

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

CALL TO ORDER

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
  - 3.1 Approve the Minutes of the Regular Meeting of December 15, 2014
4. NOTES/COMMENDATIONS/PUBLIC COMMENT
  - 4.1 Public Comment
5. CONSENT AGENDA
  - 5.1 Approve Accounts Payable in the Amount of \$720,980.72
  - 5.2 Approve Payroll for the Period Ending December 14, 2014 in the Amount of \$123,849.29
  - 5.3 Approve Payroll for the Period Ending December 28, 2014 in the Amount of \$141,901.54
  - 5.4 Adopt a Resolution Approving Baxter & Woodman's Work Order in the Amount of \$5,000 for Construction Engineering Services for the Cured in Place Pipe Liner Project
  - 5.5 Motion to Approve April 2014 Treasurer's Report
  - 5.6 Motion to Approve May 2014 Treasurer's Report
  - 5.7 Motion to Approve June 2014 Treasurer's Report
  - 5.8 Motion to Approve July 2014 Treasurer's Report
  - 5.9 Motion to Approve August 2014 Treasurer's Report
6. CLERK'S OFFICE
  - 6.1 Swearing in of Police Officer Alexandra Ovington
  - 6.2 Swearing in of Police Officer Nelson Rodriguez

6.3 Swearing in of Part-Time Police Officer Kevin Magee

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

7. ADMINISTRATOR

7.1 Reorganization of Administration/Finance

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

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

8. FINANCE

9. POLICE

10. PUBLIC WORKS

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

11. COMMUNITY DEVELOPMENT

12. BUILDING AND ZONING

13. SPECIAL EVENTS

14. MAYOR’S COMMENTS

14.1 Mayor’s Comments

14.1.1 American Public Works Association Hart Road/Sunset Drive Award

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

14.2 Trustee’s Comments

15. EXECUTIVE SESSION

16. ADDITIONAL BUSINESS

17. ADJOURN

**DRAFT**

MINUTES  
VILLAGE OF ROUND LAKE  
REGULAR MEETING  
December 15, 2014  
442 N. Cedar Lake Road  
7:01 P.M.

CALL TO ORDER

THE REGULAR BOARD MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:00 P.M.

1. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.1 Approve the Minutes of the Regular Meeting of December 1, 2014

Motion by Trustee Kraly, Seconded by Trustee Simoncelli, to approve the minutes of the Regular Meeting of December 15, 2014. Upon a unanimous voice vote, the Mayor declared the motion carried

4. NOTES/COMMENDATIONS/PUBLIC COMMENT

4.1 Public Comment  
NONE

5. CONSENT AGENDA

Motion by Trustee Frye, Seconded by Trustee Triphahn , to do an Omnibus approval on item 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14 & 5.15.

Upon the call of the roll, the following voted:

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

Mayor MacGillis Declared the Motion carried.

5.1 Approve Accounts Payable in the Amount of \$1,608,649.20

Approved – Omnibus Vote

5.2 Approve Payroll for the Period Ending November 30, 2014 in the Amount of \$147,130.57

Approved – Omnibus Vote

- 5.3 Adopt a Resolution Approving a Proposal from Liberty Surety First for Public Official's Bonds

Approved – Omnibus Vote

- 5.4 Adopt a Resolution approving a Proposal from Trident for Property/Casualty Insurance Program

Approved – Omnibus Vote

- 5.5 Adopt a Resolution Approving a Proposal from Illinois Public Risk Fund for Worker's Compensation Insurance

Approved – Omnibus Vote

- 5.6 Adopt an Ordinance for the Levy of Taxes for the Village of Round Lake for the Fiscal Year Commencing May 1, 2014

Approved – Omnibus Vote

- 5.7 Adopt an Ordinance Abating the Tax Levied for 2014 for the \$2.360,000 General Obligation Bonds Series 2005 General Obligation Bonds

Approved – Omnibus Vote

- 5.8 Adopt an Ordinance Abating the Tax Levied for the Year 2014 for the \$9,100,000 Series 2010A General Obligation Bonds

Approved – Omnibus Vote

- 5.9 Adopt an Ordinance Abating the Tax Levied for the year 2014 for the \$1,260,000 Series 2010B General Obligation Bonds

Approved – Omnibus Vote

- 5.10 Adopt an Ordinance Abating the Tax Levied for the year 2014 for the \$1,165,000 Series 2010C General Obligation Bonds

Approved – Omnibus Vote

- 5.11 Adopt an Ordinance Abating the Tax Levied for the year 2014 for the \$2,955,000 Series 2011 General Obligation Bonds

Approved – Omnibus Vote

- 5.12 Adopt an Ordinance Abating Special Service Area Taxes for Lakewood Grove Special Service Area Number One for 2014

Approved – Omnibus Vote

- 5.13 Adopt an Ordinance Abating Special Service Area Taxes for Lakewood Grove Special Service Area Number Three for 2014

Approved – Omnibus Vote

- 5.14 Adopt an Ordinance Abating Special Service Area Taxes for Lakewood Grove Special Service Area Number Four for 2014

Approved – Omnibus Vote

- 5.15 Adopt an Ordinance Abating Special Service Area Taxes for Bright Meadow Service Area Number One for 2014

Approved – Omnibus Vote

## 6. CLERK'S OFFICE

- 6.1 Approve the 2015 Board and COTW Meeting Dates  
Motion by Trustee Kraly, Seconded by Trustee Triphahn to approve the 2015 Board and COTW Meeting Dates. Upon a unanimous voice vote, the Mayor declared the motion carried
- 6.2 10 Year Employee Recognition – Eric Landsverk  
Clerk Blauvelt recognized Eric Landsverk on his 10 year anniversary with the Village of Round Lake, presenting him with a certificate from the Village
- 6.3 Village Hall - Holiday Hours  
Village Clerk Blauvelt stated the Holiday hours for the Village Hall for Christmas and New Years

## 7. ADMINISTRATOR

- 7.1 December 3, 2014 CMAP Meeting Recap  
Village Administrator Steve Shields stated that he and Trustee Triphahn attended the Chicago Metropolitan Agency for Planning, (CMAP) meeting that took place on December 3<sup>rd</sup> at the Civic Center. Other communities also attended the event. The event was free and had been one of the largest turnouts for a CMAP meeting. Discussions included what type of housing mix is needed in this area. VA Shields also mentioned he heard from individuals outside of the Village that the Village needs to make improvements to our downtown area as well as our industrial park to bring more people and opportunities there. Mayor MacGillis stated that the topic of the event had been “Homes for a changing environment”, and was the stake holder meeting. He invited 10 residents to attend, but wasn't sure if all communities also had the same amount attend
- 7.2 Interim Public Works Director  
VA Shield introduced the new interim Public Works Director Lenny Gahgan which comes to us with over 30 years of experience working with the Gurnee Public Works department. The Mayor and Board also welcomed Mr. Gahgan to the Village.

8. FINANCE

9. POLICE

10. PUBLIC WORKS

11. COMMUNITY DEVELOPMENT

12. BUILDING AND ZONING

12.1 Adopt an Ordinance Granting a Special Use Permit to Allow the Sale of Alcoholic Beverages to Island Café, 431 N. Wilson Road

Motion by Trustee Triphahn, Seconded by Trustee Simoncelli to Adopt an Ordinance Granting a Special Use Permit to Allow the Sale of Alcoholic Beverages to Island Café, 431 N. Wilson Road. Under discussion, Kevin Sipel of Lehman Drive in West Chicago, manager of the business gave a brief introduction of the business and how his wife decided to pursue this type of business. He stated that is for individuals 21 and over and there is a 2 drink maximum. They will be going in front of the gaming board on January 29<sup>th</sup> and hope to open by February 15, 2015.

Upon the call of the roll, the following voted:

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

Mayor MacGillis Declared the Motion carried.

13. SPECIAL EVENTS

13.1 Tree Lighting Follow-up

Trustees Wicinski and Simoncelli thanked everyone who participated in the tree lighting event especially the Public Works department for making sure the Tree had been decorated and tents and hot chocolate ready. Also thanked had been the Fire Department for making sure Santa arrived on time. It was noted that the books that Santa and the Village handed out were a big success. Also discussed had been the Holiday House decoration contest and asking the Mayor & Trustees to get their choices to the Clerk as soon as possible after the 19<sup>th</sup> so winners could be announced.

14. MAYOR’S COMMENTS

14.1 Adopt an Ordinance Amending Chapter 5.32 of the Village Code to Revise the Number of Class B Liquor Licenses

Motion by Trustee Kraly, Seconded by Trustee Frye to Adopt an Ordinance Amending Chapter 5.32 of the Village Code to Revise the Number of Class B Liquor Licenses. Upon a unanimous voice vote, the Mayor declared the motion carried

14.2 Cedar Lake Road Construction Open House

The Mayor attended the Cedar Lake Road Construction Open House which was hosted by Lake County Department of Transportation. He stated that this event also had a good turnout but that it had nothing to do regarding the realignment of CLR but instead a project that will be from Rte. 120 to just north of where the curve is at Nippersink Road. LCDOT is in the process of obtaining an easement from the Forest Preserve and the project will also include a bike path. The project isn't set to start until late 2016 or early 2017. The Mayor stated that the Village has been in discussion with LCDOT regarding work to Nippersink road from the Rte. 134 to just east of school court and had hoped the two projects could be put together, unfortunately that hasn't panned out yet.

14.3 Aiden's Place Grand Opening Summary

The Mayor mentioned the Grand Opening of Aiden's place, which is located on Rte. 120 and those who had attended. He encouraged everyone to make sure the visit one of our local businesses.

14.4 Mayor's Comments

The Mayor also thanked PW for all they did with the tree lighting in getting it prepared as well as wishing everyone a very Merry Christmas. He also stated that the Daily Herald asked him to write down 2 things he accomplished in 2014 as well as 2 things he hopes to do in 2015. He stated that as he started writing things down, there were definitely more than 2 items and without giving to many details of what will be in the article, he said that none of it would have been possible without the support of the board so he thanks each and every one of them for working well together for the common goal.

14.5 Trustee's Comments

Each of the Trustees wished everyone a very Merry Christmas and Happy New Year as well as thank those involved in the tree lighting, also to remember those less fortunate this time of year and SWALCO will not be doing electronics pickup going forward.

