

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
March 2, 2015
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 February 17, 2015

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - Lift Station Preventative Maintenance
 - Transmission Preventative Maintenance
- Special Events
- Building and Zoning
- Police
- Administration

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
February 17, 2015
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

 **DRAFT**

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 7:15 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 February 2, 2015

Trustee Kraly moved, Seconded by Trustee Simoncelli, to approve the Minutes of the Committee of the Whole Meeting of February 2, 2015. Under discussion, Trustee Frye stated he would be abstaining from the vote.

Upon the call of the roll, the following voted:

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

Mayor MacGillis Declared the Motion carried.

3. PUBLIC COMMENT

None

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
- Special Events

Trustee Wicinski stated that plans are under way regarding Arbor day, which will be held on Saturday April 25th. Other dates in place include National Night of Prayer – Thursday May 7th and National Night Out on Tuesday August 4th. Home Town Fest's date is still up in the air. It was discovered that a neighboring village had already planned their event for one of the days that was considered so emails are going back out to the area villages for the 2 other optional dates to let us know if they have any plans on those dates. It was also mentioned that the entire board needs to be part of each event and attend meetings in order to make any of our events successful.

- 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 7:17 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: PREVENTIVE MAINTENANCE ON LIFT STATION PUMPS

Item No. COTW

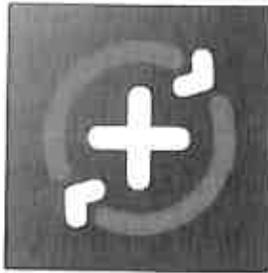
Executive Summary:

This is a budgeted item for preventive maintenance on all sanitary and storm sewer pumps. Preventive maintenance has not been performed in 4 years. The Village currently has a lift station pump at their facility for repair. 90 percent of the Village lift station pumps are made by Flygt, and Xylem Inc. is an authorized Flygt pump repair facility.

Recommended Action:

I'm recommending that the preventive maintenance contact be awarded to Xylem Inc.

Committee: PW/FAC/ENGR		Meeting Date: March 2, 2015																																	
Lead Department: Public Works		Presenter: Lenny Gahgan																																	
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.	<table border="1"> <thead> <tr> <th>Account No(s):</th> <th>Budget:</th> <th>Expenditures</th> </tr> </thead> <tbody> <tr> <td>50-60-92-99206</td> <td>\$17,000.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td>\$15,000.00</td> <td>\$6,400.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td>\$16,565.32</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td>\$32,000.00</td> <td>\$22,965.32</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td>Under</td> <td></td> <td>\$9,034.68</td> </tr> <tr> <td>Over</td> <td>-</td> <td></td> </tr> </tbody> </table>	Account No(s):	Budget:	Expenditures	50-60-92-99206	\$17,000.00		Item Requested	\$15,000.00	\$6,400.00	YTD Actual		\$16,565.32	Amount Encumbered		\$0.00							Total:	\$32,000.00	\$22,965.32	Request is over/under budget:			Under		\$9,034.68	Over	-		
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**Xylem TotalCare
Preventative Maintenance Agreement
Proposal**

Improving Performance, Reducing Costs

Village of Round Lake, IL

**Flygt Contact: Chris Tuinstra
Date of Contract Proposal: 02/18/15**

**Flygt – Xylem Water Solutions USA, Inc.
8402 W. 183rd St, Suite A
Tinley Park, IL 60487
Tel: 708-342-0484 Fax: 708-342-0491**



Introduction

Xylem TotalCare preventive maintenance programs are completely tailored to your needs. Yearly, semi-annual or quarterly planned visit by a Flygt Field Service Technician specifically trained in the maintenance of Flygt pump equipment will be carried out utilizing a well-defined service schedule. Choose the service level that fits your needs, service levels can include spare parts and emergency visits.

Flygt systems are required to perform 24/7. To guarantee this performance level, regular inspection and maintenance combined with the use of genuine OEM spare parts is essential. Key benefits that you can expect from a Xylem TotalCare preventive maintenance service program include:

Tailored service levels

While each maintenance contract is unique and reflects individual customer requirements, the typical maintenance contract generally consists of these components:

- Performance up-time guarantees
- Annual maintenance review of equipment by authorized Xylem service engineers
- Unlimited phone support
- Additional on-site training
- Refurbishment of equipment
- Discounts on spare parts
- Discounts on multiple year purchases

Better control over your maintenance budget

With routine maintenance, you have better control of your maintenance budget. You pay a fixed annual fee to eliminate the risk of breakdown due to component failure and reduce operating costs over the long term.

