

AGENDA  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
May 18, 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 April 20, 2015

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
  - Hedge Installation
  - Gamajet Purchase
  - Long Lake Drive Street Light Replacement
  - Valley Lake subdivision Street Patching
  - Plow Truck Purchase
- Special Events
- Building and Zoning
- Police
  - Painting of Hallway & Foyer
  - Lexipol Law Enforcement Policy Manual
  - NIPAS Mobil Field Force
- Administration
  - Mosquito Abatement

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
April 20, 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 7:30 P.M.

1. ROLL CALL

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

Absent: Trustee Newby

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of April 6, 2015

Trustee Simoncelli moved, Seconded by Trustee Triphahn, to approve the Minutes of the Committee of the Whole Meeting of April 6, 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

- Business License Renewal Late Fees

- Clerk Blauvelt requested a change to the code to include a late fee for the renewal of business license applications that are submitted after the expiration date of April 30<sup>th</sup>. With the addition of a late fee it will assist staff by putting the responsibility on the business owner to comply in a timely manner and reduce or eliminate staff time with follow up. The businesses were informed of the fee when the applications were mailed mid-March.

The Mayor and the Board agreed to move forward with this

- Human Resources and Finance

- Salary Ordinance

- AVA/Director of Finance Shane Johnson discussed the Fiscal year end, April 30, 2016, Salary Ordinance. AVA/FD Johnson stated the ordinance reflects the compensation pay plan with the cost of living adjustment for FYE 2016 as well as other items as described in the Salary Ordinance Notes provided to the Board.

The Mayor and the Board agreed to move forward with this

- Public Works, Facilities and Capital Assets, and Engineering
  - MacGillis Drive Bridge Wetland Mitigation  
Kurt Baumann, from Baxter & Woodman, stated that with the MacGillis Drive Bridge replacement, wetlands from Squaw Creek will be impacted which needs to be mitigated in order to comply with the Army Corps of Engineers regulatory requirements.

The Mayor and the Board agreed to move forward with this

- Special Events
  - Arbor Day  
The committee discussed the event during the Regular Board meeting
- Building and Zoning
- Police
- Administration
  - Governor Rauner – The Illinois Turnaround Discussion  
Village Administrator, Steve Shields, presented the document from Governor Rauners office to the Board. He stated that the Governor is looking to reduce income tax by 50% and provided an additional handout that showed how Illinois faired in different areas amongst other states. He went on to say his concerns on the reduction with the Motor Fuel Tax (MFT) being only \$16,000.00 when it's normally double that amount for the Village as well as the Income Tax Reduction and until the state provides actual numbers it's hard to speculate on what will happen. It was asked if Congressman Dold mentioned anything at the Mayors meeting whereas Mayor MacGillis stated the local Mayors were not pleased with what is being proposed, but since Congressman Dold is Federal and not State, nothing had been discussed.

Village Administrator Shields addressed Trustees Simoncelli and Wicinski tonight being at the next meeting there might not be an opportunity. He stated it was a pleasure working with them both from a Finance Director level as well as an Administrator and appreciated their hard work and dedication that they have given the Village.

## 5. SUGGESTED NEW TOPICS

## 6. EXECUTIVE SESSION

NONE

## 7. ADJOURN

Motion by Trustee Triphahn, Seconded by Trustee Frye to adjourn the Committee of the Whole meeting at 7:49 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

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Patricia C. Blauvelt  
Village Clerk

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Daniel MacGillis  
Village President



VILLAGE OF ROUND LAKE

**AGENDA ITEM SUMMARY**

**TITLE: HEDGE FOR POLICE DRIVEWAY**

**Agenda Item No. COTW**

*Executive Summary*

Staff is proposing a hedge located along the side of the Police Department driveway. The hedge would be a natural, more aesthetically pleasing replacement for the snow fence that has been used to control drifting snow during the winter months.

Staff received a proposal from our current landscaping contractor for the material, labor, and equipment for the hedge. Staff prefers to use Acres Group as they are the Village's current landscaper.

*Recommended Action*

Discuss the proposal from Acres Group for further Village Board action.

<b>Committee:</b> PW/F&CA and Engineering	<b>Meeting Date(s):</b> 05/18/15																												
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<b>Lead Department:</b> Public Works	<b>Presenter:</b> Adam Wedoff, Director of Public Works																												
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610 W. Liberty Street  
Wauconda, IL 60084  
Ph: 847-526-4554  
Fax: 847-526-4587

250 N. Garden Avenue  
Roselle, IL 60172  
Ph: 630-351-4336  
Fax: 630-351-0148

23940 W. Andrew Road  
Plainfield, IL 60585  
Ph: 815-439-2022  
Fax: 815-609-3643

**PROPOSAL**  
Hedge Installation  
1/13/2015

Village of Round Lake  
c/o Village of Round Lake Public Works  
751 Townline Road  
ROUND LAKE, IL 60073

Village of Round Lake  
442 N Cedar Lake Road  
ROUND LAKE, IL 60073

Account Manager: Christer L Jorudd

Acres Group hereby proposes to provide all labor, equipment and materials needed to install the following items. Please Initial any changes by line item and initial and date the bottom of each page. Thank you.

**Description**

**Bed 1**

Cut out landscape bed 4' W x 185' L (740 SQ Feet)  
Install sixty-four (64) 36" Cheyenne Privet  
Install 7 yards of Mulch

**Bed 2**

Cut out landscape bed 4' W x 45' L (180 SQ Feet)  
Install sixteen (16) - 36" Cheyenne Privet  
Install 2 yards of mulch

Hedge trim x 2 Includes Disposal

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**TOTAL COST** **\$4,290.00**

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**Guarantee**

1. Acres Group guarantees that all plant material will be true to name.
2. Any tree, shrub or evergreen that fails to survive a period of one (1) year from the date of installation will be replaced at no additional cost provided that the plant material in question has received proper care from the purchaser.
3. Excluded from the scope of this guarantee will be damage as a result of over-watering, drought, animals, vandalism, and acts of nature.
4. Sod, seed, perennial, annuals and groundcover are excluded from the scope of this guarantee.
5. The guarantee implied here is contingent upon the fact that payment is made within the agreed upon terms.
6. It is the purchaser's responsibility to ensure that proper care is given to new plant material during the one-year warranty period or warranties shall be null and void.

**Terms**

Inherent in the acceptance of this proposal is the understanding that the purchaser agrees to pay in full the total amount of the invoice within 30 days of the date of the invoice. *Acres reserves the right to add a 1.5% monthly service charge to all invoices not paid within 30 days - annual interest rates equals 18%. Services may be discontinued upon the 91<sup>st</sup> day of non-payment.*

Quotation Number: QA-00209700

Please Initial and Date Each Page: \_\_\_\_\_

# Cheyenne Privet

*Ligustrum vulgare* 'Cheyenne'

**Height:** 9'.      **Spread:** 7'.

**Light requirement:** full sun to part shade.

**Growth rate:** rapid.      **Habit:** oval.

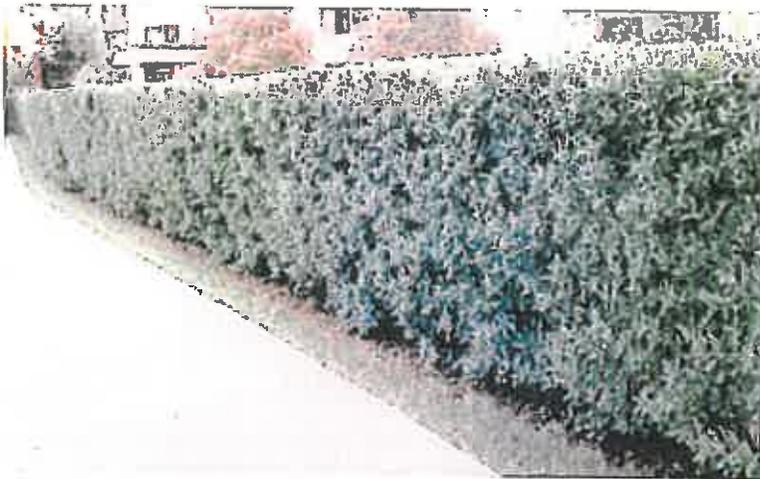
**Flowering - time/color:** summer/white panicals.

**Foliage - spring/summer:** dark green.

**Foliage - fall:** purplish (not showy).

**Fruit:** 1/3" black berry.

**Attributes:** rapid growing plant that makes an excellent hedge.





VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: LONG LAKE DRIVE STREET LIGHT REPLACEMENT**

**Agenda Item No. COTW**

*Executive Summary*

Currently there are three (3) Village owned street lights on Long Lake Drive. One west of Nasa Circle, one at the intersection with Nasa Circle and one to the east of North Lotus Drive. The light pole just west of Nasa Cir is leaning at approximately a twenty degree angle towards Long Lake Drive due to what appears to be a shifting foundation. The light pole at Nasa Cir was knocked down by a car; it was removed and never replaced. The remaining foundation is damaged and would require new anchor bolts. The street light to the east of N. Lotus Drive currently does not work because there is a fault in the buried power cable somewhere between the other two light poles that needs to be spliced.

The leaning pole and unlit intersections pose a safety hazard to motorists and pedestrians traveling through the area. Staff proposes the Village remove the two remaining light poles and all three foundations and replace them with two new aluminum poles with LED luminaires. The street light west of Nasa Cir could be eliminated as it is servicing no apparent intersection or walkway. New wire in conduit should also be installed to replace the current faulted cable. Staff recommends this work be sent to contractors as a request for proposal.

*Recommended Action*

Discuss the recommendation to replace street lights for further Village Board action.