15. EXECUTIVE SESSION

16. ADDITIONAL BUSINESS

17. ADJOURN

Trustee Triphahn moved, Seconded by Trustee Simoncelli, to adjourn at 7:35p.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**

**THE PRESIDENT AND BOARD OF TRUSTEES OF**

**THE VILLAGE OF ROUND LAKE**

**APPROVES THE ACCOUNTS PAYABLE**

**IN THE AMOUNT OF \$720,980.72**

**Daniel A. MacGillis, Village President**

**ATTEST:**

**Patricia C. Blauvelt, Village Clerk**

**Date: January 5, 2015**

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-00-22-22224	EMPL. OPTIONAL AD&D INS. AFLAC	A10	JANUARY PREMIUM	179737	12/31/14	681.00
	NCPERS -IL IMRF	N3	EMPL.OPTIONAL AD&D JAN PREMIUM	179786	12/31/14	16.00
			ACCOUNT TOTAL:			697.00
01-00-22-22234	PRINCIPAL LIFE INS.-VOLUNTARY PLIC-SBD GRAND ISLAND	P121	VOLUNTARY LIFE JANUARY	179792	12/31/14	279.60
			ACCOUNT TOTAL:			279.60
01-20-71-67107	DENTAL INSURANCE PLIC-SBD GRAND ISLAND	P121	DENTAL INSURANCE JANUARY	179792	12/31/14	281.13
			ACCOUNT TOTAL:			281.13
01-20-71-67109	LIFE INSURANCE PLIC-SBD GRAND ISLAND	P121	LIFE INSURANCE JANUARY	179792	12/31/14	14.79
			ACCOUNT TOTAL:			14.79
01-20-71-67110	HEALTH INSURANCE BLUE CROSS/BLUE SHIELD OF IL UMB	B19 U22	HEALTH INSURANCE JANUARY HSA CONTRIBUTIONS JANUARY	179744 179811	12/31/14 12/31/14	2,807.77 437.49
			ACCOUNT TOTAL:			3,245.26
01-20-72-67204	DUES & MEMBERSHIPS MOLIDOR INSURANCE	M48	NOTARY-NELSON	179785	12/31/14	40.00
			ACCOUNT TOTAL:			40.00
01-20-72-67208	MEETINGS, TRAVEL, & TRAINING CHARTER ONE	C282	ERIC YEHL/DINNER	179670	12/26/14	71.90
			ACCOUNT TOTAL:			71.90
01-20-73-77307	ENGINEERING EXPENSES BAXTER & WOODMAN, INC. BAXTER & WOODMAN, INC.	B2 B2	MEETINGS/VA MEETING/OPEN HOUSE 2014 MFT COMPLIANCE REVIEW	179746 179746	12/31/14 12/31/14	1,826.56 845.77
			ACCOUNT TOTAL:			2,672.33
01-20-73-77309	VILLAGE PLANNER					

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-20-73-77309	VILLAGE PLANNER TESKA ASSOCIATES, INC.	T49	COMPREHENSIVE PLAN	179810	12/31/14	2,283.66
			ACCOUNT TOTAL:			2,283.66
01-20-73-77313	LEGAL SERVICES INDEPENDENT COURT REPORTERS TRESSLER LLP TRESSLER LLP	I71 T110 T110	LIQUOR HEARING COURT REPORTER NOVEMBER LEGAL NOVEMBER LEGAL-LIQUOR COMM	179775 179804 179804	12/31/14 12/31/14 12/31/14	200.00 3,937.50 48.00
			ACCOUNT TOTAL:			4,185.50
01-20-74-77430	OFFICE SUPPLIES CLASSIC PRINTERY ICE MOUNTAIN SPRING WATER STAPLES ADVANTAGE	C13 I49 S165	4 NAMEPLATES BOTTLED WATER ELEC. SHARPENER, INK CARTRIDGE	179751 179774 179801	12/31/14 12/31/14 12/31/14	40.00 32.99 157.26
			ACCOUNT TOTAL:			230.25
01-20-74-77432	POSTAGE EXPENSE PITNEY BOWES, INC PURCHASE POWER	P12 P30	QRTLY POSTAGE MACHINE RENTAL 08-11/14 POSTAGE	179791 179671	12/31/14 12/26/14	123.00 325.73
			ACCOUNT TOTAL:			448.73
01-20-75-77519	INSURANCE PREMIUM WEST INSURANCE AGENCY	W69	2015 INSURANCE PREMIUM	179814	12/31/14	135,519.00
			ACCOUNT TOTAL:			135,519.00
01-20-77-77704	SPECIAL EVENTS COMED NORTHWEST ELECTRICAL SUPPLY CHARTER ONE	C16 N39 C282	11/14-12/17/14 ELECTRIC MATERIALS FOR TREE LIGHTING COOKIES FOR TREE LIGHTING	179754 179787 179670	12/31/14 12/31/14 12/26/14	55.70 216.57 30.52
			ACCOUNT TOTAL:			302.79
01-20-77-77706	MISCELLANEOUS EXPENSE PATRICIA BLAUVELT CHARTER ONE	B56 C282	EMPLOYEE RECOGNITION GIFT CARD FLOWERS-SHIELDS, ROSS	179747 179670	12/31/14 12/26/14	50.00 150.06
			ACCOUNT TOTAL:			200.06
01-20-79-77903	B&G CONTRACTS					

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-20-79-77903	B&G CONTRACTS CRYSTAL MANAGEMENT & TOPTec HEATING, COOLING	C128	JANUARY CUSTODIAL	179750	12/31/14	535.00
		T115	FALL PREVENTATIVE MAINT 50%	179805	12/31/14	1,325.00
		ACCOUNT TOTAL:				
01-20-82-88202	TELEPHONE SERVICE CALL ONE	C139	12/15-1/14/15 PHONE CHGS	179668	12/26/14	569.21
						ACCOUNT TOTAL:
01-20-82-88204	CELLULAR SERVICE VERIZON WIRELESS	V10	10/29-11/28/14 WIRELESS SERV.	179672	12/26/14	1,623.97
						ACCOUNT TOTAL:
01-20-91-99105	NETWORK REPAIRS CURRENT TECHNOLOGIES	C280	DECEMBER NETWORK REPAIRS	179756	12/31/14	206.50
						ACCOUNT TOTAL:
01-20-91-99107	IT MAINTENANCE SERVICES CURRENT TECHNOLOGIES	C280	DECEMBER IT MAINTENANCE	179756	12/31/14	1,740.50
						ACCOUNT TOTAL:
01-40-71-67107	DENTAL INSURANCE PLIC-SBD GRAND ISLAND	P121	DENTAL INSURANCE JANUARY	179792	12/31/14	1,749.18
						ACCOUNT TOTAL:
01-40-71-67109	LIFE INSURANCE PLIC-SBD GRAND ISLAND	P121	LIFE INSURANCE JANUARY	179792	12/31/14	133.76
						ACCOUNT TOTAL:
01-40-71-67110	HEALTH INSURANCE BLUE CROSS/BLUE SHIELD OF IL UMB	B19	HEALTH INSURANCE JANUARY	179744	12/31/14	21,293.35
		U22	HSA CONTRIBUTIONS JANUARY	179811	12/31/14	2,041.62
		ACCOUNT TOTAL:				
01-40-72-67202	UNIFORMS					

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-40-72-67202	UNIFORMS					
	GALLS, AN ARAMARK COMPANY	G2	UNIFORM-KAPUSINSKI	179768	12/31/14	168.21
	GALLS, AN ARAMARK COMPANY	G2	UNIFORM-STEVENS	179768	12/31/14	76.50
	J.G. UNIFORMS, INC.	J4	10 VEST COVERS	179777	12/31/14	2,006.95
			ACCOUNT TOTAL:			2,251.66
01-40-73-77311	VILLAGE PROSECUTOR					
	ALBERT L. WYSOCKI	W78	DECEMBER LEGAL	179816	12/31/14	5,855.67
			ACCOUNT TOTAL:			5,855.67
01-40-73-77313	LEGAL SERVICES					
	FRANCZEK RADELET	F60	NOV LEGAL-COLL BARGAINING	179767	12/31/14	924.00
			ACCOUNT TOTAL:			924.00
01-40-74-77402	AMMO / GUNS					
	TASER INTERNATIONAL, INC	T169	2 GUN HOLSTERS	179806	12/31/14	114.77
	CHARTER ONE	C282	BULLETS/SHIPPING CHG	179670	12/26/14	636.69
	CHARTER ONE	C282	RIFLE REPAIR PARTS	179670	12/26/14	122.55
	CHARTER ONE	C282	BALLPEEN HAMMER	179670	12/26/14	14.99
			ACCOUNT TOTAL:			889.00
01-40-74-77430	OFFICE SUPPLIES					
	QUILL CORPORATION	Q2	CARBON PAPER	179795	12/31/14	19.90
	STAPLES ADVANTAGE	S165	BATTERIES,PENS,DVD SLEEVES	179801	12/31/14	53.50
			ACCOUNT TOTAL:			73.40
01-40-74-77434	OPERATING SUPPLIES					
	PORTER LEE CORPORATION	P80	PRINTER LABELS, RIBBONS	179794	12/31/14	164.00
	CHARTER ONE	C282	REPLACEMENT TINT METER SAMPLES	179670	12/26/14	23.15
			ACCOUNT TOTAL:			187.15
01-40-74-77440	PRINTING					
	P.F. PETTIBONE & CO.	P1	OVERWEIGHT TRUCK TICKET BOOKS	179789	12/31/14	107.50
			ACCOUNT TOTAL:			107.50
01-40-75-77501	ALERTS / MDT LINES					

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-40-75-77501	ALERTS / MDT LINES VERIZON WIRELESS	V10	10/26-11/25/14 BROADBAND	179672	12/26/14	609.71
			ACCOUNT TOTAL:			609.71
01-40-75-77503	ANIMAL CONTROL LAKE COUNTY ANIMAL CARE &	L7	NOVEMBER BOARD AND SHELTER	179782	12/31/14	50.00
			ACCOUNT TOTAL:			50.00
01-40-75-77511	PUBLICATIONS & SUBSCRIPTIONS CRITICAL REACH, INC.	C113	2015 SOFTWARE RENEWAL	179749	12/31/14	285.00
			ACCOUNT TOTAL:			285.00
01-40-79-77901	B&G MAINTENANCE STEINER ELECTRIC COMPANY	S63	FLUORESCENT LAMPS-60	179802	12/31/14	124.20
			ACCOUNT TOTAL:			124.20
01-40-79-77903	B&G CONTRACTS CRYSTAL MANAGEMENT & TOPTEC HEATING, COOLING	C128 T115	JANUARY CUSTODIAL FALL PREVENTATIVE MAINT 50%	179750 179805	12/31/14 12/31/14	490.00 1,137.50
			ACCOUNT TOTAL:			1,627.50
01-40-79-77905	B&G REPAIRS TOPTEC HEATING, COOLING TOPTEC HEATING, COOLING TOPTEC HEATING, COOLING TOPTEC HEATING, COOLING	T115 T115 T115 T115	REPAIR 2 HEAT SENSORS REPLACE 2 INDUCERS REPAIR GAS VALVES CLEANED/CHECKED ALL RTU'S	179805 179805 179805 179805	12/31/14 12/31/14 12/31/14 12/31/14	275.00 1,610.00 660.00 490.00
			ACCOUNT TOTAL:			3,035.00
01-40-80-88018	OFFICE EQUIPMENT KONICA MINOLTA	K33	11/06-12/05/14 COPIER	179779	12/31/14	74.73
			ACCOUNT TOTAL:			74.73
01-40-82-88202	TELEPHONE SERVICE CALL ONE	C139	12/15-1/14/15 PHONE CHGS	179668	12/26/14	156.64
			ACCOUNT TOTAL:			156.64
01-40-84-88402	GAS & OIL					

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-40-84-88402	GAS & OIL BP	B43	NOVEMBER FUEL	179667	12/26/14	5,330.10
			ACCOUNT TOTAL:			5,330.10
01-40-84-88406	VEHICLE MAINTENANCE ACE HARDWARE	A4	FUSES, AEROSOL LUBE	179742	12/31/14	9.88
			ACCOUNT TOTAL:			9.88
01-40-91-99105	NETWORK REPAIRS CURRENT TECHNOLOGIES	C280	DECEMBER NETWORK REPAIRS	179756	12/31/14	206.50
			ACCOUNT TOTAL:			206.50
01-40-91-99107	IT MAINTENANCE SERVICES CROWN TECHNOLOGY, LLC	C135	SKILLS MGR SUPPORT AND MAINT.	179752	12/31/14	350.00
			ACCOUNT TOTAL:			350.00
01-60-71-67107	DENTAL INSURANCE PLIC-SBD GRAND ISLAND	P121	DENTAL INSURANCE JANUARY	179792	12/31/14	288.26
			ACCOUNT TOTAL:			288.26
01-60-71-67109	LIFE INSURANCE PLIC-SBD GRAND ISLAND	P121	LIFE INSURANCE JANUARY	179792	12/31/14	20.17
			ACCOUNT TOTAL:			20.17
01-60-71-67110	HEALTH INSURANCE BLUE CROSS/BLUE SHIELD OF IL UMB	B19 U22	HEALTH INSURANCE JANUARY HSA CONTRIBUTIONS JANUARY	179744 179811	12/31/14 12/31/14	4,313.61 364.58
			ACCOUNT TOTAL:			4,678.19
01-60-72-67202	UNIFORMS CUTLER WORKWEAR	C159	WINTER BIBS-SIMONSEN	179753	12/31/14	52.65
			ACCOUNT TOTAL:			52.65
01-60-73-77307	ENGINEERING EXPENSES BAXTER & WOODMAN, INC.	B2	SMC REGULATION ASSISTANCE	179746	12/31/14	632.64