Local presence on a global scale

Xylem brings you the advantages of a worldwide organization supported by a solid network of local engineers. By placing your critical processes in the hands of our experts around the globe, you have local access to a global organization for basic requirements, such as quality parts, specialized tools, solid product knowledge, and process expertise.

Xylem TotalCare Services

Xylem TotalCare Services will enable you to reduce the total cost of ownership by providing technical and process support. Our TotalCare services work because we are committed to supporting you and your system throughout its operational life; ensuring that you achieve the lowest cost of equipment ownership through increased reliability, reduced energy consumption and proactive maintenance.

Keeping maintenance costs down

With resources tight and cost-cutting measures in place across the board, companies are looking for smart ways to extend asset life and reduce costs for unplanned work, such as breakdowns and emergency callouts.

What it is

Xylem TotalCare services are flexible, cost-effective service level agreements designed to meet customer requirements. TotalCare services will ensure that you can budget annual maintenance costs for your pump system, knowing that your system will be kept in top operating condition. To safeguard against expensive repairs and optimize the efficiency of your pump system, choose the service level that meets your needs – from a basic annual maintenance visit or annual maintenance plus replacement wear parts through to comprehensive year-round coverage, including all spare parts.

How it works**TotalCare Gold Service Level Agreement**

The premium level of service, Gold, allows for an extensive preventative maintenance visit and up to three (3) call-outs to your site per year.

TotalCare Silver Service Level Agreement

The Silver agreement is similar to the Bronze, with one (1) preventative maintenance visit and an additional call-out day to allow for unforeseen outages per year.

TotalCare Bronze Service Level Agreement

The Bronze agreement allows for one (1) preventative maintenance visit to your site per year.

For questions regarding the following preventative maintenance proposal, please contact the following:

Name: Brian Diericks
Title: Field Service Rep.
Office: 708-342-0484
Cell: 708-675-9041
Email: Brian.Diericks@xyleminc.com



Maintenance Terms and Conditions

Issued by Xylem Water Solutions

Date 2/18/2015

Sales Chris Tuinstra
contact (708) 990-4919

SCOPE: A scheduled preventative maintenance agreement consisting of a complete and thorough 20 point mechanical and electrical inspection of each Flygt pump listed on the attached (Schedule A). A written report with the results of the inspection will follow. The inspection is based upon agreement of both parties involved of the services and terms stated in detail below.

TERMS: This agreement includes all labor and oil required to complete the Xylem Flygt standard 20 point service checklist for pumps and mixers (Schedule A). Any additional repairs required will be performed only with written authorization. This agreement excludes damage by negligence, storms, acts of God, etc. Xylem Inc. - Flygt assumes no liability for loss of use or for any consequential damage with respect to the operation of the pump(s), mixer(s), equipment, or accessories covered in this agreement. The owner's responsibility is to provide the following at the job site when the Flygt service person arrives:

- Water supply for washing pump(s) or mixer(s) (yes ___ no ___)
- 120 volt electrical supply (yes ___ no ___)
- A mechanic available to assist in the inspection (yes ___ no ___)
- An electrician (available on request, if control panel is not supplied by Xylem Flygt) (yes ___ no ___)
- Lifting equipment due to pump(s) or mixer(s) inaccessible by our equipment (yes ___ no ___)



Preventative Maintenance Package

All preventative maintenance contracts begin on Commencement Date and will expire on the term of 12 to 60 months.

Gold Service Level (*)	Silver Service Level (*)	Bronze Service Level (*)
<ul style="list-style-type: none"> • Three (3) scheduled on-site visits per year to conduct a 20-pt inspection. Any additional days required to effect repairs shall be billed at our standard rates. • 30% discount on all Flygt Parts used during any repairs to pumps fitted with Hard Iron® impeller and insert ring, or 15% discount on all Flygt parts used during repairs to non-Hard Iron® pumps, while shop repairs shall be charged at a standard rate (applies to contracted pumps only). • 25% discount on all pump upgrades to Hard-Iron® (including impeller and insert ring) regardless if they are for the contracted pumps or not. <p style="text-align: right;">N/A</p>	<ul style="list-style-type: none"> • One (1) scheduled on-site visits per year to conduct a 20-pt inspection. Any additional days required to effect repairs shall be billed at our standard rates • 20% discount on all Flygt Parts used during any repairs to pumps fitted with Hard Iron® impeller and insert ring, or 10% discount on all Flygt parts used during repairs to non-Hard Iron® pumps, while shop repairs shall be charged at a standard rate (applies to contracted pumps only). • 25% discount on all pump upgrades to Hard-Iron® (including impeller and insert ring) regardless if they are for the contracted pumps or not. <p style="text-align: right;">\$N/A</p>	<ul style="list-style-type: none"> • One (1) scheduled on-site visits per year to conduct a 20-pt inspection. Any additional days required to effect repairs shall be billed at our standard rates. • 10% discount on all Flygt Parts used during any repairs to pumps fitted with Hard Iron® impeller and insert ring, or 5% discount on all Flygt parts used during repairs to non-Hard Iron® pumps, while shop repairs shall be charged at a standard rate (applies to contracted pumps only). • 25% discount on all pump upgrades to Hard-Iron® (including impeller and insert ring) regardless if they are for the contracted pumps or not. <p style="text-align: right;">\$6,240.00</p>
Additional Notes	Additional Notes	Additional Notes
	Pricing for preventative maintenance on pumps listed in Schedule B of this form	Pricing for preventative maintenance on pumps listed in Schedule B of this form
<p>Accepted by:</p> <p>Date:</p> <p>Signed:</p>	<p>Accepted by:</p> <p>Date:</p> <p>Signed:</p>	<p>Accepted by:</p> <p>Date:</p> <p>Signed:</p>

