,RING KEY	179891	01/14/15	53.16
	QUILL CORPORATION	Q2	C-FOLD TOWELS,RECYCLED LINER	179919	01/14/15	203.95
			ACCOUNT TOTAL:			257.11
01-40-80-88018	OFFICE EQUIPMENT KONICA MINOLTA PREMIER FINANCE	K56	JANUARY LEASE PAYMENT	179820	01/06/15	261.37
			ACCOUNT TOTAL:			261.37
01-40-84-88402	GAS & OIL BP	B43	POLICE GAS AND OIL	179895	01/14/15	4,103.16
			ACCOUNT TOTAL:			4,103.16
01-40-84-88406	VEHICLE MAINTENANCE					

DATE: 01/14/15
 TIME: 17:17:30
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VILLAGE OF ROUND LAKE
 PAID INVOICES BY ACCOUNT NUMBER

GENERAL FUND
 ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-40-84-88406	VEHICLE MAINTENANCE A TIRE COUNTY SERVICE VICTOR FORD	A1 V24	CHNG MOTOR OIL,TIRE REPAIR #17 BULBS FOR CAR 31	179889 179930	01/14/15 01/14/15	75.37 61.30
ACCOUNT TOTAL:						136.67
01-40-91-99107	IT MAINTENANCE SERVICES CROWN POINTE TECHNOLOGIES, INC COMCAST CABLE	C129 C156	IT MAINT & SUPPORT SKILLS MGR PH SERVICE 12/29/14-1/28/15	179896 179898	01/14/15 01/14/15	350.00 49.29
ACCOUNT TOTAL:						399.29
01-60-71-67108	VISION INSURANCE FIDELITY SECURITY LIFE-EYE MED	F97	VISION INSURANCE JANUARY	179819	01/06/15	38.94
ACCOUNT TOTAL:						38.94
01-60-72-67202	UNIFORMS RED WING SHOE STORE RED WING SHOE STORE	R155 R155	SAFETY FOOTWEAR - C. HARRISON BOOTS FOR K.AMANN	179920 179920	01/14/15 01/14/15	62.50 62.50
ACCOUNT TOTAL:						125.00
01-60-74-77418	ICE CONTROL COMPASS MINERALS AMERICA	C186	WINTER SALT	179900	01/14/15	8,364.07
ACCOUNT TOTAL:						8,364.07
01-60-74-77430	OFFICE SUPPLIES QUILL CORPORATION QUILL CORPORATION STAPLES ADVANTAGE STAPLES ADVANTAGE STAPLES ADVANTAGE	Q2 Q2 S165 S165 S165	24 COMPARTMENT LETTER ORG CAMERAS MEMORY CARDS CLIP BOARDS AND NOTEBOOKS SHREDDER CAMERAS	179919 179919 179923 179923 179923	01/14/15 01/14/15 01/14/15 01/14/15 01/14/15	40.00 22.49 20.46 31.99 239.93
ACCOUNT TOTAL:						354.87
01-60-74-77458	VILLAGE SIGNS/BANNERS/FLAGS TRAFFIC CONTROL & PROTECTION	T14	TRAFFIC,PEDESTRIAN SIGNS	179926	01/14/15	701.80
ACCOUNT TOTAL:						701.80
01-60-75-77539	STREET SWEEPING					

GENERAL FUND
 ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-60-75-77539	STREET SWEEPING TKG SWEEPING SERVICES, LLC	T170	NOV. 2ND RUN STREET SWEEPING	179927	01/14/15	2,336.84
			ACCOUNT TOTAL:			2,336.84
01-60-75-77543	TRAFFIC SIGNAL MAINT. CONTRACT TREASURER OF LAKE COUNTY	T7	4TH QRTLQ TRAFFIC SIGNAL MAINT	179928	01/14/15	939.95
			ACCOUNT TOTAL:			939.95
01-60-79-77905	B&G REPAIRS OVERHEAD DOOR CO.	O6	REPAIR OVERHEAD DOOR	179917	01/14/15	87.72
			ACCOUNT TOTAL:			87.72
01-60-79-77907	B & G BUILDING SUPPLIES MENARDS FOX LAKE	M7	48" WORK BENCH,MOVER'S DOLLY	179914	01/14/15	104.78
			ACCOUNT TOTAL:			104.78
01-60-80-88024	VEHICLE EQUIPMENT HERMAN BROTHERS RUSH TRUCK CENTERS OF ILLINOIS SPRAY TECH INC.	H3 R176 S149	PLOW MOTOR-53 & BLADE GUIDES RADIO FOR TRUCK 44 BEDLINER/VENT VISOR	179908 179921 179821	01/14/15 01/14/15 01/06/15	165.76 206.81 216.91
			ACCOUNT TOTAL:			589.48
01-60-82-88202	TELEPHONE SERVICE COMCAST CABLE	C156	PH SERVICE 12/29/14-1/28/15	179898	01/14/15	49.28
			ACCOUNT TOTAL:			49.28
01-60-84-88402	GAS & OIL BP	B43	PW GAS AND OIL	179895	01/14/15	442.68
			ACCOUNT TOTAL:			442.68
01-60-84-88404	VEHICLE REPAIRS A TIRE COUNTY SERVICE A TIRE COUNTY SERVICE A TIRE COUNTY SERVICE A TIRE COUNTY SERVICE A TIRE COUNTY SERVICE	A1 A1 A1 A1 A1	OIL CHANGE/RPLCE WATER PUMP-42 OXYGEN SENSOR AND OIL CHANGE RPLCE SHAFT YOKE/HYDRA HOSE-46 OIL CHANGE FOR TRUCK 51 OIL CHANGE TRUCK 47	179889 179889 179889 179889 179889	01/14/15 01/14/15 01/14/15 01/14/15 01/14/15	149.49 154.30 394.83 29.98 23.98