<b>Committee:</b> PW/F&CA and Engineering	<b>Meeting Date(s):</b> 05/18/15																												
<b>Lead Department:</b> Public Works	<b>Presenter:</b> Adam Wedoff, Director of Public Works																												
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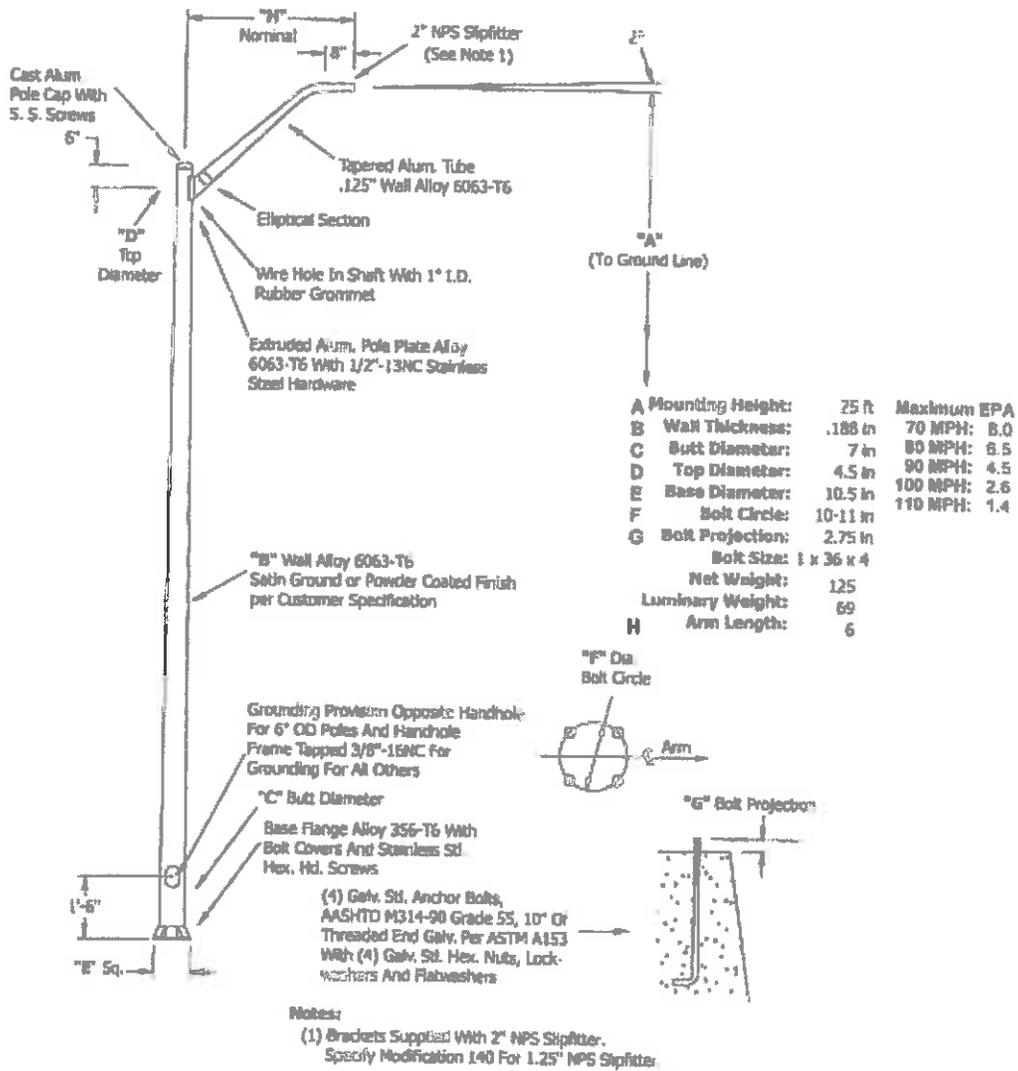
Long Lake Drive Street Light Replacement

Current Condition:



Proposed Replacement:

**25 Foot Street Light Pole with 6 Foot Mast Arm and 7 Inch Bottom Diameter.188 Inch Wall Thickness - #25A7RT1881M6**



Current Map:





VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: GAMAJET FOR VACTOR TRUCK**

**Agenda Item No. COTW**

*Executive Summary*

Staff proposes the purchase of a Gamajet attachment which will allow the Village to effectively and safely clean sanitary pump stations. The current method of cleaning pump stations is to use the Vactor truck to suck out as much of the contaminants as possible. This waste must then be unloaded at a wastewater treatment facility and the nearest location that will take the waste is north of Gurnee. This process also requires a worker to manually lower sections of the Vactor suction tubes into the pump station which increases the risk of falling into the wet well. The Gamajet attachment works using the water line of the Vactor truck to shoot high pressure water around the inside of the wet well. This high pressure blast breaks up grease and contaminants so they can be pumped through the sanitary system. The process is quick and Staff estimates that it will only take a day to clean all of the Village pump stations as opposed to the four days it takes currently. The system is safer to operate as no one is required to lower anything into the wet wells; the jet line is mechanically lowered & raised. The Gamajet offers a better and more efficient cleaning method that will allow the Village to clean the pump stations more frequently which will help prevent clogs, backups, pump wear and false pump alarms.

*Recommended Action*

Discuss the purchase of a Gamajet for further Village Board action.

<b>Committee:</b> PW/F&CA and Engineering		<b>Meeting Date(s):</b> 05/18/15																															
<b>Lead Department:</b> Public Works		<b>Presenter:</b> Adam Wedoff, Director of Public Works																															
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604 Jeffers Circle - Exton, PA 19341  
 1.877.Gamajet [www.Gamajet.com](http://www.Gamajet.com)

Village of Round Lake  
 442 N. Cedar Lake Road, Round Lake, IL  
 60073

United States

Keith Miller

Phone: (847) 627-0050

kmiller@eroundlake.com

## QUOTATION

Quotation Number: 122914-05

Date: 12.29.14

Terms: Visa/MC/Amex

Validity: 30 Days

Delivery: 1 - 2 Weeks

F.O.B.: Exton, PA

End User: Village of Round Lake

### NATURE OF THE TANK CLEANING APPLICATION:

Cleaning grease mat from a lift station. The vessel has a manway opening available and no obstructions inside of the vessel. Village of Round Lake is looking for a better cleaning performance.

### THE SOLUTION:

Our tank cleaning experts have evaluated your tank cleaning application and selected the Gamajet VIII SS Dual Nozzle Rotary Impingement Tank Cleaner as the most efficient and effective solution. The nozzle and stator combination has been hand selected based off our impact data to ensure that the least amount of resources will be used, while providing the maximum cleaning.

QTY	DESCRIPTION	UNIT PRICE	NET PRICE
1	Gamajet VIII SS Dual Nozzle Rotary Impingement Tank Cleaner 236:1 Gear Ratio 80 GPM @ 350 PSI 140°F; Wash Fluid, Water, Not Recirculated 8-9 Minute Cycle Time Specifications 9/32" Nozzle Stator: E-809-SML O'Rings: VITON Inlet: 1-1/2" FNPT / 2" Camlock Male Drive: Clutch	\$5,225.00	\$5,225.00
1	Spare Parts Kit - Gamajet VIII VITON	\$385.00	\$385.00
<b>TOTAL</b>			<b>\$5,610.00</b>

### THE TECHNOLOGY BEHIND GAMAJET:

Gamajet's patented rotary impingement tank cleaning machines combine pressure and flow to create high impact cleaning jets inside any tank or vessel. Cleaning occurs at the point at which the concentrated stream impacts the interior surface of the vessel. It is this impact, and the tangential force that radiates from this point that blasts contaminants and debris from the surface and scours the tank interior.

*All deliveries are subject to change until the order is officially placed. Shipment will be made via UPS Ground with the charges prepaid and added to the invoice. All quotations are made in US Dollars.*



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: VALLEY LAKES SUBDIVISION STREET PATCHING**

**Agenda Item No. COTW**

*Executive Summary*

Valley Lakes Subdivision roads have deteriorated in some areas. Patching of these areas will restore the integrity of the pavement, improve the subgrade by sealing out rain and storm runoff, and restore the rideability of the road. This is the second phase of pavement patching for Valley Lakes Subdivision, and will address the remaining failing pavement sections.

*Recommended Action*

Adopt a resolution approving engineering services work order to prepare bidding documents and assist with bidding.

<b>Committee: PW/FCA/ENGR</b>	<b>Meeting Date(s): May 18, 2015</b>																															
<b>Lead Department: Engineering</b>	<b>Presenter: Kurt Baumann</b>																															
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VILLAGE OF ROUND LAKE, ILLINOIS  
VALLEY LAKES SUBDIVISION PATCHING 2015

WORK ORDER

ENGINEERS' PROJECT NO. 150477.40

**Project Description:**

The Project consists of engineering services to prepare bid documents and provide bidding assistance for phase two of patching failing sections of pavement throughout Valley Lakes Subdivision. The limits of the Project are more specifically described in Attachment A of this Work Order and the tasks are more specifically described in Attachment B.

**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 B.

**Compensation:**

Compensation for the services will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Engineers' fee for items as described will not exceed **\$6,300.00** without prior written approval of the Village.

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

By: \_\_\_\_\_

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: May 8, 2015

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

By: \_\_\_\_\_

Daniel A. MacGillis

Title: Mayor

Date: \_\_\_\_\_

**Additional Comments and Conditions:**

SCHEDULE

Notice to Proceed	May 18, 2015
Preliminary PS&E to Village for Review	May 29, 2015
Final PS&E Approved by Village	June 5, 2015
Advertise for Bidding	June 11, 2015
Open Bids	June 23, 2015
Committee of Whole Discussion	July 6, 2015
Award Contract	July 20, 2015
Begin Construction	August 4, 2015
Complete Construction	August 18, 2015

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**Project Description**

The proposed work, as described by the Village, shall entail patching of failed sections of pavement systems and removing and replacing curb and gutter. This work is to provide adequate structural capacity to the selected roads to prevent complete failure.

Pavement patching shall occur at various locations, as determined by field investigations with the Village's staff, up to the Village's budgeted amount for construction costs.