(*) All pumps entering into a preventative maintenance agreement must have their model, and serial number listed. A separate form shall be provided for recording purposes (Schedule C). Pumps must be inspected, and repaired at the client's expense prior to commencement or upgrade of any preventative maintenance agreement. Pumps entering into a Gold level agreement must be 10 years or younger in age. Pumps entering into a Silver level agreement must be 14 years or younger in age.



Maintenance Terms and Conditions

Issued by Xylem Water Solutions
Date 2/18/2015
Sales Chris Tuinstra
contact (708) 990-4919

SCHEDULE A

20-Point Health Check

- 1 Check electrical condition of insulation on power cable(s) and on all phases of the motor (in Meg Ohms).
- 2 Check for any loose or faulty electrical connections within the control panel.
- 3 Measure resistance between stator windings (in Ohms).
- 4 Check voltage supply between all phases of the electrical control panel.
- 5 Check voltage balance between all phases on the load side of the pump / mixer control panel with pump / mixer running (VAC).
- 6 Check amperage draw on all phases of the motor (in Amps).
- 7 Check condition and operation of the motor thermal protection control system (if equipped).
- 8 Removal of pump / mixer from the lift station for physical inspection.
- 9 Check condition of upper and lower shaft seals (inspect condition of motor / stator housing, if applicable).
- 10 Check condition and operation of leakage and bearing sensors (if equipped).
- 11 Inspect condition of oil in oil housing, and change if required.
- 12 Check for worn or loose impeller or propeller.
- 13 Check impeller wear rings (rotating & stationary) – Note wear rings are a wear item and are not included in the cost of this contract.
- 14 Check for any unusual noise in the upper and lower bearings.
- 15 Clean, reset and check operation of the level control system (if equipped).
- 16 Check for physical damage of power and control cables.
- 17 Check for correct shaft rotation.
- 18 Reinstall the pump / mixer and check operation (if liquid level in the station permits).
- 19 Test the pump / mixer operating cycle, under load (if liquid level in the station permits).
- 20 Check operation of valves and associated equipment.

[INSERT DESCRIPTION OF ADDITIONAL SERVICES TO BE PROVIDED (SEE CLAUSE 1.1)];

Agreement Start Date: _____

Agreement End Date: _____



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: TRANSMISSION SERVICES

Item No. COTW

Executive Summary:

Public Works has five large trucks with automatic transmission. None of the transmissions on these trucks have been serviced since they arrived. While performing weekly inspections, some of the transmission fluid on a few trucks is questionable in regards in reliability. Inland Power Group located in Carol Steam was contacted. They are full service transmission facility that provides road service. They are capable of servicing our 5 trucks in one day at our Public Works facility. Once they complete servicing the transmissions, they will not have to be done until 25,000 miles or four years from date whichever comes first.

Recommended Action:

I recommended allowing Inland Power Group to preform transmission services

Committee: PW/FAC/ENGR		Meeting Date: March 2, 2015	
Lead Department: Public Works		Presenter: Lenny Gahgan	
Item Budgeted: <input type="checkbox"/> Yes <input checked="" 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.	01-60-84-88406	\$2,000.00	
	Item Requested		\$1,037.50
	Y-T-D Actual		\$606.91
	Amount Encumbered		\$0.00
	Total	\$2,000.00	\$1,644.41
	50-60-84-88406	\$2,600.00	
	Item Requested	\$0.00	\$1,037.50
	Y-T-D Actual		\$598.93
	Amount Encumbered		\$0.00
	Total	\$2,600.00	\$1,636.43
Grand Total		\$4,600.00	\$3,280.84
Request is over/under budget:			
	Under		\$1,319.16
	Over	-	