GENERAL FUND
 ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-60-84-88404	VEHICLE REPAIRS					
	A TIRE COUNTY SERVICE	A1	OIL CHANGE TRUCK 45	179889	01/14/15	29.98
	A TIRE COUNTY SERVICE	A1	FRONT BRAKE REPAIR TRUCK 53	179889	01/14/15	384.54
	BENNY'S SERVICE CENTER, INC.	B42	SAFETY STICKER #54	179894	01/14/15	23.50
	CARQUEST AUTO PARTS	C55	FOG LIGHTS FOR TRUCK 60	179904	01/14/15	13.70
	CARQUEST AUTO PARTS	C55	OEM TERMINAL FOR TRUCK 60	179904	01/14/15	4.64
	SPRING ALIGN OF PALATINE	S141	U-BOLT & SPRING BOLT #56	179824	01/09/15	1,540.77
			ACCOUNT TOTAL:			2,749.71
01-60-84-88405	EQUIPMENT REPAIRS					
	ATLAS BOBCAT INC.	A31	HYDRAULIC FLUID FOR BOB CAT	179890	01/14/15	48.65
	R.A. ADAMS ENTERPRISES INC.	A6	MATERIAL FOR TEX TRAILER	179892	01/14/15	102.07
	WEST SIDE EXCHANGE	W50	REPAIR CAB DOOR	179931	01/14/15	222.21
			ACCOUNT TOTAL:			372.93
01-60-84-88406	VEHICLE MAINTENANCE					
	A TIRE COUNTY SERVICE	A1	OIL CHANGE TRUCK #53	179889	01/14/15	29.97
			ACCOUNT TOTAL:			29.97
01-60-92-99210	STREET LIGHT REPAIRS					
	NORTHWEST ELECTRICAL SUPPLY	N39	MATERIAL-STREET LIGHT REPAIRS	179916	01/14/15	120.58
			ACCOUNT TOTAL:			120.58
01-70-71-67108	VISION INSURANCE					
	FIDELITY SECURITY LIFE-EYE MED	F97	VISION INSURANCE JANUARY	179819	01/06/15	23.16
			ACCOUNT TOTAL:			23.16
01-70-72-67202	UNIFORMS					
	CUTLER WORKWEAR	C159	2 JACKETS FOR BUILDING DEPT.	179899	01/14/15	145.98
			ACCOUNT TOTAL:			145.98
01-70-73-77321	PLUMBING INSPECTOR					
	VPI, INC.	V14	DECEMBER 2014 PLUMBING	179929	01/14/15	1,080.00
			ACCOUNT TOTAL:			1,080.00
01-70-84-88402	GAS & OIL					

DATE: 01/14/15
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VILLAGE OF ROUND LAKE
PAID INVOICES BY ACCOUNT NUMBER

GENERAL FUND
ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-70-84-88402	GAS & OIL BP	B43	BLDG GAS AND OIL	179895	01/14/15	152.94
			ACCOUNT TOTAL:			152.94
			GENERAL FUND			47,899.62

DATE: 01/14/15
 TIME: 17:17:30
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VILLAGE OF ROUND LAKE
 PAID INVOICES BY ACCOUNT NUMBER

MOTOR FUEL TAX FUND
 ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
10-60-74-77414	GRAVEL EXPENSE STEVE OLSEN TRANSIT	S101	GRAVEL EXPENSE	179922	01/14/15	320.97
			ACCOUNT TOTAL:			320.97
10-60-83-88301	ROADWAY IMPROVEMENTS TREASURER, STATE OF ILLINOIS	T24	HART/SUNSET RD CONSTRUCTION	179823	01/06/15	742,367.82
			ACCOUNT TOTAL:			742,367.82
10-60-88-88802	SIDEWALKS SCHROEDER & SCHROEDER INC.	S4	2014 CURB & GUTTER FINAL	179822	01/06/15	10,132.00
			ACCOUNT TOTAL:			10,132.00
			MOTOR FUEL TAX FUND			752,820.79