The limits of the Project are described as follows:

<u>Street</u>	<u>Limits</u>
Bentley Lane	Various Locations
Broadsmore Lane	Various Locations
Cascade Circle	Various Locations
Catalina Drive	Various Locations
Durham Court	Various Locations
Forest Cove Drive	Various Locations
Greenleaf Drive	Various Locations
Havenwood Drive	Various Locations
Heron View Way	Various Locations
Inverness Court	Various Locations
Lakespur Lane	Various Locations
Lily Lane	Various Locations
Litchfield Drive	Various Locations
Marsh Meadow Lane	Various Locations
Meadowview Drive	Various Locations
North Carlisle Court	Various Locations
Overlook Circle	Various Locations
Overlook Trail	Various Locations
Prairie Mist Drive	Various Locations
Prairie Springs Drive	Various Locations
Rookery Circle	Various Locations
Savannah Circle	Various Locations
Savannah Parkway	Various Locations
Springside Drive	Various Locations
Waterford Court	Various Locations

**Street (cont.)**

Waterford Drive  
Westminster Court  
Wicklow Lane  
Winthrop Drive

**Limits (cont.)**

Various Locations  
Various Locations  
Various Locations  
Various Locations

The anticipated work may include the following:

- patch existing pavement
- undercut subgrade (as necessary)
- install underdrain (as necessary at low points)
- curb and gutter removal and replacement

---

### **Engineering Scope of Services**

The standard of care for all professional engineering and related services performed or furnished by the ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality on similar projects. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

#### **1. PROJECT MANAGEMENT AND MEETINGS**

- Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope. Coordinate with the Village staff and project team to ensure the goals of the Project are achieved.
- Attend one progress meeting to review the Bid Spec Package, Contract Proposal, and Estimate of Cost prior to final preparation.

#### **2. PREPARE DOCUMENTS FOR BIDDING**

- **PROJECT DETAILS AND STANDARDS** – Prepare a bid spec package which will include, Typical Sections, General Notes, Location Map, Construction Details, Summary of Quantities, IDOT Standard Detail sheets and Special Provisions in accordance with IDOT MFT guidelines. Full-Size plan sheets are not included with this scope of services.
- **SPECIAL PROVISIONS** – Prepare Project special provisions and bidding forms in accordance with IDOT MFT guidelines.
- **ENGINEER'S OPINION OF PROBABLE COST** – Prepare summary of quantities and an engineer's opinion of probable cost.
- **FINAL CONTRACT PLANS AND CONTRACT PROPOSAL** – Prepare contract documents consisting of Bid Spec Package, Special Provisions, Contract Proposals, and Engineer's Estimate of Probable Construction Cost for the Village to receive construction bids on the Project. Make any necessary changes to the documents as required by the Village. Provide the Village with electronic documents of the Bid Spec Package, Specifications, and Engineer's Opinion of Probable Cost, if requested.
- **QC/QA** – Perform an in-house peer review and constructability review of the final plans, specifications, and Engineer's Opinion of Probable Cost for the Project.

**3. ASSIST BIDDING**

- Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible for the Project, receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: PLOW TRUCK PURCHASE**

**Agenda Item No. COTW**

*Executive Summary*

Staff is recommending the purchase of a new five yard dump body truck for snow plowing operations. Snow plowing is an essential duty of the Village and the right equipment is necessary to efficiently clear the Village streets in a timely manner. The five yard dump body plow trucks are the workhorses of the snow plowing operation and are used to clear the bulk of the streets in the Village because they carry more salt and plow a larger area than a one-ton truck can. The oldest five yard dump body plow truck in the Village fleet is 19 years old and is at an age where it can no longer be relied upon to make it through a winter without breaking down. A new plow truck will be equipped with a stainless steel body and polycarbonate plows that will not rust and will last through multiple plow chassis'. The new plow truck will also be outfitted with a liquid tank and sprayer for anti-icing applications required to remove ice and hard pack from the roadways when it is colder than 20 degrees Fahrenheit.

*Recommended Action*

Discuss the purchase of a new plow truck for further Village Board action upon receipt of final quotes from vendors.

<b>Committee:</b> PW/F&CA and Engineering		<b>Meeting Date(s):</b> 05/18/15																												
<b>Lead Department:</b> Public Works		<b>Presenter:</b> Adam Wedoff																												
<b>Item Budgeted:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <b>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.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$87,000.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$175,000.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>60-60-80-88004</td> <td style="text-align: right;">\$262,000.00</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: center;">Under</td> <td></td> <td style="text-align: right;">\$262,000.00</td> </tr> <tr> <td style="text-align: center;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>			Account(s)	Budget	Expenditure	Other Items	\$87,000.00		Item Requested	\$175,000.00	\$0.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00	60-60-80-88004	\$262,000.00	\$0.00	Request is over/under budget:			Under		\$262,000.00	Over	-	
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VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: AUTHORIZE PAINTING OF POLICE DEPARTMENT BUILDING INTERIOR HALLWAYS**

Agenda Item No. COTW

*Executive Summary:*

The Police Department is coming up to ten years old. Early on during that time some walls have been repainted. Currently the walls are in need of attention and require painting. We would like to have painted as much as possible and may request other areas later in the year if finances go well. However, the common areas: the hallways, hallway washrooms, the squad room and back-door foyer are showing the most wear including scuffs, scrapes, stains and fading.

We have received 4 business quotes. We requested 5.

The lowest quote was returned at \$2, 315.00 by Touchstone Painting of Grayslake, IL.

We have budgeted this expense for 2015/16.

*Recommended Action:*

Staff recommends authorization to enter into an agreement with Touchstone Painting of Grayslake to paint the Police Department interior hallways, Hallway Washrooms, the Squad-room, and the back-door foyer for \$2, 315.00.

<b>Committee: Police</b>	<b>Meeting Date(s): 05/18/2015</b>																																				
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<b>Lead Department: Police</b>	<b>Presenter: M. Gillette / T. Akey</b>																																				
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# ROUND LAKE POLICE DEPARTMENT

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**4/23/2015**

**Painting of the Police Department hallways**

**All vendors were asked to paint hallways, 2 bathrooms, squad room and foyer**

<b>Touchstone Painting</b>	<b>\$2,315.00 - 215.00 less if tiled</b>
<b>Mark S. Aleckson Painting</b>	<b>\$2,350.00 + if paint of tile area</b>
<b>Master Painting</b>	<b>\$2,950.00 + \$2475.00 for tile \$5,425.00</b>
<b>Douglas C. Vehlow Painting</b>	<b>\$3,175.00</b>
<b>Morrow Brothers Ford</b>	<b>No response</b>

**With the lowest price coming from Touchstone Painting at \$2,315.00.**

**Only 1 tile company came back with a price.**

# TOUCHSTONE PAINTING CO.



17618 W Summit Dr  
Grayslake, IL 60030  
847-691-9976  
touchstonepainting@gmail.com

## HOME PAINTING CONTRACT

THIS CONTRACT IS ENTERED INTO THIS DATE: \_\_\_\_\_

### HOME OWNER/ORGANIZATION

NAME (LAST, FIRST)

Lohman, Ted with Village of Round Lake

ADDRESS:

STREET

741 W. Townline Rd

CITY

Round Lake

STATE

IL

ZIP

PHONE

(847) 340-9838

EMAIL

tlohman@roundlake.com

### DESCRIPTION OF THE PROJECT

The main hallways of the police department and the two restrooms off of the hallway will be painted with a maintenance coat of paint to match the existing colors and sheen. Two coats will be applied in the high traffic areas of the hallway and entry way by the squad room. Any minor damage will be repaired, but for the most part, the walls are in good shape and need no repairs.

Option for tile: if tile is installed in the high traffic areas of the squad room and underneath the desk/countertop space, the price will be reduced by \$215 to account for the wall space that does not need to be painted.

Areas connected to the hallways but that were requested to not be done: copy room, accent wall in the squad room, and the upper portion of the walls around the cabinets in the squad room.

All floor surfaces, furniture, window treatments, light fixtures, etc. will be properly taped off and covered with drop-cloths or plastic prior to painting to protect from any possible paint spattering. Outlet and switch covers, as well as light fixtures and other hardware will be removed prior to painting and replaced afterward unless otherwise noted. All materials are included in the total cost unless otherwise noted.

Work performed at same address as above.

(Street Address And Legal Description If Known)

### PAYMENT

Owner/Organization agrees to pay Contractor a total price of \$2,315.00

**Down payment (if any): \$500.00**

**Payment schedule as follows:**

**Down payment shall be due prior to the commencement of the work, and the remaining balance shall be due upon completion of the work.**

**ALLOWANCES**

**The following items or specific prices as indicated are included in the contract price as allowances. The contract price shall be adjusted upward / downward based upon actual amounts rather than estimated amounts herein.**

**No allowances are needed.**

**OWNER/BUYER SIGNATURE, DATE**

**X** \_\_\_\_\_

**TERMS AND CONDITIONS**

**1. CHANGES IN THE WORK.** Should the Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly. If the project is destroyed or damaged by accident, disaster or calamity, such as fire, storm, earthquake, flood, landslide, or by theft or vandalism, any work done by the Contractor in rebuilding or restoring the project shall be paid by the owner as extra work.

**2. RESPONSIBILITIES OF THE PARTIES.** Contractor shall promptly notify the Owner of (a) subsurface or latent physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character

provided for in this contract. Owner as added work shall pay for any expense incurred due to such conditions. The Owner is responsible to supply water, gas, sewer and electrical utilities unless otherwise agreed to in writing. Electricity and water to the site is necessary. Owner agrees to allow and provide Contractor and his equipment access to the property and provide toilet facilities. The Owner is responsible for having sufficient funds to comply with this agreement. This is a cash transaction unless otherwise specified. The Owner is responsible to remove or protect any personal property and Contractor is not responsible for it or for any driveways, lawns, shrubs, etc. The Owner will point out and warrant the property lines to contractor.