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-60-73-77307	ENGINEERING EXPENSES					
	BAXTER & WOODMAN, INC.	B2	IL 134 & ACE HARDWARE DRAINAGE	179746	12/31/14	1,760.12
	BAXTER & WOODMAN, INC.	B2	CAPITAL PROJECT PLANNING	179746	12/31/14	2,639.36
ACCOUNT TOTAL:						5,032.12
01-60-74-77418	ICE CONTROL					
	COMPASS MINERALS AMERICA	C186	WINTER SALT	179755	12/31/14	7,129.00
	GRAINGER, INC.	G9	LIQUID DE-ICING SOLENOID VALVE	179769	12/31/14	318.79
ACCOUNT TOTAL:						7,447.79
01-60-74-77430	OFFICE SUPPLIES					
	CLASSIC PRINTERY	C13	BUSINESS CARDS LENNY GAHGAN	179751	12/31/14	57.00
	STAPLES ADVANTAGE	S165	PENS,PENCILS,STENO PADS	179801	12/31/14	32.54
ACCOUNT TOTAL:						89.54
01-60-74-77432	POSTAGE EXPENSE					
	PURCHASE POWER	P30	08-11/14 POSTAGE	179671	12/26/14	0.46
ACCOUNT TOTAL:						0.46
01-60-74-77452	STREET SIGNS					
	ACE HARDWARE	A4	WASHERS,HEX NUTS	179742	12/31/14	38.67
	TRAFFIC GUARD DIRECT INC.	T173	REMOVABLE STEEL BOLLARDS	179808	12/31/14	1,996.00
ACCOUNT TOTAL:						2,034.67
01-60-75-77539	STREET SWEEPING					
	TKG SWEEPING SERVICES, LLC	T170	STREET SWEEPING NOVEMBER	179807	12/31/14	2,336.84
ACCOUNT TOTAL:						2,336.84
01-60-79-77903	B&G CONTRACTS					
	CRYSTAL MANAGEMENT &	C128	JANUARY CUSTODIAL	179750	12/31/14	135.00
	TOPTEC HEATING, COOLING	T115	FALL PREVENTATIVE MAINT 50%	179805	12/31/14	568.75
	THE VERDIN COMPANY	V8	2015 CLOCK MAINTENANCE	179813	12/31/14	550.00
ACCOUNT TOTAL:						1,253.75
01-60-79-77905	B&G REPAIRS					
	ACE HARDWARE	A4	ROPE,ELECTRIC TAPE	179742	12/31/14	18.43

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-60-79-77905	B&G REPAIRS RUSSO POWER EQUIPMENT	R102	HEXAGON NUT TO REPAIR CHAINSAW	179796	12/31/14	1.05
ACCOUNT TOTAL:						19.48
01-60-79-77907	B & G BUILDING SUPPLIES AMERICAN GASES CORPORATION ACE HARDWARE GRAINGER, INC.	A20 A4 G9	B&G BUILDING SUPPL CYLINDERS WRENCHES, SHOVELS, ADAPTERS REVERSIBLE TARP	179741 179742 179769	12/31/14 12/31/14 12/31/14	415.80 492.39 325.13
ACCOUNT TOTAL:						1,233.32
01-60-79-77911	LANDSCAPING ACRES GROUP	A113	LAWN MAINTENANCE NOVEMBER	179739	12/31/14	3,628.70
ACCOUNT TOTAL:						3,628.70
01-60-80-88018	OFFICE EQUIPMENT KONICA MINOLTA	K33	11/06-12/05/14 COPIER	179779	12/31/14	87.41
ACCOUNT TOTAL:						87.41
01-60-80-88024	VEHICLE EQUIPMENT R.A. ADAMS ENTERPRISES INC. JAY-R'S STEEL & WELDING, INC JAY-R'S STEEL & WELDING, INC JAY-R'S STEEL & WELDING, INC JAY-R'S STEEL & WELDING, INC SPRAY TECH INC. WHELEN ENGINEERING CO.	A6 J20 J20 J20 J20 S149 W86	PLOW REPAIR PART #46 SUPPORT PLATES FOR TRK 58 PLOW CUTTING EDGES PLOW CUTTING EDGES STAINLESS STEEL PAN FOR HOT BO FLOOR MATS, VENT VISORS #59 REPLACEMENT LIGHT BAR 42,52,55	179743 179776 179776 179776 179776 179800 179817	12/31/14 12/31/14 12/31/14 12/31/14 12/31/14 12/31/14 12/31/14	161.54 48.86 1,349.04 334.16 207.73 113.52 1,121.40
ACCOUNT TOTAL:						3,336.25
01-60-82-88202	TELEPHONE SERVICE CALL ONE	C139	12/15-1/14/15 PHONE CHGS	179668	12/26/14	183.14
ACCOUNT TOTAL:						183.14
01-60-82-88216	STREET LIGHTS - ELECTRICAL COMED COMED COMED COMED	C1002 C3149 C3158 C6046	11/18-12/19/14 ELECTRIC 11/14-12/17/14 ELECTRIC 11/14-12/14/14 ELECTRIC 11/14-12/17/14 ELECTRIC	179748 179758 179759 179761	12/31/14 12/31/14 12/31/14 12/31/14	76.86 4,754.30 84.92 1,629.30
ACCOUNT TOTAL:						6,545.38
01-60-84-88402	GAS & OIL					

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-60-84-88402	GAS & OIL					
	PALATINE OIL CO., INC.	P66	WINTERIZED DIESEL	179793	12/31/14	661.06
	PALATINE OIL CO., INC.	P66	FUEL & OIL	179793	12/31/14	314.20
	BP	B43	NOVEMBER FUEL	179667	12/26/14	756.64
			ACCOUNT TOTAL:			1,731.90
01-60-84-88404	VEHICLE REPAIRS					
	A TIRE COUNTY SERVICE	A1	TIRES #54	179736	12/31/14	2,368.39
	A TIRE COUNTY SERVICE	A1	TOW AND REPAIR #49	179736	12/31/14	82.48
	ANTIOCH AUTO PARTS	A107	VEHICLE REPAIR PARTS	179738	12/31/14	485.17
	ROCK CHEVROLET GRAYSLAKE	R172	VEHICLE LAMP	179797	12/31/14	65.63
	RUSH TRUCK CENTERS OF ILLINOIS	R176	BREAKER #44	179798	12/31/14	10.94
	SPRAY TECH INC.	S149	HYDRAULIC BOX #60	179800	12/31/14	45.00
			ACCOUNT TOTAL:			3,057.61
01-60-84-88405	EQUIPMENT REPAIRS					
	ACE HARDWARE	A4	FASTENERS,PAPER TOWELS,	179742	12/31/14	126.04
	R.A. ADAMS ENTERPRISES INC.	A6	SPREADER LIGHT #49	179743	12/31/14	97.43
	MIDWEST HOSE AND FITTINGS, INC	M101	PLOW HOSE #51	179783	12/31/14	44.60
	MIDWEST HOSE AND FITTINGS, INC	M101	PARTS TO REPAIR SPREADER-49	179783	12/31/14	67.96
			ACCOUNT TOTAL:			336.03
01-60-92-99210	STREET LIGHT REPAIRS					
	ACE HARDWARE	A4	PHOTOELECTRIC SWITCH,FUSE	179742	12/31/14	76.48
	STEINER ELECTRIC COMPANY	S63	PHOTO CELLS	179802	12/31/14	308.16
	STEINER ELECTRIC COMPANY	S63	BULBS, BALLASTS & PHOTO CELLS	179802	12/31/14	669.40
	STEINER ELECTRIC COMPANY	S63	BULBS, PD,PW PARKING LOT	179802	12/31/14	411.54
			ACCOUNT TOTAL:			1,465.58
01-60-92-99214	STORM SEWER MAINTENANCE					
	FISCHER BROS. FRESH CONCRETE	F6	CURB REPAIR MATERIALS	179766	12/31/14	392.50
	RAY SCHRAMER & COMPANY	S77	STORM GRATE ON SWITCHGRASS	179803	12/31/14	461.95
			ACCOUNT TOTAL:			854.45
01-70-71-67107	DENTAL INSURANCE					
	PLIC-SBD GRAND ISLAND	P121	DENTAL INSURANCE JANUARY	179792	12/31/14	160.25
			ACCOUNT TOTAL:			160.25
01-70-71-67109	LIFE INSURANCE					

GENERAL FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
01-70-71-67109	LIFE INSURANCE PLIC-SBD GRAND ISLAND	P121	LIFE INSURANCE JANUARY	179792	12/31/14	12.54
			ACCOUNT TOTAL:			12.54
01-70-71-67110	HEALTH INSURANCE BLUE CROSS/BLUE SHIELD OF IL	B19	HEALTH INSURANCE JANUARY	179744	12/31/14	2,948.82
			ACCOUNT TOTAL:			2,948.82
01-70-73-77307	ENGINEERING EXPENSES BAXTER & WOODMAN, INC.	B2	TRAFFIC MANAGEMENT SERVICES	179746	12/31/14	80.32
			ACCOUNT TOTAL:			80.32
01-70-74-77432	POSTAGE EXPENSE PURCHASE POWER	P30	08-11/14 POSTAGE	179671	12/26/14	57.91
			ACCOUNT TOTAL:			57.91
01-70-82-88202	TELEPHONE SERVICE CALL ONE COMCAST CABLE	C139 C156	12/15-1/14/15 PHONE CHGS 12/20-01/20/14 INTERNET	179668 179669	12/26/14 12/26/14	26.57 152.35
			ACCOUNT TOTAL:			178.92
01-70-84-88402	GAS & OIL BP	B43	NOVEMBER FUEL	179667	12/26/14	282.99
			ACCOUNT TOTAL:			282.99
			GENERAL FUND			253,273.17

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VILLAGE OF ROUND LAKE  
PAID INVOICES BY ACCOUNT NUMBER

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MOTOR FUEL TAX FUND  
ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
10-60-74-77414	GRAVEL EXPENSE					
	STEVE OLSEN TRANSIT	S101	GRADE 9 GRAVEL	179799	12/31/14	306.02
	STEVE OLSEN TRANSIT	S101	GRADE 9 GRAVEL	179799	12/31/14	633.62
			ACCOUNT TOTAL:			939.64
10-60-74-77436	PATCHING					
	PETER BAKER & SON CO.	P102	RECYCLED SURFACE	179790	12/31/14	2,989.20
	STEVE OLSEN TRANSIT	S101	50 TONS HOT ASPHALT MIX	179799	12/31/14	320.00
			ACCOUNT TOTAL:			3,309.20
10-60-83-88301	ROADWAY IMPROVEMENTS					
	BAXTER & WOODMAN, INC.	B2	HART ROAD RECON CONST SVCS	179746	12/31/14	5,254.45
	BAXTER & WOODMAN, INC.	B2	LKWOOD TERRACE PH III CONT SVC	179746	12/31/14	4,280.06
	TREASURER, STATE OF ILLINOIS	T24	SUNSET/HART ROAD CONSTRUCTION	179809	12/31/14	241,990.49
			ACCOUNT TOTAL:			251,525.00
			MOTOR FUEL TAX FUND			255,773.84