DATE: 01/14/15
TIME: 17:17:30
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VILLAGE OF ROUND LAKE
PAID INVOICES BY ACCOUNT NUMBER

CAPITAL PROJECTS FUND
ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
35-20-83-88301	ROADWAY IMPROVEMENTS SCHROEDER & SCHROEDER INC.	S4	2014 CURB & GUTTER FINAL	179822	01/06/15	57,380.00
						----- 57,380.00 -----
						ACCOUNT TOTAL:
						----- 57,380.00 -----
						CAPITAL PROJECTS FUND
						----- 57,380.00 =====

DATE: 01/14/15
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VILLAGE OF ROUND LAKE
 PAID INVOICES BY ACCOUNT NUMBER

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WATER/SEWER FUND
 ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
50-60-71-67108	VISION INSURANCE FIDELITY SECURITY LIFE-EYE MED	F97	VISION INSURANCE JANUARY	179819	01/06/15	48.84
			ACCOUNT TOTAL:			48.84
50-60-72-67202	UNIFORMS RED WING SHOE STORE	R155	SAFETY FOOTWEAR - C. HARRISON	179920	01/14/15	62.50
	RED WING SHOE STORE	R155	BOOTS FOR K.AMANN	179920	01/14/15	62.50
			ACCOUNT TOTAL:			125.00
50-60-74-77428	WATER METERS HD SUPPLY WATERWORKS, LTD.	H45	METER PARTS, 505-B BATTERIES	179909	01/14/15	1,726.68
	HD SUPPLY WATERWORKS, LTD.	H45	MXU 505B- BATTERIES	179909	01/14/15	2,600.00
			ACCOUNT TOTAL:			4,326.68
50-60-74-77430	OFFICE SUPPLIES QUILL CORPORATION	Q2	24 COMPARTMENT LETTER ORG	179919	01/14/15	39.99
	QUILL CORPORATION	Q2	CAMERAS MEMORY CARDS	179919	01/14/15	22.48
	STAPLES ADVANTAGE	S165	CLIP BOARDS AND NOTEBOOKS	179923	01/14/15	20.46
	STAPLES ADVANTAGE	S165	SHREDDER	179923	01/14/15	32.00
	STAPLES ADVANTAGE	S165	CAMERAS	179923	01/14/15	239.92
			ACCOUNT TOTAL:			354.85
50-60-75-77547	WATER SAMPLES CENTRAL LAKE COUNTY	C5	LAB. WATER SAMPLE TESTING FEE	179903	01/14/15	15.00
	MCHENRY ANALYTICAL WATER	M97	WATER SAMPLES	179915	01/14/15	300.00
	MCHENRY ANALYTICAL WATER	M97	WATER SAMPLES	179915	01/14/15	432.00
			ACCOUNT TOTAL:			747.00
50-60-79-77905	B&G REPAIRS GRAINGER	G102	MXU & METER WIRING REPAIR	179906	01/14/15	83.66
	OVERHEAD DOOR CO.	O6	REPAIR OVERHEAD DOOR	179917	01/14/15	87.72
	STEINER ELECTRIC COMPANY	S63	HEATER FOR PW GENERATOR	179924	01/14/15	364.75
			ACCOUNT TOTAL:			536.13
50-60-79-77907	B&G SUPPLIES MID AMERICAN WATER OF WAUCONDA	M25	HYDRANT FLAGS W/FLAT BRACKETS	179913	01/14/15	1,485.00
			ACCOUNT TOTAL:			1,485.00
50-60-80-88024	VEHICLE EQUIPMENT					