**3. DELAYS.** Contractor agrees to start and diligently pursue work through to completion, but shall not be responsible for delays for any of the following reasons: failure of the issuance of all necessary building permits within a reasonable length of time, funding of loans, disbursement of funds into funding control or escrow, acts of neglect or omission of Owner or Owner's employees or Owner's agent, acts of God, stormy or inclement weather, extra work ordered by Owner, inability to secure material through regular recognized channels, failure of Owner to make payments when due, or delays caused by inspection or changes ordered by the inspectors of authorized governmental bodies, or for acts of independent contractors, or holidays,

or other causes beyond Contractor's reasonable control.

**4. PLANS & SPECIFICATIONS.** If plans and specifications are prepared for this job, they shall be attached to and become apart of the agreement.

**5. SUBCONTRACTS.** The Contractor may subcontract portions of this work to properly licensed and qualified subcontractors.

**6. RIGHT TO STOP WORK:** Contractor shall have the right to stop work if any payment shall not be made, when due, to Contractor under this agreement. Contractor may keep the job idle until all payments due are received. This remedy is in addition to any other right or remedy that the Contractor may have. Such failure to make payment when due, is a material breach of this agreement. Owner acknowledges that the additional costs for the delay in stopping and starting the project shall be treated as an extra and allow Contractor additional costs in accordance with paragraph one hereof.

**7. CLEAN-UP.** Contractor will remove from Owner's property debris and surplus material created by this operation and leave it in a neat and vacuum clean condition.

**8. LIMITATIONS.** No action of any character arising from or related to this contract, or the performance thereof shall be commenced by either party against the other more than two years after completion of the project or cessation of work under this contract.

**9. ATTORNEY FEES.** In the event there is any litigation or arbitration arising out of this agreement, the prevailing party shall be entitled to its reasonable attorney fees and costs.

**10. ASBESTOS AND HAZARDOUS WASTE.** Unless the contract specifically calls for the removal, disturbance, or transportation of asbestos or other hazardous substances, the parties acknowledge that such work requires special procedure, precautions, and/or licenses. Therefore, unless the contract specifically calls for same, if Contractor encounters such substances, Contractor shall immediately stop work and allow the Owner to obtain duly qualified asbestos and/or hazardous material contractor to perform the work or the Contractor may perform the work at contractor's option. Said work will be treated as an extra under the contract.

Initials, Date \_\_\_\_\_ Initials, Date \_\_\_\_\_

**Mark S. Aleckson  
413 Nippersink  
Round Lake , IL 60073**

**Job Estimate: Round Lake Police Dept.**

**741 W. Town Line Rd**

**Round Lake, IL 60073**

**Attn: Ted Lohman**

**Job description: Prep,prime and paint entire main hallway and foyers (walls only)**

**Prep,prime and paint 2 walls from future tile line(tile chair rail) up to ceiling in computer room.**

**Estimate including materials – 2,350.00**

**Deposit required – 1,175.00 Upon completion 1,175.00**

Master Painting Unlimited  
 722 Northwind Ln.  
 Lake Villa, IL  
 60046

# Estimate

Terry Boyd 1-847-691-2330

<b>Name/Address</b>
Village of Roundlake Police Dept. 741 West Townline Rd. Roundlake, IL 60073 1-847-546-8112 contact: Ted Lohman

Date	Estimate No.	Project
01/28/15	273	

Item	Description	Quantity	Cost	Total
Labor and Materials	Hallway/corridor: Paint walls (1) coat lo-luster finish (same colors).		2,950.00	2,950.00T
Labor and Materials	Rear entry area: Install ceramic tile 3' up from floor. 200 sq. ft. total.		1,550.00	1,550.00T
Labor and Materials	Media room, under counter/desk top: Install tile 80 sq. ft.		925.00	925.00T
	Sales Tax		0.00%	0.00
<p>All labor and material are guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications for above work and completed in a workman-like manner for the sum of ----- . Payments to be made as follows: 1/2 deposit at initiation of job. Remainder due upon completion.</p>				
			<b>Total</b>	<b>\$5,425.00</b>

WALLPAPERING  
LIGHT CARPENTRY  
WINDOW CLEANING

# DOUGLAS C. VEHLow PAINTING & DECORATING

FREE ESTIMATES  
REFERENCES  
INSURED

711 LAKEVIEW DR.  
ROUND LAKE, IL 60073

Phone:  
847-546-7711  
~~224-368-1001~~

Date: 28 February 2015

## ESTIMATE

CUSTOMER NAME Mr. Ted Lohman, Village of Round Lake--Police Dept.

ADDRESS 741 W. Townline Road

CITY Round Lake

STATE IL ZIP 60073

c 340-9838  
PHONE 546-8112

INTERIOR PAINTING--POLICE DEPT.: WALLS ONLY IN HALLWAY SQUARE  
+ 2 BATHS + REAR ENTRY

THOROUGH PREPARATION + 1 COAT:

MY ~~GOOD~~ BETTER PREMIUM -QUALITY JOB

Thoroughly prepare (wash all surfaces to be painted, as per paint manufacturer's specifications; remove electrical switch- and outlet plates, HVAC grilles, etc.; mask trim as necessary; spackle and/or caulk to fill cracks and holes--spot prime patched areas;) and apply 1 coat Sherwin Williams or other name-brand, premium-quality flat finish [eggshell in baths, entry] to walls in central "square" hallway, 2 bathrooms, rear entry, kickspace under counter in office area.

Remove masking; re-install electrical plates, HVAC grilles, etc. Vacuum work areas.

Colors: as present--yellow up/olive down; baths-yellow, etc.  
*and gloss-level*

Quality level:

 good  
better  
premium

\$ 2900 labor  
+ 275 (guesstimate)  
TOTAL: \$ 3175 6 gals.\*

Earliest start date: 1 April 2015 Approximate duration of work: 2 weeks/1 man (proprietor)

All work to be completed in workmanlike manner; drop cloths to be used in all work areas.

Any extra work to be discussed with and agreed to by homeowner before being initiated by contractor. Labor rate for extras is \$ 60/hour. Materials cost is retail.

TERMS: 10% down; payments on Thursdays as work progresses; remainder on completion of job.  
Work to be scheduled on receipt of deposit check.

\* cost to be adjusted up or down based on actual materials quantity used.

Submitted by: Douglas C. Vehlouw  
DOUGLAS C. VEHLow

WALLPAPERING  
LIGHT CARPENTRY  
WINDOW CLEANING

*DOUGLAS C. VEHLOW*  
*PAINTING & DECORATING*

FREE ESTIMATES  
REFERENCES  
INSURED

711 LAKEVIEW DR.  
ROUND LAKE, IL 60073

Phone:  
847 -798-546-7711  
224-308-1001

REFERENCES

RECENT WORK IN YOUR AREA

Mr. and Mrs. Terry Rockenbach  
95 Essington  
Round Lake, IL 60073  
847-740-3190

Dr. Gene Lin, Smiles of Round Lake  
201 W. Washington St.  
Round Lake, IL 60073  
630-303-4143; 847-546-1542

Miss Nina Bibat  
132 Mallard Court  
Grayslake, IL 60030  
847-548-5758

Mrs. Ramona & Miss Beth Swanick  
123 Austin  
Libertyville, IL 60048  
847-362-4122

Dr. Moira Breen  
139 Woodland  
Libertyville, IL 60048  
847-362-5985

Mr. and Mrs. Ed Warner  
51 Rocking Horse Lane  
Round Lake Park, IL 60030  
847-543-4145

Rev. Lisle Kauffman  
430 Lake Shore Drive  
Round Lake Park, IL 60073  
847-546-1888

Mr. & Mrs. Grant Osborne  
1720 Cedar Glen Ct.  
Libertyville, IL 60048  
847-980-4370

VEHLOW PAINTING &  
HOME CARETAKER



Catalog of Services

INTERIOR:

PAINTING: ceiling, walls, trim, cabinets, floors, etc. + touch-ups

WALLCOVERINGS: removal, installation, borders, repair lifted seams.

CAULKING: tub & shower, crown mouldings, window casings.

CLEANING: remember wall washing? + ceilings, trim, tub surrounds, mold removal.

CERAMIC TILE REPAIR: re-attachment, replacement, tub surround fix.

DRYWALL REPAIR: nail "pops", water damage, door damage.

PICTURE AND MIRROR HANGING: collection layout display, wall-mounting.

BATH EXHAUST FAN CLEANING: most are full of dust, lint, and need lubrication.

LIGHTING

- replace hard-to-reach bulbs.
- install solar or conventional security lights
- etc. (call)

FULL-SERVICE  
EXTERIOR PAINTING & ...

PRESSURE WASHING: siding, decks, awnings, patio furniture, sidewalks, etc.

GUTTER CLEANING: downspout unclogging, re-attachment.

PEST PROBLEM: (ants, raccoons, birds) exclusion, damage repair.

PAINT PROBLEM: trouble-shooting, consulting.

DOWNSPOUT EXTENSION: so storm water doesn't get in basement.

ROOF: SNOW AND ICE DAM REMOVAL

CARPENTRY :

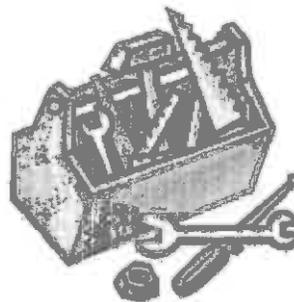
EXTERIOR WOOD-ROT REPAIR: sills, fascia, columns, thresholds, etc.

TRIM: chair rail and crown moulding installation, repair; stair hand-rail installation.

FURNITURE REPAIR

DOOR REPAIR: sagging storm & entry doors, interior, cabinets, weatherstrip replacement.