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SSA #1 BRIGHT MEADOWS  
ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
16-20-79-77911	LANDSCAPING ACRES GROUP	A113	LAWN MAINTENANCE NOVEMBER	179739	12/31/14	2,233.27
			ACCOUNT TOTAL:			2,233.27
			SSA #1 BRIGHT MEADOWS			2,233.27

CAPITAL PROJECTS FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
35-20-73-77307	ENGINEERING EXPENSES BAXTER & WOODMAN, INC.	B2	MACGILLIS BRIDGE CONST ENG	179746	12/31/14	3,585.76
			ACCOUNT TOTAL:			3,585.76
35-20-80-88028	URBAN FOREST MANAGEMENT ACRES GROUP	A113	509 LKWOOD TR TREE REMOVAL	179739	12/31/14	960.00
			ACCOUNT TOTAL:			960.00
35-20-83-88301	ROADWAY IMPROVEMENTS BAXTER & WOODMAN, INC. BAXTER & WOODMAN, INC. CHICAGOLAND PAVING CONTRACTORS	B2 B2 C68	HART ROAD RECON CONST SVCS LONG LK DRIVE REHAB CONST SVCS LONG LK DR WEST FINAL PAYMENT	179746 179746 179763	12/31/14 12/31/14 12/31/14	4,476.01 115.23 30,560.96
			ACCOUNT TOTAL:			35,152.20
35-20-88-88801	OTHER ENHANCEMENTS IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY IVANHOE NURSERY	I197 I197 I197 I197 I197 I197 I197 I197 I197 I197	PARKWAY TREE REPLACEMENT PROG PARKWAY TREE REPLACEMENT PROG	179772 179772 179772 179772 179772 179772 179772 179772 179772 179772	12/31/14 12/31/14 12/31/14 12/31/14 12/31/14 12/31/14 12/31/14 12/31/14 12/31/14 12/31/14	10,081.00 4,288.00 1,730.00 2,758.00 1,746.00 11,817.00 6,650.00 22,326.00 4,284.00
			ACCOUNT TOTAL:			65,680.00
			CAPITAL PROJECTS FUND			105,377.96

WATER/SEWER FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
50-00-22-22224	EMPL. OPTIONAL AD&D INS. AFLAC	A10	JANUARY PREMIUM	179737	12/31/14	70.34
			ACCOUNT TOTAL:			70.34
50-00-24-22499	HYDRANT METER DEPOSITS LANDSCAPES BY GARY WEISS, INC.	L127	HYDRANT DEPOSIT REFUND	179781	12/31/14	1,275.36
			ACCOUNT TOTAL:			1,275.36
50-60-71-67107	DENTAL INSURANCE PLIC-SBD GRAND ISLAND	P121	DENTAL INSURANCE JANUARY	179792	12/31/14	378.13
			ACCOUNT TOTAL:			378.13
50-60-71-67109	LIFE INSURANCE PLIC-SBD GRAND ISLAND	P121	LIFE INSURANCE JANUARY	179792	12/31/14	31.09
			ACCOUNT TOTAL:			31.09
50-60-71-67110	HEALTH INSURANCE BLUE CROSS/BLUE SHIELD OF IL UMB	B19 U22	HEALTH INSURANCE JANUARY HSA CONTRIBUTIONS JANUARY	179744 179811	12/31/14 12/31/14	5,826.05 510.40
			ACCOUNT TOTAL:			6,336.45
50-60-72-67202	UNIFORMS CUTLER WORKWEAR	C159	WINTER BIBS=SIMONSEN	179753	12/31/14	52.64
			ACCOUNT TOTAL:			52.64
50-60-72-67204	DUES & MEMBERSHIPS CHARTER ONE	C282	AWWA RENEWAL-KILARSKI	179670	12/26/14	196.00
			ACCOUNT TOTAL:			196.00
50-60-72-67208	MEETING, TRAVEL, & TRAINING MARK S. KILARSKI	K31	12/10/14 JAWA MEETING EXPENSE	179778	12/31/14	69.16
			ACCOUNT TOTAL:			69.16
50-60-73-77307	ENGINEERING EXPENSES					

WATER/SEWER FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
50-60-73-77307	ENGINEERING EXPENSES					
	BAXTER & WOODMAN, INC.	B2	DONIGER PROP/CURED IN PLACE	179746	12/31/14	1,302.21
	BAXTER & WOODMAN, INC.	B2	CAPITAL PROJECT PLANNING	179746	12/31/14	2,639.36
ACCOUNT TOTAL:						3,941.57
50-60-73-77313	LEGAL SERVICES					
	TRESSLER LLP	T110	NOVEMBER LEGAL	179804	12/31/14	1,312.50
ACCOUNT TOTAL:						1,312.50
50-60-74-77430	OFFICE SUPPLIES					
	STAPLES ADVANTAGE	S165	PENS,PENCILS,STENO PADS	179801	12/31/14	32.53
ACCOUNT TOTAL:						32.53
50-60-74-77432	POSTAGE					
	PURCHASE POWER	F30	08-11/14 POSTAGE	179671	12/26/14	28.05
ACCOUNT TOTAL:						28.05
50-60-75-77519	INSURANCE PREMIUM					
	WEST INSURANCE AGENCY	W69	2015 INSURANCE PREMIUM	179814	12/31/14	45,173.00
ACCOUNT TOTAL:						45,173.00
50-60-79-77901	B&G MAINTENANCE					
	NORTHWEST ELECTRICAL SUPPLY	N39	WELL 2 LIGHT BULBS	179787	12/31/14	25.63
ACCOUNT TOTAL:						25.63
50-60-79-77903	B&G CONTRACTS					
	CRYSTAL MANAGEMENT &	C128	JANUARY CUSTODIAL	179750	12/31/14	135.00
	TOPTec HEATING, COOLING	T115	FALL PREVENTATIVE MAINT 50%	179805	12/31/14	568.75
ACCOUNT TOTAL:						703.75
50-60-79-77905	B&G REPAIRS					
	MCMaster-CARR SUPPLY COMPANY	M4	ELECTRIC ENCLOSURE HEATER	179784	12/31/14	316.15
	MCMaster-CARR SUPPLY COMPANY	M4	SHIPPING	179784	12/31/14	5.39
	STEVE OLSEN TRANSIT	S101	DIRT SPOIL REMOVAL	179799	12/31/14	280.00
ACCOUNT TOTAL:						601.54
50-60-79-77907	B&G SUPPLIES					

WATER/SEWER FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
50-60-79-77907	B&G SUPPLIES ACE HARDWARE INDUSTRIAL TOOLBOX, INC.	A4 I22	MARKING PAINT, BATTERIES PAINT & WATER SEWER FLAGS	179742 179773	12/31/14 12/31/14	61.55 1,402.00
ACCOUNT TOTAL:						1,463.55
50-60-79-77911	LANDSCAPING ACRES GROUP	A113	LAWN MAINTENANCE NOVEMBER	179739	12/31/14	978.95
ACCOUNT TOTAL:						978.95
50-60-80-88024	VEHICLE EQUIPMENT JAY-R'S STEEL & WELDING, INC SPRAY TECH INC.	J20 S149	SUPPORT PLATES FOR TRK 58 FLOOR MATS, VENT VISORS #60	179776 179800	12/31/14 12/31/14	48.06 113.53
ACCOUNT TOTAL:						161.59
50-60-81-88101	WATER/SEWER IMPROVEMENTS BAXTER & WOODMAN, INC. BAXTER & WOODMAN, INC. WATER TOWER CLEAN & COAT INC.	B2 B2 W73	LAKE WOOD TR. PHASE III DESIGN LKWOOD TERRACE PH III CONT SVC CLEAN & INSPECT WTR TOWERS	179746 179746 179815	12/31/14 12/31/14 12/31/14	51.20 7,739.18 8,400.00
ACCOUNT TOTAL:						16,190.38
50-60-82-88202	TELEPHONE SERVICE CALL ONE	C139	12/15-1/14/15 PHONE CHGS	179668	12/26/14	183.14
ACCOUNT TOTAL:						183.14
50-60-82-88206	ELECTRICAL SERVICE COMED	C3142	11/19-12/23/14 ELECTRIC	179757	12/31/14	159.31
ACCOUNT TOTAL:						159.31
50-60-82-88208	HEATING NICOR GAS NICOR GAS NICOR GAS NICOR GAS	N7 N7 N7 N7	11/12-12/12/14 HEAT 11/13-12/15/14 HEAT 11/12-12/12/14 HEAT 11/11-12/11/14 HEAT	179788 179788 179788 179788	12/31/14 12/31/14 12/31/14 12/31/14	25.66 92.28 225.77 25.95
ACCOUNT TOTAL:						369.66
50-60-84-88402	GAS & OIL					

WATER/SEWER FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
50-60-84-88402	GAS & OIL PALATINE OIL CO., INC.	P66	WINTERIZED DIESEL	179793	12/31/14	661.06
	PALATINE OIL CO., INC.	P66	FUEL & OIL	179793	12/31/14	314.20
	BP	B43	NOVEMBER FUEL	179667	12/26/14	756.65
ACCOUNT TOTAL:						1,731.91
50-60-84-88404	VEHICLE REPAIRS A TIRE COUNTY SERVICE	A1	TIRES #54	179736	12/31/14	2,368.39
	A TIRE COUNTY SERVICE	A1	TOW AND REPAIR #49	179736	12/31/14	82.47
	ANTIOCH AUTO PARTS	A107	VEHICLE REPAIR PARTS	179738	12/31/14	485.17
	ROCK CHEVROLET GRAYSLAKE	R172	VEHICLE LAMP	179797	12/31/14	65.62
	SPRAY TECH INC.	S149	HYDRAULIC BOX #60	179800	12/31/14	45.00
ACCOUNT TOTAL:						3,046.65
50-60-84-88405	EQUIPMENT REPAIRS ACE HARDWARE	A4	VALVE BALL,VINYL TUBE	179742	12/31/14	26.96
ACCOUNT TOTAL:						26.96
50-60-92-99206	REPAIRS PUMPS / TELEMET XYLEM WATER SOLUTIONS U.S.A.	X4	PUMP REPAIR KITS SHIPPING	179818	12/31/14	45.00
	XYLEM WATER SOLUTIONS U.S.A.	X4	PUMP REPAIR KITS	179818	12/31/14	727.20
	XYLEM WATER SOLUTIONS U.S.A.	X4	PUMP REPAIR KITS	179818	12/31/14	1,398.60
ACCOUNT TOTAL:						2,170.80
50-60-92-99208	REPAIRS TO LIFT STATIONS STEINER ELECTRIC COMPANY	S63	LIFT STATION BLOCK HEATER	179802	12/31/14	135.91
ACCOUNT TOTAL:						135.91
WATER/SEWER FUND						86,846.55