WATER/SEWER FUND
 ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
50-60-80-88024	VEHICLE EQUIPMENT SPRAY TECH INC.	S149	BEDLINER/VENT VISOR	179821	01/06/15	216.90
ACCOUNT TOTAL:						216.90
50-60-82-88202	TELEPHONE SERVICE COMCAST CABLE	C156	PH SERVICE 12/29/14-1/28/15	179898	01/14/15	49.28
ACCOUNT TOTAL:						49.28
50-60-84-88402	GAS & OIL BP	B43	PW GAS AND OIL	179895	01/14/15	442.68
ACCOUNT TOTAL:						442.68
50-60-84-88404	VEHICLE REPAIRS					
	A TIRE COUNTY SERVICE	A1	OIL CHANGE/RPLCE WATER PUMP-42	179889	01/14/15	149.49
	A TIRE COUNTY SERVICE	A1	OXYGEN SENSOR AND OIL CHANGE	179889	01/14/15	154.30
	A TIRE COUNTY SERVICE	A1	RPLCE SHAFT YOKE/HYDRA HOSE-46	179889	01/14/15	394.82
	A TIRE COUNTY SERVICE	A1	OIL CHANGE FOR TRUCK 51	179889	01/14/15	29.97
	A TIRE COUNTY SERVICE	A1	OIL CHANGE TRUCK 47	179889	01/14/15	23.97
	A TIRE COUNTY SERVICE	A1	OIL CHANGE TRUCK 45	179889	01/14/15	29.97
	A TIRE COUNTY SERVICE	A1	FRONT BRAKE REPAIR TRUCK 53	179889	01/14/15	384.54
ACCOUNT TOTAL:						1,167.06
50-60-84-88405	EQUIPMENT REPAIRS					
	ATLAS BOBCAT INC.	A31	HYDRAULIC FLUID FOR BOB CAT	179890	01/14/15	48.65
	R.A. ADAMS ENTERPRISES INC.	A6	MATERIAL FOR TEX TRAILER	179892	01/14/15	102.07
	WEST SIDE EXCHANGE	W50	REPAIR CAB DOOR	179931	01/14/15	222.21
ACCOUNT TOTAL:						372.93
50-60-84-88406	VEHICLE MAINTENANCE					
	A TIRE COUNTY SERVICE	A1	OIL CHANGE TRUCK #53	179889	01/14/15	29.98
ACCOUNT TOTAL:						29.98
50-60-92-99204	REPAIR TO WATER LINES					
	LAKE COUNTY PUBLIC WORKS DEPT	L9	LS REPAIR/TELEWISE 2 LOCATION	179912	01/14/15	2,632.50
	PETER BAKER & SON CO.	P102	MATERIAL FOR CL RD. MAIN BREAK	179918	01/14/15	716.30
	STEVE OLSEN TRANSIT	S101	MATERIAL FOR MAIN BREAKS	179922	01/14/15	980.00
ACCOUNT TOTAL:						4,328.80

DATE: 01/14/15
TIME: 17:17:30
ID: AP4A0000.WOW

VILLAGE OF ROUND LAKE
PAID INVOICES BY ACCOUNT NUMBER

BUILDERS ESCROW
ACTIVITY FROM 01/01/2015 TO 01/14/2015

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
83-00-24-22455	PERMIT BONDS FOUR SEASONS HEATING &	F115	PERMIT BOND	179905	01/14/15	250.00

						ACCOUNT TOTAL: 250.00

						BUILDERS ESCROW 250.00
						=====

DATE: 01/14/15
TIME: 17:17:30
ID: AP4A0000.WOW

VILLAGE OF ROUND LAKE
PAID INVOICES BY ACCOUNT NUMBER

FINAL TOTALS
ACTIVITY FROM 01/01/2015 TO 01/14/2015

GENERAL FUND	47,899.62
MOTOR FUEL TAX FUND	752,820.79
CAPITAL PROJECTS FUND	57,380.00
WATER/SEWER FUND	14,231.13
BUILDERS ESCROW	250.00

GRAND TOTAL	872,581.54
	=====

VILLAGE OF ROUND LAKE

THE PRESIDENT AND BOARD OF TRUSTEES OF

THE VILLAGE OF ROUND LAKE

APPROVES THE PAYMENT OF PAYROLL

FOR THE PERIOD ENDING JANUARY 11, 2015

IN THE AMOUNT OF \$171,987.45

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

Dated: January 19, 2015

DATE: 01/14/2015
 TIME: 12:05:26
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE
 PAYROLL REGISTER REPORT

ADMINISTRATION

FOR CHECK DATES 01/15/2015 TO 01/15/2015

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS			PENSION/INSUR		
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYEE	EMPLOYER	
GRAND TOTALS:		REG	352.000		34,136.88	FED	5,363.21		DD1	22,062.86	IMR	1,658.59	3,634.16
		CA	1.000		115.39	FICA	2,261.57	2,261.57	DD2	728.37	DFA	18.50	
		GWA	1.000		39.62	MEDIC	528.93	528.93	GW	250.00	HFA	172.56	
		HP	60.000		1,910.34	STATE	1,249.73		GWA	39.62	VFA	2.27	
		SIC	1.000		22.60				HSA	75.00	DSA	15.96	
		VAC	28.000		632.84				ICM	789.63	HSA	95.22	
									INV	95.49	VSA	1.05	
TOTAL FICA EMPLOYEE WAGES:					36,477.11	TOTAL EMPLOYER FICA:				2,261.57			
TOTAL MEDICARE EMPLOYEE WAGES:					36,477.11	TOTAL EMPLOYER MEDICARE:				528.93			
TOTAL FEDERAL EMPLOYEE WAGES:					33,739.27	TOTAL EMPLOYER PENSION:				3,634.16			
TOTAL STATE EMPLOYEE WAGES:					33,739.27								
TOTAL PENSION EMPLOYEE WAGES:					36,857.67								
TOTAL NUMBER OF EMPLOYEES:					7								
GROSS PAY:			\$36,857.67	TOTAL DEDUCTIONS:		35,408.56	NET PAY:			\$1,449.11			