GRAB-BAR  
install +  
other safety



*Entrust your most valued asset to a qualified caretaker.*

- o 38 years full-time experience; 2nd generation of service to North Shore and Lake County;
- o Local references gladly provided; *The best way to secure a contractor*
- o Fully insured;
- o All work done by proprietor; no subcontracting—old-fashioned quality;
- o "Older-home" specialist—*repair and restore instead of replacing and SAVE MONEY!*

WALLPAPERING  
WINDOW CLEANING  
LIGHT CARPENTRY

FREE ESTIMATES  
REFERENCES  
INSURED

DOUGLAS C. VEHLOW  
PAINTING & DECORATING

711 LAKEVIEW DR.  
ROUND LAKE, IL 60073

PHONE:  
847-546-7711



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: LEXIPOL POLICY SYSTEM AND DAILY TRAINING BULLETIN COMPONENT AUTHORIZATION TO PARTICIPATE AND EXPEND FUNDS**

Agenda Item No. COTW

*Executive Summary:*

The Lexipol Law Enforcement Policy Manual and integrated Daily Training Bulletin service helps the department to maintain policies that reflect up to date, applicable law enforcement standards and best practices. The policies generated by Lexipol provide up to date comprehensive documents that include current Federal and State laws that are important to the policy. The remainder of the policy is customized by our agency to work with our rules and local laws.

Lexipol products are among leaders in risk management tools. So much so, that we have applied for, and received an Illinois Public Risk Fund Grant (Our risk management insurance co.) for to apply to this first year costs.

The cost to enter into the Lexipol system is \$6,850 (minus \$6,351 IPRF grant funds received) for the first year, and \$5,450 annually thereafter at our current authorized sworn personnel level. (25 full-time and 6 part-time.)

*Recommended Action:*

Staff recommends authorization to enter into an agreement for Lexipol Policy and Daily Training Bulletins, and payment of the associated fees.

<b>Committee: Police</b>		<b>Meeting Date(s): 05/18/2015</b>	
<b>Lead Department: Police</b>		<b>Presenter: M. Gillette</b>	
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.	<b>Account(s)</b>	<b>Budget</b>	<b>Expenditure</b>
	01-40-75-77511	\$13,729.00	\$6,850.00
	Y-T-D Actual		\$0.00
	Amount Encumbered		\$0.00
	<b>Total:</b>	<b>\$13,729.00</b>	<b>\$6,850.00</b>
<b>Request is over/under budget:</b>			
Under		\$6,879.00	
Over			



# ILLINOIS LAW ENFORCEMENT POLICY MANUAL & DAILY TRAINING BULLETINS

Presented to:

**ROUND LAKE POLICE DEPARTMENT**

**Lexipol**  
6B Liberty, Suite 200  
Aliso Viejo, California 92656  
949.484.4444  
[www.lexipol.com](http://www.lexipol.com)

**Karen James**  
Client Services Representative  
949-325-1230  
[kkeyser@lexipol.com](mailto:kkeyser@lexipol.com)



**March 19, 2015**

**Chief Michael Gillette  
Round Lake Police Department  
741 W. Townline Road  
Round Lake, Illinois 60110**

**Chief Gillette,**

**Thank you for the opportunity to propose our Law Enforcement Policy Manual and Integrated Daily Training Bulletin service to your department. Our goal is to help our clients successfully face the evolving challenges in the world of public safety. Lexipol provides clear benefits in terms of managing, disseminating and archiving your agency's policies and training records. Agencies that adopt our policy subscription service have clear, effective policy manuals that reflect the true values and policing philosophy of their agency.**

**Lexipol is uniquely qualified to provide our Policy Manual and Daily Training Bulletin service to your agency. Since 2003, our proven policy and training solutions have helped public safety agencies across the country reduce risk and avoid litigation. Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that will support your department with:**

- Policies that reflect up-to-date, applicable industry standards and best practices;**
- Customized content for the state of Illinois;**
- Daily scenario-based training that reinforces agency approved policies and procedures;**
- Regular updates to agency policies and procedures as statutes, case law, and regulations change.**

**Thank you again for your interest in Lexipol.**

**Sincerely,**

**LEXIPOL, LLC**

**Karen Keyser James  
Client Services Representative  
949.325.1230**

## LEXIPOL OVERVIEW

**Policy Manual Development:** Lexipol has created policy content that is specific to federal and to Illinois state law. This “master” content can then be customized by your agency. Your agency is prompted through interactive online software to develop policies standardized with regulatory requirements yet customized to the agency’s unique mission, philosophy and resource availability. The proprietary software allows efficient and accurate generation of a draft version of the manual from an online questionnaire.

**Daily Training Bulletin Component:** The training component consists of Lexipol’s Daily Training Bulletins. These give your department the ability to train and test employees on its policies and procedures. The DTBs consist of a brief scenario illustrating realistic circumstances officers typically encounter. Each scenario is linked to a policy, which puts the policy in an operational context and helps sworn personnel understand why the policy exists and how it applies to their daily tasks. The DTB system includes a brief test, which the officer must pass to be credited with the DTB training. Your policy administrator will receive DTB packages (via email) monthly, with each bulletin linked to a current policy. Your agency will also have the ability to create their own customized DTBs in the Lexipol system as you identify areas that require additional training.

Lexipol’s DTB training component allows you to track its training by officer, topic or policy. This information is archived electronically and can be produced immediately for current reports, or retrieved years later, thereby providing significant litigation and administrative support.

**Unique Qualifications:** Lexipol has established a unique set of risk management tools for public safety agencies by integrating agency-specific, customized policy manuals with the Daily Training Bulletin service. The Lexipol policy and training system has helped public safety agencies throughout Illinois and the country, reduce risk and stay ahead of litigation trends, while at the same time communicating clear and concise policy guidance to their employees.

**Proprietary System and Tools:** Approximately 150 policies based on federal standards and state statutes and case law, regulatory actions, and law enforcement best practices are available with our intuitive tool set. Your agency has full editing capability to customize the manual to reflect your agency’s mission and philosophy. Our color-coded key reflects the origin of the content and its relative importance. The final product, which is not color-coded, is a professional, well organized, easy-to-read manual online in Lexipol’s Knowledge Management System and in hard copy. There is no other system in the nation that incorporates all of these features at affordable annual subscription rates.



**Updates:** Lexipol provides regular updates in response to legislative mandates, case law and evolution in best practices. We also provide client alerts in response to precedent-setting court decisions or events that call for immediate changes to policy. **These updates can be customized by your agency to reflect your agency's mission and philosophy.**

**Adaptability:** Our clients range from one to 3,500 sworn personnel and include municipal police departments, county sheriff offices, county district attorney offices, port police, probation departments, school district and university police, tribal police, state regulatory, fire and law enforcement agencies, federal agencies and military agencies.

**Scale:** Over 1,800 public safety organizations representing more than 100,000 law enforcement and fire personnel in 20 states use the Lexipol system. Our subscriber base is one of the largest private networks of public safety policy collaborators in the nation.

**Archiving:** Each version of your manual is archived on the Lexipol system. This is an invaluable resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

**Cost Effective Development:** Most small to mid-sized agencies assign one officer to update and maintain their policy manual, which can consume 50% to 80% of the officer's time.

A typical officer does not have the experience or resources to translate statutes, case law and emerging trends into usable, defensible policy in patrol, investigations, traffic, property, custody or personnel. At Lexipol we proactively do this work for you, typically at less than 5% of the cost of an officer.

**Ready Access:** Many agencies describe their pre-Lexipol policy system as convoluted, reactive and not serving the agency well. Their employees have trouble accessing the policy system because the documents are contained in disparate silos of information.

**Policy Training:** The integrated Daily Training Bulletin component is a customized, scenario-based daily training program that links directly to the policy manuals. The Daily Training Bulletin program is standardized, verifiable, realistic, and ongoing training that links directly to your policy manual. Archiving of training records provides verifiable evidence of achieving specific learning objects.

**Accreditation Feature:** The Lexipol system is an excellent complement to those agencies seeking to obtain or maintain accreditation. The Lexipol system addresses the vast majority of accreditation requirements, but maintains flexibility with its customization features in order to stay current with court decisions and agency-specific changes.

Lexipol has a unique *accreditation feature* – a specialized system which allows mapping specific accreditation requirements within Lexipol policy sections and subsections. Agencies seeking to meet accreditation requirements simply activate this feature, and are able to add any accreditation standard that applies to that section. When used in conjunction with Lexipol's easy-to-use editing tools, agencies can update policies to meet accreditation standards at their discretion.

Lexipol's accreditation feature also aids in making the accreditation process easier with its reporting abilities. Reports can be quickly and accurately created to reflect current policy compliance with specified accreditation standards.

**Training Support:** Your assigned policy administrators may attend any and all online training sessions (which can be repeated as many times as necessary):

1. Knowledge Management System (KMS) Training – which is your portal for policy editing and development and
2. Project Management session – which will introduce your Policy Manager to the Lexipol Electronic Client Toolkit (ECT) and the Project Management Guide (PMG).

Our Project Management Guide and Electronic Toolkit are included in the Lexipol subscription fee, and will aid your agency in completing your manual in a timely fashion. Our Project Management Guide provides tips and guidelines on how to achieve this goal. The Electronic Toolkit contains a couple of “best practices” examples that may give your agency some ideas as to how others have implemented the manual.

Our Program Development and Customer Service teams are also available throughout the development process to provide guidance and answer questions.



**Proposal 2015**  
**ROUND LAKE POLICE DEPARTMENT**  
**Law Enforcement Policy Manual & Daily Training Bulletins**  
Based on 25 full-time (and 6 part-time) sworn personnel

**Year 1**

**1<sup>st</sup> Year Subscription Fee - \$6,850** (This fee includes all development tools, policy updates, Daily Training Bulletins, Lexipol Forum)

**Year 2** (to be billed annually beginning Year 2)

**Annual Update Fee - \$5,450** (Billed Year 2 – This fee includes all development tools, policy updates, Daily Training Bulletins, Lexipol Forum)

**Optional**

**Supplemental Publication Service - \$928** (Billed annually – This fee includes access to this system where you can store additional department-specific procedures and link them directly to your policies)

**Services included in the Lexipol Policy Manual and Daily Training Bulletin annual subscription:**

- Lexipol Illinois Law Enforcement Policy Manual (150+ policies), accessed through Lexipol's web-based Knowledge Management System (KMS);
- Editing and customization tools;
- Regular policy updates in response to legislative mandates, case law and evolution in best practices;
- Daily Training Bulletins;
- Archiving and reporting capabilities;
- Accreditation feature;
- Training and customer service support;
- Lexipol Forum

## **ADDITIONAL SERVICES**

Lexipol offers the following optional expanded services to assist your department with implementing and managing your Lexipol Policy Manual:

### **Supplemental Publication Service (Optional)**

This service allows your organization to electronically link department-specific procedural content to your policy manual in Lexipol's KMS4 platform. Additional non-policy content can include such items as SOGs, SOPs, General Orders, Procedural Content, etc.