COMMUTER PARKING LOT FUND  
 ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
51-60-79-77903	B&G CONTRACTS					
	KAPLAN PAVEMENT SERVICES	K66	PARKING LOT SNOW PLOWING	179780	12/31/14	4,625.00
	KAPLAN PAVEMENT SERVICES	K66	PARKING LOT SNOW PLOWING	179780	12/31/14	4,625.00
	KAPLAN PAVEMENT SERVICES	K66	PARKING LOT SNOW PLOWING	179780	12/31/14	4,625.00
ACCOUNT TOTAL:						13,875.00
51-60-79-77911	LANDSCAPING ACRES GROUP	A113	LAWN MAINTENANCE NOVEMBER	179739	12/31/14	962.82
ACCOUNT TOTAL:						962.82
51-60-82-88206	ELECTRICAL SERVICE					
	COMED	C6082	11/14-12/17/14 ELECTRIC	179762	12/31/14	16.03
	COMED	C7018	11/20-12/20/14 ELECTRIC	179764	12/31/14	62.87
	COMED	C8009	11/17-12/19/14 ELECTRIC	179765	12/31/14	495.23
ACCOUNT TOTAL:						574.13
51-60-86-88601	LAND/LAND IMPROVEMENTS BAXTER & WOODMAN, INC.	B2	METRA LOT REHAB-PLAN REVIEW	179746	12/31/14	1,284.93
ACCOUNT TOTAL:						1,284.93
COMMUTER PARKING LOT FUND						16,696.88

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VILLAGE OF ROUND LAKE  
PAID INVOICES BY ACCOUNT NUMBER

TECHNOLOGY REPLACEMENT  
ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
61-70-91-99117	IT EQUIPMENT CDW GOVERNMENT, INC.	C34	KEY BOARD & MOUSE	179760	12/31/14	21.23
				ACCOUNT TOTAL:		21.23
				TECHNOLOGY REPLACEMENT		21.23

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VILLAGE OF ROUND LAKE  
PAID INVOICES BY ACCOUNT NUMBER

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POLICE PENSION FUND  
ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
70-20-74-77432	POSTAGE PURCHASE POWER	P30	08-11/14 POSTAGE	179671	12/26/14	7.82
				ACCOUNT TOTAL:		7.82
				POLICE PENSION FUND		7.82

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VILLAGE OF ROUND LAKE  
PAID INVOICES BY ACCOUNT NUMBER

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BUILDERS ESCROW  
ACTIVITY FROM 12/12/2014 TO 12/31/2014

ACCOUNT #	ACCOUNT DESCRIPTION VENDOR NAME	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
83-00-24-22455	PERMIT BONDS					
	AZTEC FENCE CO	A185	CASH BOND REFUND	179740	12/31/14	250.00
	KRISTEN HIRSCH	H123	CASH BOND REFUND	179770	12/31/14	250.00
	VERTEX PROPERTIES GROUP, INC.	V36	CASH BOND REFUND	179812	12/31/14	250.00
			ACCOUNT TOTAL:			750.00
			BUILDERS ESCROW			750.00

FINAL TOTALS  
ACTIVITY FROM 12/12/2014 TO 12/31/2014

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GENERAL FUND	253,273.17
MOTOR FUEL TAX FUND	255,773.84
SSA #1 BRIGHT MEADOWS	2,233.27
CAPITAL PROJECTS FUND	105,377.96
WATER/SEWER FUND	86,846.55
COMMUTER PARKING LOT FUND	16,696.88
TECHNOLOGY REPLACEMENT	21.23
POLICE PENSION FUND	7.82
BUILDERS ESCROW	750.00
GRAND TOTAL	<u>720,980.72</u> =====

**VILLAGE OF ROUND LAKE**

**THE PRESIDENT AND BOARD OF TRUSTEES OF**

**THE VILLAGE OF ROUND LAKE**

**APPROVES THE PAYMENT OF PAYROLL**

**FOR THE PERIOD ENDING DECEMBER 14, 2014**

**IN THE AMOUNT OF \$123,849.29**

**Daniel A. MacGillis, Village President**

**ATTEST:**

**Patricia C. Blauvelt, Village Clerk**

**Dated: January 5, 2015**

DATE: 12/16/2014  
 TIME: 08:38:04  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

FOR CHECK DATES 12/18/2014 TO 12/18/2014

*Board*

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR		
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER	
GRAND TOTALS:		MP	12.000		1,200.00	FED	96.25		DD1	3,191.11		
		REG	2.000		2,500.00	FICA	229.40	229.40				
						MEDIC	53.65	53.65				
						STATE	129.59					
		TOTAL FICA EMPLOYEE WAGES:			3,700.00	TOTAL EMPLOYER FICA:			229.40			
		TOTAL MEDICARE EMPLOYEE WAGES:			3,700.00	TOTAL EMPLOYER MEDICARE:			53.65			
		TOTAL FEDERAL EMPLOYEE WAGES:			3,700.00							
		TOTAL STATE EMPLOYEE WAGES:			3,700.00							
		TOTAL NUMBER OF EMPLOYEES:			8							
GROSS PAY:		\$3,700.00			TOTAL DEDUCTIONS:		3,700.00	NET PAY:		\$0.00		

DATE: 12/16/2014  
 TIME: 08:40:38  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

FOR CHECK DATES 12/18/2014 TO 12/18/2014

*Zoning*

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR		
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER	
GRAND TOTALS:		COM		4.000	160.00	FED			DD1	106.82		
						FICA	9.92	9.92				
						MEDIC	2.32	2.32				
						STATE	4.00					
						TOTAL FICA EMPLOYEE WAGES:	160.00	TOTAL EMPLOYER FICA:		9.92		
						TOTAL MEDICARE EMPLOYEE WAGES:	160.00	TOTAL EMPLOYER MEDICARE:		2.32		
						TOTAL FEDERAL EMPLOYEE WAGES:	160.00					
						TOTAL STATE EMPLOYEE WAGES:	160.00					
						TOTAL NUMBER OF EMPLOYEES:	4					
						GROSS PAY:	\$160.00	TOTAL DEDUCTIONS:	123.06	NET PAY:	\$36.94	

DATE: 12/16/2014  
 TIME: 08:36:30  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

FOR CHECK DATES 12/18/2014 TO 12/18/2014

Administration

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR			
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER		
GRAND TOTALS:		REG	432.000		14,129.23	FED	1,872.42		DD1	8,470.92	IMR	697.02	1,691.41
		CA	1.000		115.39	FICA	960.32	960.32	DD2	350.00			
		GWA	1.000		39.62	MEDIC	224.59	224.59	GW	250.00			
		SIC	17.000		422.79	STATE	687.80		GWA	39.62			
		VAC	31.000		782.00				ICM	419.63			
									IMV	95.49			
						TOTAL FICA EMPLOYEE WAGES:	15,489.03	TOTAL EMPLOYER FICA:		960.32			
						TOTAL MEDICARE EMPLOYEE WAGES:	15,489.03	TOTAL EMPLOYER MEDICARE:		224.59			
						TOTAL FEDERAL EMPLOYEE WAGES:	14,082.76	TOTAL EMPLOYER PENSION:		1,691.41			
						TOTAL STATE EMPLOYEE WAGES:	14,082.76						
						TOTAL PENSION EMPLOYEE WAGES:	15,489.03						
						TOTAL NUMBER OF EMPLOYEES:	6						
						GROSS PAY:	\$15,489.03	TOTAL DEDUCTIONS:	14,067.81	NET PAY:	\$1,421.22		

DATE: 12/16/2014  
 TIME: 08:38:56  
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VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

FOR CHECK DATES 12/18/2014 TO 12/18/2014

*Police*

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR			
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER		
GRAND TOTALS:		REG	2,087.750		67,470.92	FED	8,409.85		DD1	43,795.69	IMR	328.72	797.70
		SIC	34.750		879.13	FICA	4,792.62	4,792.62	DD2	3,155.20	POL	6,682.29	
		CMP	73.000		2,517.86	MEDIC	1,120.87	1,120.87	GW	350.00			
		SEP	34.152		849.40	STATE	3,420.05		ICM	925.00			
		VAC	115.500		4,077.81				DD3	1,894.11			
		POI	2.000		120.00				CS4	203.00			
		PO	17.750		915.48								
		PSI	1.000		75.00								
		SRO	1.000		60.00								
		INS	1.000		285.10								
		FLH	2.000		49.74								

TOTAL FICA EMPLOYEE WAGES:	77,300.44	TOTAL EMPLOYER FICA:	4,792.62
TOTAL MEDICARE EMPLOYEE WAGES:	77,300.44	TOTAL EMPLOYER MEDICARE:	1,120.87
TOTAL FEDERAL EMPLOYEE WAGES:	69,014.43	TOTAL EMPLOYER PENSION:	797.70
TOTAL STATE EMPLOYEE WAGES:	69,014.43		
TOTAL PENSION EMPLOYEE WAGES:	74,734.36		

TOTAL NUMBER OF EMPLOYEES: 30  
 GROSS PAY: \$77,300.44 TOTAL DEDUCTIONS: 75,077.40 NET PAY: \$2,223.04

DATE: 12/16/2014  
 TIME: 08:39:47  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

FOR CHECK DATES 12/18/2014 TO 12/18/2014

*Public Works*

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR			
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER		
GRAND TOTALS:		REG	758.000		18,312.69	FED	2,293.04		GW	320.00	IMR	935.84	2,270.99
		OT	29.000		1,076.85	FICA	1,289.38	1,289.38	UOE	413.59			
		OC	14.000		359.35	MEDIC	301.55	301.55	DD1	10,772.49			
		FLH	8.000		193.69	STATE	951.33		DD2	1,379.26			
		VAC	24.000		670.53				ICM	350.72			
		SIC	10.000		183.48								
		TOTAL FICA EMPLOYEE WAGES:			20,796.59	TOTAL EMPLOYER FICA:			1,289.38				
		TOTAL MEDICARE EMPLOYEE WAGES:			20,796.59	TOTAL EMPLOYER MEDICARE:			301.55				
		TOTAL FEDERAL EMPLOYEE WAGES:			19,190.03	TOTAL EMPLOYER PENSION:			2,270.99				
		TOTAL STATE EMPLOYEE WAGES:			19,190.03								
		TOTAL PENSION EMPLOYEE WAGES:			20,796.59								
		TOTAL NUMBER OF EMPLOYEES:			10								
GROSS PAY:		\$20,796.59	TOTAL DEDUCTIONS:		19,007.20	NET PAY:		\$1,789.39					

DATE: 12/16/2014  
 TIME: 08:37:16  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

FOR CHECK DATES 12/18/2014 TO 12/18/2014

*Building*

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR				
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER			
GRAND TOTALS:		REG	197.000		5,239.54	FED	878.73		DD1	4,444.81	IMR	288.15	699.24	
		SIC	35.000		976.55	FICA	397.01	397.01						
		VAC	8.000		187.14	MEDIC	92.86	92.86						
						STATE	301.67							
		TOTAL FICA EMPLOYEE WAGES:			6,403.23	TOTAL EMPLOYER FICA:		397.01						
		TOTAL MEDICARE EMPLOYEE WAGES:			6,403.23	TOTAL EMPLOYER MEDICARE:		92.86						
		TOTAL FEDERAL EMPLOYEE WAGES:			6,115.08	TOTAL EMPLOYER PENSION:		699.24						
		TOTAL STATE EMPLOYEE WAGES:			6,115.08									
		TOTAL PENSION EMPLOYEE WAGES:			6,403.23									
		TOTAL NUMBER OF EMPLOYEES:				3								
		GROSS PAY:	\$6,403.23			TOTAL DEDUCTIONS:	6,403.23		NET PAY:	\$0.00				

DATE: 12/16/2014  
 TIME: 08:41:29  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