DATE: 01/14/2015
 TIME: 12:06:43
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE
 PAYROLL REGISTER REPORT

BUILDING C

FOR CHECK DATES 01/15/2015 TO 01/15/2015

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS					
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER		
GRAND TOTALS:		REG	174.500		4,693.48	FED	862.14		DD1	4,446.58	IMR	300.57	658.59
		VAC	29.500		749.26	FICA	394.11	394.11	AF1	28.25	DFB	18.50	
		HP	36.000		960.49	MEDIC	92.18	92.18	PLI	36.86	PFB	273.93	
		OT	6.500		276.16	STATE	224.00				VFB	2.27	
		TOTAL FICA EMPLOYEE WAGES:			6,356.44	TOTAL EMPLOYER FICA:			394.11				
		TOTAL MEDICARE EMPLOYEE WAGES:			6,356.44	TOTAL EMPLOYER MEDICARE:			92.18				
		TOTAL FEDERAL EMPLOYEE WAGES:			6,055.87	TOTAL EMPLOYER PENSION:			658.59				
		TOTAL STATE EMPLOYEE WAGES:			6,055.87								
		TOTAL PENSION EMPLOYEE WAGES:			6,679.39								
		TOTAL NUMBER OF EMPLOYEES:			3								
GROSS PAY:			\$6,679.39	TOTAL DEDUCTIONS:			6,679.39	NET PAY:			\$0.00		



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: OFFICE LEASE

Agenda Item No. 7.1

Executive Summary:

Attached is a District Office Lease for an office Congressman Bob Dold would like to open in the Round Lake area. With the annex unused, it is suggested by staff that the Village Board allow the use of a room in the annex building. It would not be used as a campaign office, but rather a place constituents can meet with the Congressman or his representative.

Staff does not believe this will create any undue hardship for the Village; however, items that will need to be discussed include parking, security, and access to the building.

Staff is requesting the attached resolution be adopted by the Village Board allowing staff to negotiate and complete the attached leased agreement with Congressman Bob Dold, or his designee. In addition, any other issues will also be discussed, such as those noted above and signage.

Recommended Action:

Adopt a Resolution Approving a District Office Lease with Congressman Bob Dold.

Committee: -	Meeting Date: 1/5 & 1/19/15																											
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																											
<p>Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>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.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">XX-XX-XX-XXXXX</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	XX-XX-XX-XXXXX	-		Item Requested			Y-T-D Actual			Amount Encumbered			Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
Account(s)	Budget	Expenditure																										
XX-XX-XX-XXXXX	-																											
Item Requested																												
Y-T-D Actual																												
Amount Encumbered																												
Total:	\$0.00	\$0.00																										
Request is over/under budget:																												
Under	-																											
Over	-																											

Resolution 2015-R-___

**A Resolution Approving Lease of Village Owned Property to
United States Congressman Robert Dold**

WHEREAS, the Village of Round Lake ("Village") owns certain property located at _____, and commonly known as _____, in Round Lake, IL ("Property"); and

WHEREAS, the Village desires to rent the Property to U.S. House of Representatives Member Robert Dold for use as a District Office; and

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round Lake as follows:

SECTION ONE: The above recitals are incorporated as if fully set forth in this section.

SECTION TWO: The District Office Lease and District Office Lease Attachment ("Lease") are hereby approved in substantially the form attached as Exhibit A.

SECTION THREE: The Village Administrator is authorized to make changes to the form and the substance of the Lease prior to executing same provided, in his judgment, that said changes do not materially alter the obligations of the Village thereunder.

SECTION FOUR: The Village Administrator is authorized to execute the Lease and he and his designees are authorized to execute all documents and take all actions necessary to carry out the purpose of this Resolution and the Lease.

SECTION FIVE: This Resolution shall be in full force and effect from and after its passage.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:

Exhibit A

District Office Lease and District Office Lease Attachment

District Office Lease – Instructions

NO LEASE OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term for a District Office Lease for the 114th Congress may not commence prior to January 3, 2015.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 114th Congress, leases should end on January 2, 2017, not December 31, 2016.