### **Daily Training Bulletin Management (Optional)**

Lexipol can manage your entire DTB program to take some of the workload off of your staff. Our specialists are trained in the DTB authoring process and understand how to maximize the value and applicability of the DTBs to your department.

### **Policy Manual Update Administration (Optional)**

Lexipol can handle all aspects of policy updates for your subscribed policy manuals (up to final approval) allowing you more time to focus on the needs of your department. Lexipol's process allows our specialists to maintain a deep knowledge of your specific manual(s), ensuring that all updates are properly integrated with your unique, customized policy manual.

### **Implementation Services (Optional)**

Lexipol offers customized start-to-finish project management from a dedicated member of our team. Regardless of your needs, budget or timeline, Lexipol has flexible implementation solutions to meet your organization's unique needs.

*Please inquire if you would like more information, including a price quote, for these additional services.*

such Confidential Information in connection with the business relationship between the parties to which this Agreement relates, and only for that purpose; (b) advise its Representatives of the confidential nature of the Confidential Information and of the obligations set forth in this Agreement and require such Representatives to keep the Confidential Information confidential and to use it only as permitted by this Agreement; (c) keep all Confidential Information confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third party (except as otherwise provided for herein). Notwithstanding the foregoing, however, a party may disclose Confidential Information of the other party pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the party proposing to make any such disclosure will promptly notify, to the extent practicable, the other party in writing of such demand for disclosure so that the other party may, at its sole expense, seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. Each party shall be responsible for any breach of this Section by any of such party's Representatives.

13. **Miscellaneous.**

13.1 **Governing Law.** This Agreement shall be construed in accordance with, and governed by, the laws of the State of California, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

13.2 **Entire Agreement.** This Agreement embodies the entire agreement and understanding of the parties hereto and hereby expressly supersedes any and all prior written and oral agreements and understandings with respect to the subject matter hereof, including without limitation any and all agreements and understandings pertaining to the use of the Subscription Materials by Agency. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied in this Agreement. Terms and conditions set forth in any purchase order, or any other form or document of Agency, which are inconsistent with, or in addition to, the terms and conditions set forth in this Agreement, are hereby objected to and rejected in their entirety, regardless of when received, without further action or notification by Lexipol, and shall not be considered binding on Lexipol unless specifically agreed to in writing by it.

13.3 **Headings.** The captions and other headings contained in this Agreement are for convenience only and shall not be considered a part of or affect the construction and interpretation of any provision of this Agreement.

13.4 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document.

13.5 **Amendment.** No amendment, modification, or supplement to this Agreement shall be binding unless it is in writing and signed by the party sought to be bound thereby.

13.6 **Attorneys' Fees.** If any action is brought by either party to this Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorneys' fees and expenses of litigation.

13.7 **General Interpretation.** The language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under the Agreement. No rule of strict construction will be applied against any person or entity.

13.8 **Notices.** Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given by personal delivery, by certified mail, postage prepaid, or by recognized overnight delivery service to the appropriate party at the address of such party stated on the cover sheet

or for Agency pursuant to an order from a court or other governmental agency or other legal process, nor does it prohibit or restrict Agency from displaying the adopted/approved final policy document on a publicly accessible website for official Agency purposes, so long as Agency includes the appropriate copyright and other proprietary notices on such final policy document as required by in Section 4 above.

6. **Account Security.** Agency is solely responsible for maintaining the confidentiality of Agency's user name(s) and password(s) and the security of Agency's Account. Agency will not permit access to Agency's Account, or use of Agency's user name(s) and/or password(s) by any person or entity other than authorized Agency personnel. Agency will immediately notify Lexipol in writing if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's Account or Agency's user name(s) and/or password(s).

7. **Privacy Policy.** Lexipol will hold all information Agency provides in confidence unless required to provide information in accordance with an order from a court or other governmental agency or other legal process. Agency acknowledges that Lexipol may provide view-only access and summary information to the Agency's affiliated Risk Management Authority, Insurance Pool or Group if they have provided an economic subsidy. Lexipol will use commercially reasonable efforts to ensure the security of Lexipol's systems and to protect the confidentiality of information Lexipol receives from Agency. Lexipol's system uses Secure Socket Layer (SSL) Protocol for browsers supported by Lexipol application(s). SSL encrypts information as it travels between the Agency and Lexipol. However, Agency acknowledges and agrees that Internet data transmission is not always 100% secure and Lexipol does not warrant or guaranty that information Agency transmits utilizing the Lexipol system or online platform is 100% secure.

8. **Policy Adoption.** Agency hereby acknowledges and agrees that any and all policies included in the Subscription Material provided by Lexipol have been individually reviewed, customized and adopted by Agency for use by Agency. Agency further acknowledges and agrees that neither Lexipol nor any of its agents, employees or representatives shall be considered "policy makers" in any legal or other sense and that the chief executive of Agency will, for all purposes, be considered the "policy maker" with regard to each and every such policy.

9. **Disclaimer of Liability.** In developing the Subscription Materials, Lexipol has made a good faith effort to comply with all applicable statutes, case law and industry standards in effect at the time such Subscription Materials are provided to Agency. While Lexipol has made such a good faith effort, Agency acknowledges and agrees that Lexipol its officers, agents, managers, and employees will have no liability to Agency or any other person or entity arising from or related to the Subscription Materials, or any act or omission by Agency or its personnel pursuant to, or in reliance on, any of the Subscription Materials.

10. **Limitation of Liability.** Lexipol's cumulative liability to Agency and any other person or entity for any loss or damages resulting from any claims, demands, or actions arising out of or relating to this Agreement or the use of any Subscription Materials shall not exceed the subscription fees actually paid to Lexipol for the use of the Subscription Materials under this Agreement during the twelve-month period immediately prior to the assertion of such claim, demand or action. In no event shall Lexipol be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Lexipol has been advised of the possibility of such damages. The limitations set forth in this Section shall apply whether Agency's claim is based on breach of contract, tort, strict liability, product liability or any other theory or cause of action.

11. **Non-Transferability.** The subscriptions and rights to use the Subscription Material granted by this Agreement are personal to Agency and Agency shall not assign or otherwise transfer the same to any other person or entity.

12. **Confidentiality.** From time to time during the term of this Agreement, a party may be required to disclose information to the other party that is marked "confidential" or the like, or that is of such a type that the confidentiality thereof is reasonably apparent ("Confidential Information"). The receiving party will: (a) limit disclosure of any Confidential Information of the other party to the receiving party's directors, officers, employees, agents and other representatives (collectively "Representatives") who have a need to know

to which these General Terms and Conditions are attached, or such other address as such party may indicate by a notice delivered to the other party in accordance with the terms of this Section. Alternatively, electronic mail or facsimile notice is acceptable when acknowledged by the receiving party.

**13.9 Invalidity of Provisions.** Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof. Further, if a court of competent jurisdiction finds any provision of this Agreement to be invalid or unenforceable, then the parties agree that the court should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

**13.10 Waiver.** Lexipol's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

End of General Terms and Conditions



PREDICTABLE IS PREVENTABLE

**AGREEMENT FOR USE OF SUBSCRIPTION MATERIAL**

**Agency's Name:** Round Lake Police Department  
**Agency's Address:** 741 W. Town Line Rd.  
Round Lake, IL 60073

**Attention:** Chief of Police

**Lexipol's Address:** 6B Liberty, Suite 200  
Aliso Viejo, CA 92656

**Attention:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_  
*(to be completed by Lexipol upon receipt of signed Agreement)*

The Agreement for Use of Subscription Material is between Lexipol, LLC, a Delaware limited liability company ("Lexipol"), and the Agency identified above. The Agreement consists of (a) this cover sheet; (b) *Exhibit A* (Subscriptions Being Purchased and Subscription Fees) attached to this cover sheet (consisting of 1 page), and (c) *Exhibit B* (General Terms and Conditions) attached to this cover sheet (consisting of 5 pages). Capitalized terms that are used in Exhibit A and not defined therein shall have the respective meanings given to them in Exhibit B.

**AGENCY**

**LEXIPOL, LLC**

**Signature:** \_\_\_\_\_  
**Print Name:** Michael Gillette  
**Title:** Chief of Police  
**Date Signed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Title:** Chief Executive Officer  
**Date Signed:** \_\_\_\_\_

**EXHIBIT A**

**SUBSCRIPTIONS BEING PURCHASED AND SUBSCRIPTION FEES**

Agency is purchasing the following service(s):

<b>POLICY MANUAL SUBSCRIPTIONS:</b>			
Law Enforcement Policy Manual & Daily Training Bulletins <input checked="" type="checkbox"/>	Year 1 Pricing \$ <u>6,850.00</u>	Year 2 Pricing \$ <u>5,450.00</u>	
Custody Policy Manual & Custody Daily Training Bulletins <input type="checkbox"/>	Year 1 Pricing \$ _____	Year 2 Pricing \$ _____	
Fire Policy Manual & Fire Daily Training Bulletins <input type="checkbox"/>	Year 1 Pricing \$ _____	Year 2 Pricing \$ _____	
Supplemental Manual(s)(Supplement to Policy manuals):			
Law Enforcement <input type="checkbox"/>	Custody <input type="checkbox"/>	Fire <input type="checkbox"/>	
	Year 1 Pricing \$ _____	Year 2 Pricing \$ _____	
	Year 1 Total \$ <u>6,850.00</u>	Year 2 Total \$ <u>5,450.00</u>	

Please complete all fields and place N/A where applicable.