FOR CHECK DATES 12/18/2014 TO 12/18/2014

ALL

EMPL. #	NAME	CODE	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR		
			PAY RATE	HOURS	TOTAL	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	CODE	EMPLOYEE	EMPLOYER	
GRAND TOTALS:			3,476.750		107,652.38	FED	13,550.29		DD1	70,781.84	IMR	2,249.73	5,459.34
		CA	1.000		115.39	FICA	7,678.65	7,678.65	DD2	4,884.46	POL	6,682.29	
		GWA	1.000		39.62	MEDIC	1,795.84	1,795.84	GW	920.00			
		SIC	96.750		2,461.95	STATE	5,494.44		GWA	39.62			
		VAC	178.500		5,717.48				ICM	1,695.35			
		MP	12.000		1,200.00				IMV	95.49			
		COM	4.000		160.00				UOE	413.59			
		OT	29.000		1,076.85				DD3	1,894.11			
		OC	14.000		359.35				CS4	203.00			
		FLH	10.000		243.43								
		CMP	73.000		2,517.86								
		SEP	34.152		849.40								
		POI	2.000		120.00								
		PO	17.750		915.48								
		PSI	1.000		75.00								
		SRO	1.000		60.00								
		INS	1.000		285.10								
TOTAL FICA EMPLOYEE WAGES:					123,849.29	TOTAL EMPLOYER FICA:			7,678.65				
TOTAL MEDICARE EMPLOYEE WAGES:					123,849.29	TOTAL EMPLOYER MEDICARE:			1,795.84				
TOTAL FEDERAL EMPLOYEE WAGES:					112,262.30	TOTAL EMPLOYER PENSION:			5,459.34				
TOTAL STATE EMPLOYEE WAGES:					112,262.30								
TOTAL PENSION EMPLOYEE WAGES:					117,423.21								
TOTAL NUMBER OF EMPLOYEES:					61								
GROSS PAY:			\$123,849.29	TOTAL DEDUCTIONS:			118,378.70	NET PAY:		\$5,470.59			

**VILLAGE OF ROUND LAKE**

**THE PRESIDENT AND BOARD OF TRUSTEES OF**

**THE VILLAGE OF ROUND LAKE**

**APPROVES THE PAYMENT OF PAYROLL**

**FOR THE PERIOD ENDING DECEMBER 28, 2014**

**IN THE AMOUNT OF \$141,901.54**

**Daniel A. MacGillis, Village President**

**ATTEST:**

**Patricia C. Blauvelt, Village Clerk**

**Dated: January 5, 2015**

DATE: 12/30/2014  
 TIME: 11:49:07  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

ADMINISTRATION

FOR CHECK DATES 12/31/2014 TO 12/31/2014

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR			
		CODE	PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER		
GRAND TOTALS:		REG	344.000		11,247.38	FED	2,355.72		DD1	10,264.06	TMR	837.32	2,031.93
		CA	1.000		115.39	FICA	1,130.04	1,130.04	DD2	350.00	DFA	18.50	
		GWA	1.000		39.62	MEDIC	264.30	264.30	GW	250.00	HFA	172.56	
		HP	96.000		3,066.79	STATE	814.32		GWA	39.62	VFA	2.27	
		CMP	6.500		185.95				HSA	75.00	DSA	15.96	
		SIC	47.058		1,528.46				ICM	404.63	HSA	95.22	
		VAC	82.448		2,423.70				IMV	95.49	VSA	1.05	
		TOTAL FICA EMPLOYEE WAGES:			18,226.73	TOTAL EMPLOYER FICA:				1,130.04			
		TOTAL MEDICARE EMPLOYEE WAGES:			18,226.73	TOTAL EMPLOYER MEDICARE:				264.30			
		TOTAL FEDERAL EMPLOYEE WAGES:			16,695.16	TOTAL EMPLOYER PENSION:				2,031.93			
		TOTAL STATE EMPLOYEE WAGES:			16,695.16								
		TOTAL PENSION EMPLOYEE WAGES:			18,607.29								
		TOTAL NUMBER OF EMPLOYEES:			6								
GROSS PAY:			\$18,607.29	TOTAL DEDUCTIONS:			17,186.06	NET PAY:			\$1,421.23		

DATE: 12/30/2014  
 TIME: 11:52:39  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

POLICE

FOR CHECK DATES 12/31/2014 TO 12/31/2014

EMPL. #	NAME	CODE	EARNINGS			TAXES			DEDUCTIONS		PENSION/INSUR			
			PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	CODE	EMPLOYEE		
GRAND TOTALS:		REG	1,597.750		51,330.83	FED	11,307.58		AF2	240.74	IMR	328.72		
		SIC	52.500		1,922.85	FICA	5,669.88	5,669.88	DD1	50,902.87	DSP	15.96		797.70
		VAC	264.000		9,149.98	MEDIC	1,326.02	1,326.02	DD2	3,004.88	PSP	151.16		
		HP	568.000		18,657.73	STATE	4,054.22		MAP	346.50	VFP	2.27		
		OT	161.250		7,752.82				AF1	36.34	POL	8,323.49		
		FLH	36.000		1,070.62				GW	350.00	EFP	13.76		
		CMP	47.250		1,671.92				PLI	81.36	RIP	154.45		
		POI	2.000		120.00				HSA	100.00	TFP	102.80		
		PO	31.000		1,549.86				ICM	925.00	IFP	404.76		
		OIC	3.000		105.24				DD3	2,238.90	RFP	642.54		
		PSI	1.000		75.00				CS4	203.00	ISP	77.00		
		SRO	1.000		60.00						DCP	9.57		
		INS	1.000		285.10						HCP	77.34		
											VCP	1.17		
											EIP	1.68		
											TIP	10.08		
											DFP	17.62		
											PFP	273.93		
											ECP	0.94		
											RCP	110.88		
											TCP	6.70		
											IIP	58.38		
											VSP	1.05		
											ESP	0.89		
											TSP	6.07		
											BIP	24.76		
		TOTAL FICA EMPLOYEE WAGES:		91,449.85	TOTAL EMPLOYER FICA:		5,669.88							
		TOTAL MEDICARE EMPLOYEE WAGES:		91,449.85	TOTAL EMPLOYER MEDICARE:		1,326.02							
		TOTAL FEDERAL EMPLOYEE WAGES:		81,522.64	TOTAL EMPLOYER PENSION:		797.70							
		TOTAL STATE EMPLOYEE WAGES:		81,522.64										
		TOTAL PENSION EMPLOYEE WAGES:		91,295.65										
		TOTAL NUMBER OF EMPLOYEES:		30										
GROSS PAY:		\$93,751.95	TOTAL DEDUCTIONS:		91,605.26	NET PAY:		\$2,146.69						

DATE: 12/30/2014  
 TIME: 11:53:36  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

PUBLIC WORKS

FOR CHECK DATES 12/31/2014 TO 12/31/2014

EMPL. #	NAME	CODE	EARNINGS		TAXES			DEDUCTIONS		PENSION/INSUR				
			PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER			
GRAND TOTALS:		REG	546.000		13,831.46	FED	2,238.53		AF1	43.98	IMR	927.84		2,251.60
		SIC	10.000		288.65	FICA	1,363.14	1,363.14	GW	320.00	DSW	15.96		
		VAC	108.000		2,766.38	MEDIC	318.79	318.79	HSA	91.25	HSW	95.22		
		HP	160.000		3,872.07	STATE	990.85		INS	8.00	VSW	1.05		
		OT	22.000		862.15				UOE	413.59	DFW	55.50		
		FLH	24.000		625.48				DD1	12,034.80	PFW	547.86		
		OC	14.000		396.52				DD2	1,260.44	VFW	6.81		
		CMP	24.000		496.36				DOR	443.95	PCW	122.77		
									ICM	348.86	HFW	172.56		
									PLI	10.72				
									AF2	26.36				
TOTAL FICA EMPLOYEE WAGES:						21,986.11	TOTAL EMPLOYER FICA:						1,363.14	
TOTAL MEDICARE EMPLOYEE WAGES:						21,986.11	TOTAL EMPLOYER MEDICARE:						318.79	
TOTAL FEDERAL EMPLOYEE WAGES:						20,389.41	TOTAL EMPLOYER PENSION:						2,251.60	
TOTAL STATE EMPLOYEE WAGES:						20,389.41								
TOTAL PENSION EMPLOYEE WAGES:						20,619.07								
TOTAL NUMBER OF EMPLOYEES:						11								
GROSS PAY:			\$23,139.07	TOTAL DEDUCTIONS:			21,858.83	NET PAY:				\$1,280.24		

DATE: 12/30/2014  
 TIME: 11:51:37  
 ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

BUILDING

FOR CHECK DATES 12/31/2014 TO 12/31/2014

EMPL. #	NAME	CODE	EARNINGS		TAXES			DEDUCTIONS			PENSION/INSUR		
			PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYEE	EMPLOYER	
GRAND TOTALS:		REG	156.000		4,122.65	FED	830.29		DD1	4,174.31	IMR	288.15	699.24
		HP	48.000		1,280.64	FICA	376.98	376.98	AF1	28.25	DFB	18.50	
		VAC	36.000		999.94	MEDIC	88.17	88.17	PLI	36.86	FFB	273.93	
						STATE	285.52				VFB	2.27	
						TOTAL FICA EMPLOYEE WAGES:	6,080.28		TOTAL EMPLOYER FICA:	376.98			
						TOTAL MEDICARE EMPLOYEE WAGES:	6,080.28		TOTAL EMPLOYER MEDICARE:	88.17			
						TOTAL FEDERAL EMPLOYEE WAGES:	5,792.13		TOTAL EMPLOYER PENSION:	699.24			
						TOTAL STATE EMPLOYEE WAGES:	5,792.13						
						TOTAL PENSION EMPLOYEE WAGES:	6,403.23						
						TOTAL NUMBER OF EMPLOYEES:	3						
						GROSS PAY:	\$6,403.23		TOTAL DEDUCTIONS:	6,403.23		NET PAY:	\$0.00

DATE: 12/30/2014  
 TIME: 11:55:40  
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VILLAGE OF ROUND LAKE  
 PAYROLL REGISTER REPORT

ALL

FOR CHECK DATES 12/31/2014 TO 12/31/2014

EMPL. #	NAME	CODE	EARNINGS		TAXES			DEDUCTIONS		PENSION/INSUR		
			PAY RATE	HOURS	TOTAL	CODE	EMPLOYEE	EMPLOYER	CODE	EMPLOYEE	EMPLOYER	
GRAND TOTALS:			2,643.750		80,532.32	FED	16,732.12	DD1	77,376.04	IMR	2,382.03	5,780.47
		CA	1.000		115.39	FICA	8,540.04	DD2	4,615.32	DFA	18.50	
		GWA	1.000		39.62	MEDIC	1,997.28	GW	920.00	HFA	172.56	
		HP	872.000		26,877.23	STATE	6,144.91	GWA	39.62	VFA	2.27	
		CMP	77.750		2,354.23			HSA	266.25	DSA	15.96	
		SIC	109.558		3,739.96			ICM	1,678.49	HSA	95.22	
		VAC	490.448		15,340.00			IMV	95.49	VSA	1.05	
		OT	183.250		8,614.97			AF1	108.57	DSW	15.96	
		FLH	60.000		1,696.10			INS	8.00	HSW	95.22	
		OC	14.000		396.52			UOE	413.59	VSW	1.05	
		POI	2.000		120.00			DOR	443.95	DFW	55.50	
		PO	31.000		1,549.86			PLI	128.94	PFW	547.86	
		OIC	3.000		105.24			AF2	267.10	VFW	6.81	
		PSI	1.000		75.00			MAP	346.50	PCW	122.77	
		SRO	1.000		60.00			DD3	2,238.90	HFV	172.56	
		INS	1.000		285.10			CS4	203.00	DSP	15.96	
										PSP	151.16	
										VFP	2.27	
										POL	8,323.49	
										EFP	13.76	
										RIP	154.45	
										TFP	102.80	
										IFP	404.76	
										RFP	642.54	
										ISP	77.00	
										DCP	9.57	
										HCP	77.34	
										VCP	1.17	
										EIP	1.68	
										TIP	10.08	
										DFP	17.62	
										PPF	273.93	
										ECF	0.94	
										RCP	110.88	
										TCP	6.70	
										IIP	58.38	
										VSP	1.05	
										ESP	0.89	
										TSP	6.07	
										BIP	24.76	
										DFB	18.50	
										PFB	273.93	
										VFB	2.27	
TOTAL FICA EMPLOYEE WAGES:					137,742.97	TOTAL EMPLOYER FICA:			8,540.04			