- A. The preamble has three blank lines to be filled in: (1) Landlord's name; (2) Landlord's address; and (3) Member/Member-Elect's name.
- B. Section 1 has three blank lines to be filled in: (1) square footage of the leased office (optional); (2) street address of the leased office; and (3) city, state and ZIP code of the leased office.
- C. Section 2 has boxes that can be checked on whether any lease amenities (such as parking, utilities, janitorial services, trash removal, etc.) are included in the lease. Note that this checklist is only for convenience and the listed amenities are not required. Some of the options have a blank line to be filled in to provide additional information about an amenity.
- D. Section 3 has two blank lines to be filled in: (1) date lease begins (must be on or after January 3, 2015); and (2) date lease ends (must be on or before January 2, 2017).
- E. Section 4 has one blank line for the monthly rent amount (write "zero" if no rent is to be paid).
- F. Section 5 has one blank line – the number of days' notice required for either party to terminate the lease before the end of the term. A standard period is 30 days, but any figure is acceptable. If the lease may not be terminated early, enter "N/A" in this blank.
- G. Sections 1–9, other than filling in the blanks, may not be altered or deleted.
- H. Section 11 has space provided to list any additional lease provisions.
- I. Prior to either party signing a lease, the Member/ Member-Elect must submit the proposed lease, accompanied by a copy of the District Office Lease Attachment for the 114th Congress, to the Administrative Counsel for review and approval. If the proposed terms and conditions of the lease are determined to be in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the signing of the lease. Please submit the proposed lease and District Office Lease Attachment either by e-mail in PDF form (leases@mail.house.gov) or fax (202-225-6999).
- J. The Member/Member-Elect is required to personally sign the documents. A signed and dated District Office Lease Attachment must accompany this lease. Once signed by both parties, the Lease and the District Office Lease Attachment must be submitted to the Administrative Counsel for final approval. They may be sent by email in PDF form or faxed to 202-225-6999, but the originals still must be submitted by inter office mail (217 Ford House Office Building, Washington, D.C. 20515) after emailing or faxing.
- K. If approved, Administrative Counsel will send the forms to Finance so that payment can begin. If there are errors on the form, the Member office will be contacted and required to correct them.

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease

(Page 1 of 3 - 114th Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____

(Lessor's name) _____ (Landlord's street address, city, state, ZIP code)
("Lessor"), and _____, a Member/Member-Elect of the U.S. House of
Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee _____ square feet of office space located at

(Office street address)
in the city, state and ZIP code of _____
(Office city, state and ZIP)

2. **Lease Amenities.** Note that this checklist is for convenience only and the listed amenities are not required. However, the interior wiring of a CAT 5e or better and broadband internet access to the building will likely expedite the process for the office to be fully operational.

The Lease includes (please check any and complete all that apply):

Telephone Service Available. (interior wiring CAT 5e or better)

Broadband Internet Access to Building. (e.g., COMCAST, COX or like provider)

Parking. _____ no. of assigned parking spaces _____ no. of unassigned parking spaces
 General off-street parking on an as available basis

Utilities. Includes: _____

Janitorial Services. Frequency: _____

Trash Removal. Frequency: _____

Carpet Cleaning. Frequency: _____

Window Washing. Window Treatments.

Tenant Alterations Included In Rental Rate.

After Hours Building Access.

Office Furnishings. Includes: _____

Cable TV Accessible. If checked, Included in Rental Rate Yes No

Building Manager. Onsite On Call Contact Name: _____

Phone Number: _____ Email Address: _____

3. **Term.** Lessee shall have and hold the leased premises for the period beginning _____, 20____ and ending _____, 20____. The term of this District Office Lease ("Lease") may not exceed two (2) years and may not extend beyond January 2, 2017, which is the end of the constitutional term of the Congress to which the Member is elected.

4. **Rent.** The monthly rent shall be _____, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 3 – 114th Congress)

5. **Early Termination.** This Lease may be terminated by either party giving _____ days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the "CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 114th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 114th Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

[Signature page follows.]

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 3 of 3 – 114th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

Print Name of Lessor/Landlord/Company

Print Name of Lessee

By:

Lessor Signature

Lessee Signature

Name:

Title:

Date

Date

This District Office Lease must be accompanied with an executed District Office Lease Attachment.

U.S. House of Representatives
Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form

Internal Revenue Code 6109, 31 U.S.C. 3322, 31 CFR 210 and the 1996 Debt Collection Improvement Act require all entities that do business with the United States Government to provide a Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information for payment. PL 93-579 protects your privacy and mandates that the information never be published or used for any other purpose than to pay you. Please complete all sections below, sign and return via the email or fax number listed.

RETURN FORM TO: VendorEFT@mail.house.gov **FAX NUMBER:** (202) 225-6914

SECTION I		UNITED STATES HOUSE OF REPRESENTATIVES INFORMATION	
ADDRESS	US HOUSE OF REPRESENTATIVES - ACCOUNTING, 3100 O'NEILL FEDERAL BUILDING, WASHINGTON, DC 20515		
AGENCY IDENTIFIER	53-6002523	AGENCY LOCATION CODE	4832
		TELEPHONE NUMBER	(202) 226-2277