(Chief/Sheriff Name) (Title) (Chief/Sheriff Email) (Chief/Sheriff Direct Phone)

(Custody Facility Manager Name) (Title) (Custody Fac. Mgr. Email) (Custody Fac. Mgr Direct Phone)

(Name of Agency as you want it to appear on the manual)

(Agency Street Address) (City) (State) (Zip Code) (County)

(Custody Street Address – If different) (City) (State) (Zip Code) (County)

(Billing Address if different from above) (City) (State) (Zip Code)

(Agency Phone) (Fax) (Email)

(Risk Management Group/Insurance Pool) (Accreditation Agency) (Agency Fiscal Year End)

(No. of Authorized Sworn Officers) (If Custody - No. of Beds) (If Fire - No. of Authorized Staff) (Agency Website)

(LE Primary User Full Name) (Title) (LE Primary User Phone) (LE Primary User Email)

(Custody Primary User Full Name) (Title) (Custody Primary User Phone) (Custody Primary User Email)

(Fire Primary User Full Name) (Title) (Fire Primary User Phone) (Fire Primary User Email)

## EXHIBIT B

### GENERAL TERMS AND CONDITIONS

1. **Definitions.** For purposes of this Agreement, each of the following terms will have the meaning indicated in this Section:

1.1 **Agency's Account.** "*Agency's Account*" means the account by which Agency accesses the Subscription Materials.

1.2 **Agreement.** "*Agreement*" means (a) the cover sheet to which these General Terms and Conditions are attached, (b) Exhibit A (Subscriptions Being Purchased and Subscription Fees) attached to that cover sheet, and (c) these General Terms and Conditions.

1.3 **Contract Year.** "*Contract Year*" means the twelve-month period commencing on the Effective Date and each twelve-month period commencing on each anniversary of the Effective Date, except as may otherwise be modified by Section 2.1 Term below.

1.4 **Derivative Work.** "*Derivative Work*" means a work that is based on the Subscription Material or any portion thereof, such as a revision, modification, abridgement, condensation, expansion, or any other form in which the Subscription Material or any portion thereof may be recast, transformed, or adapted. For purposes of this Agreement, a Derivative Work also includes any compilation that incorporates any portion of the Subscription Material. Further, "*Derivative Work*" includes any work considered a "derivative work" under United States copyright law.

1.5 **Effective Date.** "*Effective Date*" means the date specified on the cover sheet to which these General Terms and Conditions are attached.

1.6 **Subscription Materials.** "*Subscription Materials*" means the policy manuals, supplemental policy publications, daily training bulletins and other materials provided by Lexipol to Agency from time to time during the term of this Agreement under the subscriptions purchased by Agency as specified in Exhibit A.

## 2. **Term and Termination.**

2.1 **Term.** This Agreement is effective upon the execution and delivery of this Agreement by both Lexipol and Agency, and shall continue in effect until the expiration of the first Contract Year (the "*Initial Term*"); provided, however, that the term of this Agreement will automatically be extended for successive one-year periods thereafter (each a "*Renewal Term*"), unless either party gives written notice to the other party to the contrary not less than thirty (30) days prior to the expiration of the Initial Term or the then current Renewal Term, as the case may be. Notwithstanding the foregoing, however, this Agreement will be subject to termination as provided in Section 2.2 below.

2.2 **Termination.** This Agreement may be terminated by either party, effective immediately, (a) in the event that the other party fails to discharge any obligation or remedy any default under this Agreement for a period of more than thirty (30) calendar days after it has been given written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

2.3 **Effect of Expiration or Termination.** Upon the expiration or termination of this Agreement, all of the rights granted to Agency by this Agreement to the subscriptions identified on Exhibit A shall automatically terminate. The termination or expiration of this Agreement shall not, however,

relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration. The right to terminate this Agreement pursuant to Section 2.2 above shall be in addition to, and not in lieu of, any other remedy, legal or equitable, to which the terminating party shall be entitled at law or in equity. The provisions of Sections 1 (Definitions), 4 (Copyright; Derivative Works; Lexipol's Ownership), 5 (Right to Use; Limitations on Use of Subscription Material and Derivative Works), 7 (Privacy Policy), 8 (Policy Adoption), 9 (Indemnification), 10 (Limitation of Liability), 12 (Miscellaneous), and this Section 2.3 shall survive the expiration or termination of this Agreement for any reason whatsoever.

### **3. Subscription Fees, Etc.**

**3.1 Subscription Fees/Invoicing.** Lexipol will invoice Agency at the commencement of the Subscription Service and thirty (30) days prior to the date for each Renewal Term (refer to 2.1 above). Agency will pay to Lexipol the subscription fees specified on Exhibit A within thirty (30) days following Agency's receipt of the invoice for such subscription and renewal fees. All invoices will be sent to Agency at the address for Agency specified on the cover sheet to which these General Terms and Conditions are attached. All payments will be made to Lexipol at the address for Lexipol specified on the cover sheet to which these General Terms and Conditions are attached.

**3.2 Taxes; Past Due Amounts.** All amounts required to be paid under this Agreement, unless otherwise stated on Exhibit A, are exclusive of all taxes and similar fees now in force or enacted in the future imposed on the subscriptions purchased by Agency under this Agreement and/or delivery by Lexipol to Agency of Subscription Material, all of which Agency will be responsible for and will pay in full, except for taxes based on Lexipol's net income. In the event any amount owed by Agency is not paid when due, and such failure is not cured within ten (10) days after written notice thereof from Lexipol, then in addition to any other amount due, Agency shall pay a late payment charge on the overdue amount at a rate equal to the lower of (a) one percent (1%) per month, or (b) the highest rate permitted by applicable law.

**4. Copyright; Derivative Works; Lexipol's Ownership.** Agency acknowledges and agrees that the Subscription Material is a proprietary product of Lexipol, protected under U.S. copyright law, and that Lexipol reserves all rights not expressly granted in this Agreement. Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants Agency the right to prepare Derivative Works, except as limited by the terms of this agreement; provided, however, that Agency acknowledges and agrees that Lexipol will be the sole owner of all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto, and Agency hereby assigns and transfers to Lexipol all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto. Agency will not remove from any copies of the Subscription Material provided by Lexipol to Agency any copyright notice or other proprietary notice of Lexipol appearing thereon, and shall include such copyright and other notices at the appropriate place on each copy of the Subscription Material and each copy of any Derivative Work made by or for Agency, in any form.

**5. Right to Use; Limitations on Use of Subscription Material and Derivative Works.** Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants to Agency a perpetual, personal, fully paid-up, right to use, except as limited by the terms of this agreement the Subscription Material and any Derivative Works prepared by or for Agency, solely for the Agency's internal purposes. Agency will not use, copy, republish, lend, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means or medium, electronic or mechanical, or by any information storage and retrieval system, any Subscription Material or any Derivative Work prepared by or for Agency other than as expressly authorized by the immediately preceding sentence. Without limiting the generality of the foregoing, Agency will not import, upload, or otherwise make available any Subscription Material or any Derivative Work prepared by or for Agency into or onto any third party knowledge, document, or other content management system or service without Lexipol's prior written consent. The foregoing does not, however, prohibit or restrict Agency from providing Subscription Material or Derivative Works prepared by



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: NORTHERN ILLINOIS POLICE ALARM SYSTEM**  
**MOBILE FIELD FORCE TEAM: AUTHORIZATION TO PARTICIPATE AND MEMBERSHIP AUTHORIZATION**      Agenda Item No. COTW

*Executive Summary:*

The NIPAS Mobile Field Force was created to maximize the effectiveness of initial response efforts by police when a major civil disturbance occurs. Civil disturbances, union conflicts, public demonstrations, and other events involving large or disorderly crowds require skillful response by police agencies.

The NIPAS Mobile Field Force provides its member agencies with a professionally planned, organized, cost effective and rapid response to:

- control unruly crowds (either hostile or passive);
- seal off problem areas, regardless of size;
- rescue citizens or officers from crowds;
- clear an area of hostile individuals by use of proactive tactics; and
- efforts to apprehend multiple offenders, if required.

The Round Lake Police Department has been a NIPAS member since 1998.

The cost is to participate in MFF is \$785 (675.00 Assessment & 130.00 communications assessment) annually, and a one-time officer equipment cost of \$2,400, total \$3,205.

*Recommended Action:*

Staff recommends authorization to participate in the NIPAS Mobile Field Force and payment of the associated fees.

<b>Committee: Police</b>	<b>Meeting Date(s): 05/18/2015</b>																																				
<b>Lead Department: Police</b>																																					
<b>Presenter: M. Gillette</b>																																					
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.	<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;">01-40-75-77531</td> <td style="text-align: right;">\$9,356.00</td> <td style="text-align: right;">\$3,205.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Y-T-D Actual</td> <td> </td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td> </td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$9,356.00</td> <td style="text-align: right;">\$3,205.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td> </td> <td style="text-align: right;">\$6,151.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td> </td> <td> </td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	01-40-75-77531	\$9,356.00	\$3,205.00										Y-T-D Actual		\$0.00	Amount Encumbered		\$0.00				Total:	\$9,356.00	\$3,205.00	Request is over/under budget:			Under		\$6,151.00	Over		
Account(s)	Budget	Expenditure																																			
01-40-75-77531	\$9,356.00	\$3,205.00																																			
Y-T-D Actual		\$0.00																																			
Amount Encumbered		\$0.00																																			
Total:	\$9,356.00	\$3,205.00																																			
Request is over/under budget:																																					
Under		\$6,151.00																																			
Over																																					



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: MOSQUITO ABATEMENT PROGRAM**

**Agenda Item No. COTW**

*Executive Summary:*

On September 19, 2011 the Village Board terminated an Agreement with Clarke Environmental Mosquito Management, Inc., for mosquito management due to budget constraints. With the inordinate amount of rainfall in the summer of 2014 the mosquito population increased exponentially, therefore, a contract was requested from Clarke Environmental. Although not budgeted, the Village Board approved a contract in July 2014 that was effective for the remainder of the mosquito season. Spraying was done in August, September, and October at a total cost of \$23,650.