DATE: 12/30/2014  
TIME: 11:55:40  
ID: PR460000.WOW

VILLAGE OF ROUND LAKE  
PAYROLL REGISTER REPORT

ALL

FOR CHECK DATES 12/31/2014 TO 12/31/2014

EMPL. #	NAME	EARNINGS			TAXES			DEDUCTIONS			
		CODE	PAY RATE	HOURS	CODE	EMPLOYEE	EMPLOYER	CODE	VOLUNTARY EMPLOYEE	PENSION/INSUR EMPLOYEE	EMPLOYER
				TOTAL							
				TOTAL MEDICARE EMPLOYEE WAGES:	137,742.97		TOTAL EMPLOYER MEDICARE:		1,997.28		
				TOTAL FEDERAL EMPLOYEE WAGES:	124,399.34		TOTAL EMPLOYER PENSION:		5,780.47		
				TOTAL STATE EMPLOYEE WAGES:	124,399.34						
				TOTAL PENSION EMPLOYEE WAGES:	136,925.24						
				TOTAL NUMBER OF EMPLOYEES:	50						
				GROSS PAY:	\$141,901.54		TOTAL DEDUCTIONS:	137,053.38	NET PAY:	\$4,848.16	



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

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

**Agenda Item No. 5.4**

*Executive Summary*

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

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

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

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

*Recommended Action*

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

<b>Committee: PW/FCA/Eng</b>		<b>Meeting Date(s): January 5, 2014</b>																												
<b>Lead Department: Engineering &amp; PW</b>		<b>Presenter: Kurt Baumann</b>																												
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>50-60-81-88101</td> <td style="text-align: right;">\$2,046,324.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$5,000.00</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$1,311,623.44</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$131,653.31</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$2,051,324.00</td> <td style="text-align: right;">\$1,448,276.75</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;">\$603,047.25</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>			Account(s)	Budget	Expenditure	50-60-81-88101	\$2,046,324.00		Item Requested	\$5,000.00	\$5,000.00	YTD Actual		\$1,311,623.44	Amount Encumbered		\$131,653.31	Total:	\$2,051,324.00	\$1,448,276.75	Request is over/under budget:			Under		\$603,047.25	Over	-	
Account(s)	Budget	Expenditure																												
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Request is over/under budget:																														
Under		\$603,047.25																												
Over	-																													

**Resolution 2015-R-\_\_\_\_\_**

**A Resolution Approving a Work Order from Baxter & Woodman, Inc. for Cured in Place Pipe Lining of Sewer Segments Near and Around Cedar Lake Road and Dorothy Lane**

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

**Section 1.** That the work order from Baxter & Woodman, Inc. for **Cured in Place Pipe Liner (CIPP) for 18" Sanitary Sewer Interceptor**, in the amount to not exceed \$5,000 to provide Construction Engineering Services, is attached hereto as Exhibit A, and is hereby approved.

**Section 2.** The Village Administrator is authorized to take all necessary steps to implement this Resolution.

**APPROVED:**

\_\_\_\_\_  
Daniel A. MacGillis, Village President

**ATTEST:**

\_\_\_\_\_  
Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:

**Village of Round Lake  
Sanitary Sewer Rehabilitation**

**Exhibit A**

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

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

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

**Total budget savings to cover overage** \$ 38,059.88

**Net** 12,394.68



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

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

Item 5.3

***Executive Summary:***

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

***Recommended Action:***

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

**Committee: PW/FAC/ENGR Meeting Date: September 2, 2014, September 15, 2014**

**Lead Department: Public Works Presenter: Ron Kroop**

Item Budgeted:  Yes  No  NA

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

Account No(s):	Budget:	Expenditures
50-60-81-88101	\$1,951,324.00	
This Request	\$100,000.00	\$110,965.20
YTD Actual		\$808,299.02
Encumbered		\$137,156.62
Total:	\$2,051,324.00	\$1,056,420.84
Request is over/under budget:		
Under		\$994,903.16
Over	-	

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

**WORK ORDER**

**ENGINEERS' PROJECT NO. 140445.60**

**Project Description:**

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

**Engineering Services:**

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

**Compensation:**

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

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

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

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: December 9, 2014

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

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

Daniel A. MacGillis

Title: Mayor

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

**Additional Comments and Conditions:**

**SCHEDULE**

Award Contract

Begin Construction

Complete Construction

December 15, 2014

January 12, 2015

March 1, 2015

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

---

**Attachment A**

**Project Description**

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

---

**Construction-Related Engineering Scope of Services (140445.60)**

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.

2. CONSTRUCTION ADMINISTRATION

- Attend periodic construction progress meetings.
- Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs and precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
- Prepare construction contract change orders and work directives when authorized by the Owner.
- Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.

4. FIELD OBSERVATION

- Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 40 hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security

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

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

5. COMPLETION OF PROJECT

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

6. PROJECT CLOSEOUT

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



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: ADMINISTRATION REORGANIZATION**

**Agenda Item No. 7.1**

*Executive Summary:*

Over the past month staff has discussed the reorganization of the Administration Department. The reorganization is needed, among other reasons, to provide for: formally trained professional accounting staff; staff dedicated to the supervision of customer service both internally and externally; redistribution of work and cross training amongst the Administrative staff; and, to provide additional support to the Village Administrator for economic development and marketing of the Village.

Attached is:

- Administration Department reorganization Memorandum
- Job descriptions for each position in Administration
- Organization Chart
- Seating Diagram
- Current year cost versus budget
- Project list
- Staff responsibilities

Due to limited financial resources, a reorganization plan helps ensure the Administration Department is efficient and meets the Village's daily financial accountability needs with little cost increase; ensures work is distributed evenly through cross training, revamping of job duties, and the addition of an Accounting Manager; and, dedicates staff time for a number of projects that need to be completed and for future endeavors that will require management commitment to complete.

*Recommended Action:*

For Review & Discussion Purposes only.

<b>Committee:</b> -	<b>Meeting Date:</b> January 5, 2015																												
<b>Lead Department:</b> Administration	<b>Presenter:</b> Steven J. Shields, Village Administrator Shane D. Johnson, Finance Director																												
<b>Item Budgeted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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: left;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>XX-XX-XX-XXXXX</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: center;">\$0.00</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under -</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Over -</td> <td></td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	XX-XX-XX-XXXXX	-		Item Requested			Y-T-D Actual			Amount Encumbered			Total:	\$0.00	\$0.00	Request is over/under budget:			Under -			Over -			
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Request is over/under budget:																													
Under -																													
Over -																													



# Village of Round Lake

442 North Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

[www.eroundlake.com](http://www.eroundlake.com)

December 22, 2014

**To:** Mayor and Board of Trustees

**From:** Steven J. Shields, Village Administrator  
Shane D. Johnson, Finance Director

**Subject:** Administration Reorganization

## Subject

Based on the previous Finance Director's experience working with Administrative staff, the current Finance Director observations of procedures and processes, and the necessity of the Village Administrator to focus on economic development relationships and marketing the Village the following conclusions were made:

- There is a need for formally trained professional accounting staff.
- There is a need for staff dedicated to the supervision of customer service both internally and externally.
- There is a need for redistribution of work and cross training amongst the Administrative staff.
- There is a need to provide additional support to the Village Administrator for economic development and marketing of the Village.

Due to limited financial resources, a reorganization plan:

- Helps ensure the Administration Department is efficient and meets the Village's daily financial accountability needs with little cost increase.
- Ensures work is distributed evenly through cross training, revamping of job duties, and the addition of an Accounting Manager.
- Dedicates staff time for a number of projects that need to be completed and for future endeavors that will require management commitment to complete.

- Establishes Finance Director resources to support the Village Administrator, in conjunction with outside consultants, to address economic development and/or marketing of the Village.

### **Background**

There have been a number of staff changes in the Administration Department over the last eight (8) years, specifically; a reduction in the Administration's staffing levels. After the high growth phase in Round Lake ended, a number of positions were eliminated due to a reduction in work volume along with an increase in efficiencies in certain areas. At one time the department had three (3) full time equivalents (FTE's) over the existing levels along with two (2) volunteers and one (1) part-time position. The full-time positions eliminated were:

- Administrative Support Assistant – Water Billing
- Administrative Support Assistant – Accounts Payable & Payroll
- Collector/Office Manager position
  - Responsibilities were under the Office of the Village Clerk

The reduction of staff lead to cost savings and continued operations for adequate customer service, but created a void for the implementation and completion of larger projects along with any management support emphasizing marketing and economic development in conjunction with the Village Administrator.

### **Process**

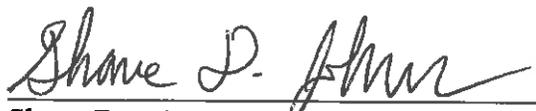
Staff, as part of the reorganization process, desired to determine whether existing jobs and structures were meeting department and Village needs. Staff compared current skills with what is needed for each position, reviewed the Village Code, examined job descriptions, evaluated current workloads, assessed outstanding projects, and inspected the layout of the entire department. Based on the assessment from the above mentioned items a number of objectives were started:

- Job descriptions were updated.
  - Most job descriptions were five to eight years old.
  - Human Resources Coordinator/Accountant position eliminated.
  - Finance Director title changed to Assistant Village Administrator/Director of Finance.
  - An Accounting Manager position was created.
  - A part-time Administrative Support Assistant position was created.
  - All new job descriptions now have signature area for the employee.
    - For employee understanding of expectations.
- Prepared an organizational chart.
  - Presents the structure desired.
- Prepared a seating chart.
  - Splits administration and finance responsibilities
- A list of specific duties has been started.
- A project list has also been started.

**Other**

- At the January 5, 2015 Village Board meeting this memorandum will be presented along with all job descriptions, the organization chart, seating chart, a draft list of current duties by area, and a project list.
- Staff intends to implement the reorganization plan immediately with all staff members trained in their responsibilities by April 30, 2015, including moving positions to different locations.
- A follow-up review of the plan and any changes needed will be on-going with final changes done by June 2015.
- The Village Code will be reviewed over the next six (6) months and all changes related to the restructuring will be presented to the Village Board.
- The cost along with a budget analysis will be prepared for the January 5, 2015 Board Meeting.
- An amended salary ordinance will be completed for the Accounting Manager position and presented at the January 5, 2015 Board meeting.
- A determination will be made to split the current Administration Department into two departments – Administration and Finance, and budget for such in the future.
- Human Resources functions will be split between the Accounting Manager and the Assistant Village Administrator/Director of Finance and reviewed via the weekly meeting with the Finance Director.
- The Public Works Administrative Support Assistant budgeted 25% to the Administration Department will be reevaluated.
- All other logistic issues will be resolved by April 30, 2015; examples include phone numbers, a new computer, changes to business cards if necessary, and other such items.