SECTION II		PAYEE/COMPANY INFORMATION	
NAME (AS SHOWN ON YOUR INCOME TAX RETURN)		CHECK APPROPRIATE BOX FOR FEDERAL TAX CLASSIFICATION (required)	
BUSINESS NAME/DISREGARDED ENTITY NAME or DBA, IF DIFFERENT THAN ABOVE		<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate	
TYPE OF TAX IDENTIFICATION NUMBER	ENTER TAX IDENTIFICATION NUMBER	<input type="checkbox"/> Limited Liability Company Enter tax classification (C=C corporation, S=S corporation, P= Partnership) <input type="checkbox"/> Exempt payee	
<input type="checkbox"/> SOCIAL SECURITY NUMBER (or EIN)		<input type="checkbox"/> OTHER (Other entities Enter your business name below as shown on required federal tax documents "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "business name/disregarded entity name" line.)	
ADDRESS/CITY/STATE/ZIP		PURCHASE ORDER ADDRESS/CITY/STATE/ZIP	
CONTACT PERSON NAME		EMAIL	
TELEPHONE NUMBER	FAX NUMBER	TELEPHONE NUMBER	FAX NUMBER
REMIT TO ADDRESS			

SECTION III		FINANCIAL INSTITUTION INFORMATION	
BANK NAME (Branch, City, State)			
ACH COORDINATOR NAME		TELEPHONE NUMBER	
NINE-DIGIT ROUTING TRANSIT NUMBER			
DEPOSITOR ACCOUNT TITLE			
DEPOSITOR ACCOUNT NUMBER		LOCKBOX NUMBER	
TYPE OF ACCOUNT	<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS	<input type="checkbox"/> LOCKBOX

SECTION IV		SOCIO-ECONOMIC INFORMATION	
Type of Business	<input type="checkbox"/> Large Business-No Socio-Economic Designations <input type="checkbox"/> Minority <input type="checkbox"/> Sm Business <input type="checkbox"/> Sm-Disadv/Minority <input type="checkbox"/> Sm-Disadv Only <input type="checkbox"/> Sm/Min Only		
Sm-Disadvantaged Business Prog	<input type="checkbox"/> 8 (a) Firm <input type="checkbox"/> HUBZone Program <input type="checkbox"/> HUBZone Eligible <input type="checkbox"/> Emerging Small Business <input type="checkbox"/> Women-Owned Business		
Other Preference Programs	<input type="checkbox"/> Buy Indian <input type="checkbox"/> Directed to JWOD Non-Profit <input type="checkbox"/> No Preference/Not Listed <input type="checkbox"/> Small Business Set-Aside <input type="checkbox"/> Very Small Business Set-Aside		
Veteran Owned Status	<input type="checkbox"/> Non-Vet Owned Sm Bus <input type="checkbox"/> Other Vet Owned Sm Bus <input type="checkbox"/> Serv-Disabled Vet Other Bus <input type="checkbox"/> Serv-Disabled Vet Owned SB <input type="checkbox"/> Vet-Owned Other Bus		
Size of Business	<input type="checkbox"/> (A) 50 or less <input type="checkbox"/> (B) 51-100 <input type="checkbox"/> (C) 101-250 <input type="checkbox"/> (D) 251-500 <input type="checkbox"/> (E) 501-750 <input type="checkbox"/> (F) 751-1,000 <input type="checkbox"/> (G) Over 1,000 <input type="checkbox"/> (M) 1 million or less <input type="checkbox"/> (N) 1.1-2 million <input type="checkbox"/> (P) 2.1-3.5 million <input type="checkbox"/> (R) 3.1-5 million <input type="checkbox"/> (S) 5.1-10 million <input type="checkbox"/> (T) 10.1-17 million <input type="checkbox"/> (Z) Over 17 million		

SECTION V			CERTIFICATION OF DATA BY PAYEE/COMPANY		
NAME		TITLE/POSITION			
SIGNATURE		DATE		TELEPHONE NUMBER	

**Instructions for Completing
U.S. House of Representatives
Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form**

Section I - Agency Information – Includes the name and address, agency identifier, agency location code and telephone number for the House of Representatives.

Section II - Payee/Company Information – Print or type the name of the payee/company and address that will receive payment, social security or taxpayer ID number, contact person name, telephone number and email of the payee/company. Print or type the purchase order and remit to addresses if different from the payee/company address. Check the appropriate boxes for federal tax classification.

Section III - Financial Institution Information – Print or type the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Check the appropriate box for type of account. Payee/Company may include a voided check with this form.

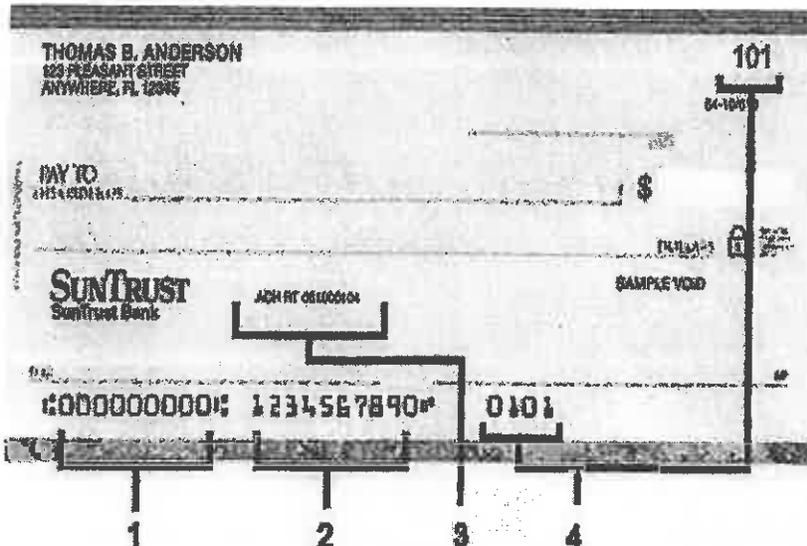
ACH Account Information Located on a Check or Deposit Ticket