In the current year \$25,000 was budget for mosquito management. Staff received two proposals from Clarke, one at a dollar amount of \$44,500 for a full mosquito management program and the second at a cost of \$35,000. The second proposal reduces certain larval control and adult control treatments. There may be parts of the second proposal that the Village may not need and it is recommended that the final program and amount be negotiated further.

*Recommended Action:*

Review the Mosquito management proposals for further action by the Village Board.

**Committee:** -

**Meeting Date(s):** 5/18/15

**Lead Department:** Administration

**Presenter:** Steven J. Shields, Village Administrator

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
35-20-75-77517	\$25,000.00	
Item Requested		\$35,000.00
Y-T-D Actual		\$0.00
Amount Encumbered		\$0.00
<b>Total</b>	<b>\$25,000.00</b>	<b>\$35,000.00</b>
Request is over/under budget:		
Under	-	
Over		\$10,000.00



**Clarke Environmental Mosquito Management, Inc.,  
Professional Services Outline for 2015  
Village of Round Lake  
Environmental Mosquito Management (EMM) Program**

**Part I. General Service**

- A. Aerial Survey and Geographic Information System (GIS) Mapping
- B. Computer System and Record Keeping Database
- C. Mosquito Hotline Citizen Response – (800) 942-2555
- D. Comprehensive Insurance Coverage naming the Village of Round Lake additionally insured
- E. Program Consulting and Quality Control Staff
- F. Monthly Operational Reports, Periodic Advisories, and Annual Report
- G. Regulatory compliance on local, state, and federal levels

**Part II. Surveillance and Monitoring**

- A. Floodwater Mosquito Migration Model:  
The use of weather data and computer model to predict the arrival of *Aedes vexans* brood (hatch) and peak annoyance periods. Clarke will contact the Village of Round Lake representative and inform him/her of the impending brood arrival.
- B. Clarke New Jersey Light Trap Network to monitor and evaluate adult mosquito activity.
- C. Weather Monitoring – Operational Forecasts

**Part III. Larval Control**

- A. Targeted Mosquito Management System (TMMS™) computer database and site management.
- B. Larval Site Monitoring: Twelve (12) inspections
  1. Three (3) complete inspections of up to 135 sites as outlined by most recent Clarke GIS Survey.
  2. Six (6) targeted inspections of up to 101 breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
  3. Three (3) targeted inspections of up to 39 known *Culex spp.* breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
  4. Inspections of sites called in by residents on the Mosquito Hotline.
- C. Prescription Larval Control will be performed with VectoLex® (*Bacillus sphaericus*), VectoBac® (*Bacillus thuringiensis israelensis* - Bti), Abate®, Natular®, and/or Altosid® mosquito larvicide as described in the following sections.
- D. Catch Basins: One (1) treatment of up to 1,800 street side catch basins, inlets and manholes by bicycle using a sustained release insecticide for control of up to 180 days.
- E. Helicopter Prehatch: Four (4) treatments using a 30 day residual product of up to 25 acres.

**Part IV. Adult Control**

- A. Adulticiding in Residential Areas:  
Five (5) community-wide truck ULV treatments of up to 66 miles of streets using Biomist® or synthetic pyrethroid insecticide. Any additional authorized community ULV treatments will be priced at \$3,157.00 per treatment.



2015 VILLAGE OF ROUND LAKE

- B. Adulticiding Operational Procedures
  - 1. Notification of community contact.
  - 2. Weather limit monitoring and compliance.
  - 3. Notification of residents on Clarke Call Notification List.
  - 4. ULV particle size evaluation.
  - 5. Insecticide dosage and quality control analysis.

**2015 EMM Payment Total Price for Parts I, II, III, IV      \$44,500.00**

**\*\*NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.

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**Clarke Environmental Mosquito Management, Inc.,  
Client Agreement Authorization for 2015  
Village of Round Lake  
Environmental Mosquito Management (EMM) Program**

**I. Program Payment Plan:** For Parts I, II, III, and IV as specified in the 2015 Professional Services Price Outline, the total for the 2015 program is \$44,500.00. The payments will be due on June 15, July 15, August 15 and September 15 according to the payment schedule below. Any additional treatments beyond the core program will be invoiced when the treatment is completed.

**PROGRAM PAYMENT PLAN**

Month	2015
June 15	\$11,125.00
July 15	\$11,125.00
August 15	\$11,125.00
September 15	\$11,125.00
<b>TOTAL</b>	<b>\$44,500.00</b>

For Village of Round Lake:

Sign Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

For Clarke Environmental Mosquito Management, Inc.:

Name: *George Balis* Title: Regional Manger Date: May 1, 2015  
George Balis



2015 VILLAGE OF ROUND LAKE

**Clarke Environmental Mosquito Management, Inc.,  
Client Authorization for 2015  
Village of Round Lake  
Environmental Mosquito Management (EMM) Program**

**Administrative Information:**

**Invoices should be sent to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ P.O. # \_\_\_\_\_  
E-mail: \_\_\_\_\_ County: \_\_\_\_\_

**\*\*In an effort to be more sustainable, we ask that you provide us with an  
Email address that the invoices should be sent to.\*\***

**Contact Person for Village of Round Lake:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Alternate Contact Person for Village of Round Lake:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Please sign and return a copy of the complete contract for our files to:**

Clarke Environmental Mosquito Management, Inc., Attn: George Balis, 675 Sidwell Court, St. Charles, IL 60174,  
[gbalis@clarke.com](mailto:gbalis@clarke.com) or fax at (630) 443-3070



**Clarke Environmental Mosquito Management, Inc.,  
Professional Services Outline for 2015  
Village of Round Lake (OPTION 2)  
Environmental Mosquito Management (EMM) Program**

**Part I. General Service**

- A. Aerial Survey and Geographic Information System (GIS) Mapping
- B. Computer System and Record Keeping Database
- C. Mosquito Hotline Citizen Response – (800) 942-2555
- D. Comprehensive Insurance Coverage naming the Village of Round Lake additionally insured
- E. Program Consulting and Quality Control Staff
- F. Monthly Operational Reports, Periodic Advisories, and Annual Report
- G. Regulatory compliance on local, state, and federal levels

**Part II. Surveillance and Monitoring**

- A. Floodwater Mosquito Migration Model:  
The use of weather data and computer model to predict the arrival of *Aedes vexans* brood (hatch) and peak annoyance periods. Clarke will contact the Village of Round Lake representative and inform him/her of the impending brood arrival.
- B. Clarke New Jersey Light Trap Network to monitor and evaluate adult mosquito activity.
- C. Weather Monitoring – Operational Forecasts

**Part III. Larval Control**

- A. Targeted Mosquito Management System (TMMS™) computer database and site management.
- B. Larval Site Monitoring: Seven (7) inspections
  1. Two (2) complete inspections of up to 135 sites as outlined by most recent Clarke GIS Survey.
  2. Five (5) targeted inspections of up to 101 breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
  3. Inspections of sites called in by residents on the Mosquito Hotline.
- C. Prescription Larval Control will be performed with VectoLex® (*Bacillus sphaericus*), VectoBac® (*Bacillus thuringiensis israelensis* - Bti), Abate®, Natular®, and/or Altosid® mosquito larvicide as described in the following sections.
- D. Catch Basins: One (1) treatment of up to 1,800 street side catch basins, inlets and manholes by bicycle using a sustained release insecticide for control of up to 180 days.
- E. Helicopter Prehatch: Two (2) treatments using a 30 day residual product of up to 25 acres.

**Part IV. Adult Control**

- A. Adulticiding in Residential Areas:  
Four (4) community-wide truck ULV treatments of up to 66 miles of streets using Biomist® or synthetic pyrethroid insecticide. Any additional authorized community ULV treatments will be priced at \$3,157.00 per treatment.
- B. Adulticiding Operational Procedures
  1. Notification of community contact.



2015 VILLAGE OF ROUND LAKE (OPTION 2)

2. Weather limit monitoring and compliance.
3. Notification of residents on Clarke Call Notification List.
4. ULV particle size evaluation.
5. Insecticide dosage and quality control analysis.

2015 EMM Payment Total Price for Parts I, II, III, IV      **\$35,000.00**

**\*\*NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.

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**Clarke Environmental Mosquito Management, Inc.,  
Client Agreement Authorization for 2015  
Village of Round Lake  
Environmental Mosquito Management (EMM) Program**

I. **Program Payment Plan:** For Parts I, II, III, and IV as specified in the 2015 Professional Services Price Outline, the total for the 2015 program is \$35,000.00. The payments will be due on June 15, July 15, August 15 and September 15 according to the payment schedule below. Any additional treatments beyond the core program will be invoiced when the treatment is completed.

**PROGRAM PAYMENT PLAN**

Month	2015
June 15	\$8,750.00
July 15	\$8,750.00
August 15	\$8,750.00
September 15	\$8,750.00
<b>TOTAL</b>	<b>\$35,000.00</b>

**For Village of Round Lake:**

Sign Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clarke Environmental Mosquito Management, Inc.:**

Name: *George Balis* Title: Regional Manger Date: May 1, 2015  
George Balis



2015 VILLAGE OF ROUND LAKE (OPTION 2)

**Clarke Environmental Mosquito Management, Inc.,  
Client Authorization for 2015  
Village of Round Lake  
Environmental Mosquito Management (EMM) Program**

**Administrative Information:**

**Invoices should be sent to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ P.O. # \_\_\_\_\_  
E-mail: \_\_\_\_\_ County: \_\_\_\_\_

**\*\*In an effort to be more sustainable, we ask that you provide us with an  
Email address that the invoices should be sent to.\*\***

**Contact Person for Village of Round Lake:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Alternate Contact Person for Village of Round Lake:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Please sign and return a copy of the complete contract for our files to:**

Clarke Environmental Mosquito Management, Inc., Attn: George Balis, 675 Sidwell Court, St. Charles, IL 60174,  
[gbalis@clarke.com](mailto:gbalis@clarke.com) or fax at (630) 443-3070