

MINUTES  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
April 6, 2015  
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 7:22 P.M.

1. ROLL CALL

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

Absent: Trustee Frye

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of March 16, 2015

Trustee Triphahn moved, Seconded by Trustee Wicinski, to approve the Minutes of the Committee of the Whole Meeting of March 16, 2015. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

NONE

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office

- Cleaning RFP

Clerk Blauvelt stated that staff decided to send out proposals to determine if our current cleaning company was still competitive. Eight proposals were mailed in February and five were received back in early March. The proposals were shared with the board and references were called to the low proposer. Clerk Blauvelt asked for feedback from the board on their thoughts on how to proceed with the information that had been obtained.

The Mayor and the Board agreed to move forward with this

- Human Resources and Finance

- Capital Improvements Program

Village Administrator Shields reiterated that the CIP includes all department capital items request for the 2016 budget and for five years thereafter, ending in 2021. The board thanked VA Shields and his staff for all their hard work on the CIP.

The Mayor and the Board agreed to move forward with this

- Fiscal Year End 2016 Budget

Village Administrator Shields stated that as per state statues this is the tentative annual budget for the fiscal year beginning May 1, 2015 and ending April 30, 2016. The budget had been brought to the board originally on March 16 at the COTW meeting and he has not heard of any questions or concerns from the board thus far and stated if there are any to please let him know. He did state that depending on what the Governor does, if we happen to lose revenue from the state, we must do need over wants when it comes to items in the budget.

The Mayor and the Board agreed to move forward with this

- Fiscal Year End 2015 Budget Amendments

Village Administrator Steve Shields stated on an annual basis a review of actual expenses including the projection expenses, to determine if any funds are estimated to be over the annual budget amount. A review was conducted and no funds with actual expense are over the budge amount, however, the telecommunication tax is projected to be much lower than budgeted and with the Police Pension fund there may be one creditable service transfer request, therefore, staff recommended transferring funds from the General Fund to cover both.

The Mayor and the Board agreed to move forward with this

- Website RFP: Redesign, Implementation, Maintenance Service

Shane Johnson, AVA/Director of Finance, stated staff had sent out Website RFP's in January to qualifying firms with seven proposals being received by February's deadline. After reviewing and evaluating the proposals, four were selected for interviews and demonstrations with staff. Reference checks and research were conducted on the two proposal finalists. FD Johnson stated that staff is recommending MunicipalCMS based on several factors in the proposal.

The Mayor and the Board agreed to move forward with this

- Public Works, Facilities and Capital Assets, and Engineering

- Long Lake Road Rebid – Amended Phases III Agreement

Kurt Baumann, from Baxter Woodman, stated that IDOT had rescinded the award of the Long Lake Road Project due to the low bidder not achieving the Disadvantaged Business Enterprise (DBE) project goal of 11% and therefore it needs to go back out for bid in order to complete the project. The Village will be reimbursed \$3,570, 70% of the additional \$5,100 cost.

The Mayor and the Board agreed to move forward with this

- MacGillis Phase II Design Amendment

Kurt Baumann, from Baxter Woodman, stated that the design of the MacGillis drive bridge is on-going and this proposed supplement is for water main modifications. Although not in direct conflict with the bridge replacement project, the existing water main along the west side of the right of way will be beneath the end of the proposed wingwall. As discussed with IDOT, they agree that the water main modifications may be a shared cost item, 80% Federal and 20% Village of the \$27,000. cost.

The Mayor and the Board agreed to move forward with this

- Stop Signs Purchase

Public Works Director, Lenny Gahgan, stated the Village needs to replace 225 aging stop signs that are not high intensity. It was recommended that Traffic Control and Protection at a cost of \$5737.50 make the signs

The Mayor and the Board agreed to move forward with this

- Special Events

- Home Town Fest Discussion

As it was mentioned at the last meeting, to make sure the Village is being fiscally responsible, the committee is recommending that the Home Town Fest be put on hiatus until further notice. They also recommended that some of the funds that were allocated for HTF, be used at our Arbor Day Celebration, National Night Out and Tree Lighting if needed.

The Mayor and the Board agreed to postpone our Home Town Fest until further notice

- Building and Zoning

- Police

- Administration

- Chapter 5.36 Massage Parlor Code Changes & Business License

VA Shields stated that a review of our current code for Massage establishments is outdated and should be changed to a word that is more indicative of the industry of massage therapy and in general wellness clinics instead of parlor, as well as the fee associated with the license be reduced to a normal business license fee.

The Mayor and the Board agreed to move forward with this

- Lake County Municipal League Cooperative Purchasing Program – Crack Sealing

VA Shields stated that the Lake County Municipal League (LCML) mailed bid documents to perspective bidders in February for the joint bidding of certain commodities and or services. The bid opening for LCML's crack sealing was March 18<sup>th</sup> with Patriot Pavement being the low bidder. The intent was to award the project by March 27<sup>th</sup>; however VA Shields stated that as of the 31<sup>st</sup> the awards have yet to be finalized. Should the project be awarded to Patriot Pavement, staff will meet with the contractor to arrive at an overall estimate not to exceed the budget amount. VA Shields also mentioned that crack sealing had not been done in the last 2 years in the Village

The Mayor and the Board agreed to move forward with this

- Lake County Municipal League Cooperative Purchasing Program – Pavement Marking

VA Shields stated that the Lake County Municipal League (LCML) mailed bid documents to perspective bidders in February for the joint bidding of certain commodities and or services. The bid opening for LCML's Pavement Marking was March 18<sup>th</sup> with Superior Road Striping being the low bidder. The intent was to award the project by March 27<sup>th</sup>; however VA Shields stated that as of the 31<sup>st</sup> the awards have yet to be finalized. Should the project be awarded to Superior Road Striping,

staff will meet with the contractor to arrive at an overall estimate not to exceed the budget amount. VA Shields also mentioned that the PW department recently completed a database of all pavement markings, prioritizing which marking should be done in fiscal year end 2016

The Mayor and the Board agreed to move forward with this

- Lake County Municipal League Cooperative Purchasing Program – Street Sweeping  
VA Shields stated that the Lake County Municipal League (LCML) mailed bid documents to perspective bidders in February for the joint bidding of certain commodities and or services. The bid opening for LCML's Street Sweeping was March 18<sup>th</sup> with TKG Environmental being the low bidder. The intent was to award the project by March 27<sup>th</sup>; however VA Shields stated that as of the 31<sup>st</sup> the awards have yet to be finalized. Should the project be awarded to TKG Environmental, based on the unit price of \$35.00per mile, if the streets are swept five times, the cost would be \$16450.00 to the Village.

The Mayor and the Board agreed to move forward with this

5. SUGGESTED NEW TOPICS
6. EXECUTIVE SESSION
7. ADJOURN

Motion by Trustee Simoncelli, Seconded by Trustee Newby to adjourn the Committee of the Whole meeting at 8:00 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED: April 20, 2015

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Patricia C. Blauvelt  
Village Clerk

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Daniel MacGillis  
Village President