FINANCIAL INSTITUTION NAME name of the financial institution to which the payments are to be directed

ROUTING TRANSIT NUMBER (RTN) financial institution's 9 digit routing transit number;
found on the bottom of a check or deposit ticket or from your Financial Institution

ACCOUNT TITLE employee's or vendor's name on the account

ACCOUNT NUMBER account number at the financial institution



1. Routing Transit Number (RTN) – nine digits located between two symbols. This number identifies the bank holding your account and check processing center.
2. Account number – this is your complete account number. Your account number can be up to 17 digits. Please include leading zeros.
3. ACH Routing Transit Number – Automated Clearing House routing number, use this number for your Routing Transit Number (RTN) if you bank with SunTrust Bank.
4. Check number – This information is not necessary - do not provide

Section IV - Socio-Economic Information – Check the boxes for each category, if applicable: type of business, small disadvantaged business program, HUBZone program, emerging small business, women-owned business, other preference programs, Veteran owned status and size of business. Detailed information related to Small Business programs can be found at <http://www.sba.gov/>.

Section V - Certification of Data By Payee/Company – Print or type the name, title/position and phone number of the Authorized official. The Authorized official must sign and date the form.

District Office Lease Attachment- Instructions

The District Office Lease Attachment is a 4-page document that must accompany *every* Lease or District Office Lease Amendment that is submitted for a Member/Member-Elect's District Office.

NO LEASE, AMENDMENT OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term of a District Office Lease or Amendment for the 114th Congress may not commence prior to January 3, 2015.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 114th Congress, leases should end on January 2, 2017, not December 31, 2016.

Four things are required:

1. the signature of the Landlord and date;
2. the signature of the Member/ Member-Elect of Congress and date;
3. contact information for the person in the Member/ Member-Elect's office whom we should call if there are any problems or questions (scheduler, etc.); and
4. the signature from the Office of the Administrative Counsel.

A few things to keep in mind:

- A. The Member/ Member-Elect is required to personally sign the documents.
- B. The Attachment **SHALL NOT** have any provisions deleted or changed.
- C. Even if rent is zero, an Attachment is still required.
- D. Prior to either party signing a Lease or Amendment, the Member/ Member-Elect must submit the proposed Lease or Amendment, accompanied by a copy of the Attachment, to the Administrative Counsel for review and approval. If the Administrative Counsel determines that the proposed terms and conditions of the Lease or Amendment are in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the Lease or Amendment. Please submit the proposed Lease or Amendment and Attachment either by e-mail in PDF form (leases@mail.house.gov) or by fax (202-225-6999).
- E. Once signed by both parties, the Lease or Amendment and the Attachment must be submitted to the Administrative Counsel for final approval. The Attachment should be submitted at the same time the Lease or Amendment is sent to the Administrative Counsel. They may be sent by email in PDF form or faxed to (202-225-6999), but the originals still must be submitted by interoffice mail (217 Ford House Office Building, Washington, D.C. 20515) after emailing or faxing.
- F. Without a properly signed and submitted Attachment, the Lease or Amendment cannot be approved and payments will not be made. The parties agree that any charges for default, early termination or cancellation of the Lease or Amendment which result from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and are not reimbursable from the Member's Representational Allowance.
- G. Lessor shall provide a copy of any assignment, estoppel certificate, notice of a bankruptcy or foreclosure, or notice of a sale or transfer of the leased premises to the Administrative Counsel by e-mail in PDF form (leases@mail.house.gov).

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment

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1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment ("Attachment") is incorporated into and made part of the Lease ("Lease") and, if applicable, District Office Lease Amendment ("Amendment") to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the "House") nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the "CAO") to Lessor to satisfy Lessee's rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO ("Administrative Counsel") must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing on page 4 of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a) terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

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Washington, D.C. 20515

District Office Lease Attachment

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9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 114th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.
15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.

District Office Lease Attachment

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17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.
25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.

District Office Lease Attachment

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28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

Print Name of Lessor/Landlord

Print Name of Lessee

By:

Lessor Signature

Lessee Signature

Name:
Title:

Date

Date

From the Member's Office, who is the point of contact for questions?

Name _____ Phone (____) _____ E-mail _____@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____
(Administrative Counsel)

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.