  
\_\_\_\_\_  
Steven J. Shields, Village Administrator

  
\_\_\_\_\_  
Shane D. Johnson, Finance Director



# **JOB DESCRIPTION**

**Date:** January 2, 2015

**Job Title:** Village Administrator  
**Department:** Administration  
**Location:** Village Hall  
**Reports to:** Mayor/Village Board  
**FLSA Status:** Exempt  
**Compensation Grade:** 025

## **PURPOSE OF POSITION:**

The purpose of this position is to manage and direct the administration of all Village affairs, including Administration, Finance, Building, Police, and Public Works. This position acts under the supervision of the Village Board.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Monitors and directs all aspects of Village operations including planning and assigning tasks to department heads, providing overall leadership and guidance through problem solving, negotiation, and critical reasoning.

Responds to requests from Elected Officials concerning a wide variety of Village matters, including financial, public relations, staffing, and constituent concerns,

Represents the Village through marketing efforts, press releases, and interviews with developers or prospective new businesses.

Develops policies and procedures to ensure that the general public receives a high quality of public services in a cost efficient manner.

Prepares annual budget, reviews staffing levels, expenditures, and physical inventory.

Recommends revisions to Village ordinances or the adoption of new ordinances as appropriate.

Conducts regular meetings with department heads to plan, coordinate, and organize Village business.

Plans both short-term and long-term development of Village based on demographic and economic reports and projected growth of the community.

## **ADDITIONAL TASKS AND RESPONSIBILITIES:**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Public Administration or a related field, with a Master's degree preferred, with seven years public administration experience preferably in a municipal government, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### *Language Ability in Interpersonal Communication*

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

#### *Mathematical Ability*

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

#### *Judgment and Situational Reasoning Ability*

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

#### *Physical Requirements*

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

*Environmental Adaptability*

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

The Village of Round Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Date**



# **JOB DESCRIPTION**

**Date:** January 2, 2015

**Job Title:** Assistant Village Administrator/Director of Finance  
**Department:** Administration  
**Location:** Village Hall  
**Reports to:** Village Administrator  
**FLSA Status:** Exempt  
**Compensation Grade:** 023A

## **PURPOSE OF POSITION:**

The purpose of this position is to provide highly responsible and complex administrative, fiduciary, and financial management work in the direction of the Finance Department, including accounting, fund investments, budget coordination, and Human Resources. Additionally, this position will assist the Village Administrator in the development and coordination of Village functions, programs, and economic development. This position acts under the supervision of the Village Administrator.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Analyzes, plans, and coordinates all aspects of financial management of the Village, in compliance with federal and state statute, generally accepted accounting principles, GASB regulations and Village ordinances including preparing fiscal budgets, cost analysis, and meeting with department heads to determine and decide financial matters.

Oversees and coordinates preparation for the annual comprehensive audit including the necessary journal entries, audit schedules, and completion of the annual financial report and other required reports.

Provides oversight for the preparation of the annual property tax levy and annual budget processes.

Supervises, trains, directs, and evaluates department personnel and monitors all activities and operations of the department, sets goals and objectives and established guidelines for performance.

Serves as Treasurer for the Village of Round Lake Police Pension Fund.

Answers questions from elected officials, department heads, other government agency officials, auditors, taxpayers, and the general public regarding financial matters.

Directs the administration and coordination of benefit programs to include health, dental, vision, life, pension, and 457 plans, employee assistance, wellness, worker's compensation, and other related programs in consultation with management staff, third party administrators, and consultants.

Supervises the maintenance of the employee records system covering personal data, compensation, benefit, and medical data, performance evaluations, disciplinary action, and other related personnel information,

Provides oversight of the full-cycle recruitment process, management training program, personnel policy development and implementation, organizational studies, and other related Human Resources policies and programs.

Participates in the preparation and negotiation of collective bargaining agreements.

Attends training meetings, seminars, and conferences to represent the interests of the Village and to keep informed on matters of interest to the Village.

Assists the Village Administrator in the development and implementation of special programs, projects, and economic development.

### **ADDITIONAL TASKS AND RESPONSIBILITIES:**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Accounting, Finance, Business Administration or a related field with five years experience in municipal accounting/finance, including three to five years administrative and supervisory experience. Masters of Business Administration, Certified Public Accountant, or Certified Public Finance Officer preferred.

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### *Language Ability in Interpersonal Communication*

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

*Mathematical Ability*

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

*Judgment and Situational Reasoning Ability*

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

*Physical Requirements*

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

*Environmental Adaptability*

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

The Village of Round Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Village Administrator**

\_\_\_\_\_  
**Date**



# **JOB DESCRIPTION**

**Date: January 2, 2015**

**Job Title:** Executive Support Assistant  
**Department:** Administration  
**Location:** Village Hall  
**Reports to:** Assistant Village Administrator/Director of Finance  
**FLSA Status:** Non-exempt  
**Compensation Grade:** 007

## **PURPOSE OF POSITION:**

The purpose of this position is to assist the Village Administrator and Assistant Village Administrator/Director of Finance with secretarial duties, act as the Freedom of Information Act (FOIA) Officer, and serve as the Deputy Village Clerk.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist the Village Administrator and Assistant Village Administrator/Director of Finance with duties as requested.

Retain and maintain Village records, as well as properly dispose of state authorized destruction.

Respond to all Freedom of Information requests.

Publish agendas and minutes for public inquiry.

Coordinates and collates agenda information and packets.

Serve as a backup to Administrative Support Assistants as needed.

## **ADDITIONAL TASKS AND RESPONSIBILITIES:**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or equivalent, with one to three years general office experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Previous computerized billing, accounting and/or customer service experience preferred.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### *Language Ability in Interpersonal Communication*

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

#### *Mathematical Ability*

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

#### *Judgment and Situational Reasoning Ability*

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

#### *Physical Requirements*

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

*Environmental Adaptability*

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

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I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Assistant Village Administrator/  
Director of Finance**

\_\_\_\_\_  
**Date**



# **JOB DESCRIPTION**

**Date:** January 2, 2015

**Job Title:** Accounting Manager  
**Department:** Administration  
**Location:** Village Hall  
**Reports to:** Assistant Village Administrator/Director of Finance  
**FLSA Status:** Exempt  
**Compensation Grade:** 017

## **PURPOSE OF POSITION:**

The Accounting Manager is responsible for administering the day-to-day operations of the Finance Department as well as assisting the Assistant Village Administrator/Director of Finance in managing the key functions of the Finance Department including, but not limited to, the annual budget process, the annual audit, accounting, financial reporting, internal controls, and compliance filing. The Accounting Manager will supervise the support staff positions in the Finance Department.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages the day-to-day operations of the Finance Department; including cash receipts, accounts payable, accounts receivable, utility billing, and payroll to ensure efficient use of resources and the timely completion of tasks.

Coordinates and supervises the work of Finance Department support staff positions.

Prepares and approves journal entries, setting up new accounts, analysis of account activity, and reconciliation of bank accounts and investment activity.

Evaluates accounting processes and procedures regularly and recommends improvements as needed.

Oversees the preparation and filing of W-2 forms, 1099 forms, and the quarterly payroll and unemployment reports.

Assists the Assistant Village Administrator/Director of Finance with the annual audit, budget process, human resource projects, and any other projects as requested.

## **ADDITIONAL TASKS AND RESPONSIBILITIES:**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Accounting, Finance, or a closely related field, with three to five years experience; any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Government accounting/finance experience preferred.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### *Language Ability in Interpersonal Communication*

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

#### *Mathematical Ability*

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

#### *Judgment and Situational Reasoning Ability*

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

#### *Physical Requirements*

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

*Environmental Adaptability*

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

The Village of Round Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Assistant Village Administrator/  
Director of Finance**

\_\_\_\_\_  
**Date**



# **JOB DESCRIPTION**

**Date:** January 2, 2015

**Job Title:** Administrative Support Assistant-Utility Billing  
**Department:** Administration  
**Location:** Village Hall  
**Reports to:** Accounting Manager  
**FLSA Status:** Non-exempt  
**Compensation Grade:** 005

## **PURPOSE OF POSITION:**

The purpose of this position is to coordinate the billing and collection of water accounts in the Village and issue work orders relevant to the Village's water system. This position acts under the supervision of the Accounting Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Processes water bills, delinquent bills, and final bills for businesses and residences on a monthly basis.

Assists the public with inquiries about water bills, water quality, water system repairs, payment plans, E-payments, direct pay, water shut-off policies, and establishing new accounts.

Issues and schedules work orders for repair, inspection, and maintenance of water meters.

Coordinates with the Public Works Department on a monthly basis to complete shut-off processes.

Provides customer service assistance at the Finance Department counter and collects payments from the general public for water payments, permits, fines, and any other payments.

Responsible for the maintenance, tracking, and invoicing of accounts receivables.

Any other project or duty as assigned.

## **ADDITIONAL TASKS AND RESPONSIBILITIES:**

*While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or equivalent, with one to three years general office experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Previous computerized billing, accounting and/or customer service experience preferred.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### *Language Ability in Interpersonal Communication*

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

#### *Mathematical Ability*

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

#### *Judgment and Situational Reasoning Ability*

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

#### *Physical Requirements*

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

*Environmental Adaptability*

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

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I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Accounting Manager**

\_\_\_\_\_  
**Date**



# **JOB DESCRIPTION**

**Date:** January 2, 2015

**Job Title:** Administrative Support Assistant-Collector  
**Department:** Administration  
**Location:** Village Hall  
**Reports to:** Accounting Manager  
**FLSA Status:** Non-exempt  
**Compensation Grade:** 005

## **PURPOSE OF POSITION:**

The purpose of this position is to perform the receptionist duties for Village Hall and Village revenue from a wide variety of sources, including but not limited to fees, licenses, taxes, fines, and utility payments. The position acts under the supervision of the Accounting Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provides customer service assistance at the Finance Department counter and collects payments from the general public for water payments, permits, fines, and miscellaneous payments.

Receives, opens, date stamps, sorts, and distributes mail on a daily basis and ensures that all outgoing mail is sent out in a timely manner.

Maintains and reconciles petty cash.

Reconciles and balances the cash register to MSI on a daily basis.

Any other project or duty as assigned.

## **ADDITIONAL TASKS AND RESPONSIBILITIES:**

*While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or equivalent, with one to three years general office experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Previous computerized billing, accounting and/or customer service experience preferred.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### *Language Ability in Interpersonal Communication*

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

#### *Mathematical Ability*

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

#### *Judgment and Situational Reasoning Ability*

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

#### *Physical Requirements*

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

*Environmental Adaptability*

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

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I acknowledge that I have read the job description and requirements for this position defined above and I certify that I can perform these functions.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Accounting Manager**

\_\_\_\_\_  
**Date**



# **JOB DESCRIPTION**

**Date:** January 2, 2015

**Job Title:** Part-Time Administrative Support Assistant  
**Department:** Administration  
**Location:** Village Hall  
**Reports to:** Accounting Manager  
**FLSA Status:** Non-exempt  
**Compensation Grade:** 005

## **PURPOSE OF POSITION:**

The purpose of this position is to perform the entry and processing of the payroll and accounts payable cycles. Additional tasks and projects may be assigned as needed by the Accounting Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for entering and processing the bi-weekly payroll and bi-monthly accounts payable cycles.

Serve as a backup to Administrative Support Assistants.

Assist with other projects as assigned.

## **ADDITIONAL TASKS AND RESPONSIBILITIES:**

*While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

Enters data accurately and completely into computer/operating system.

Archives dated material and records on an annual basis or more often if needed.

Performs filing, copying, and record keeping duties as required.

Performs regularly scheduled backup of data and systems.

Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or equivalent, with one to three years general office experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Previous computerized billing, accounting, and/or customer service experience preferred.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### *Language Ability in Interpersonal Communication*

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, government reports, accounting records, correspondence and general operating manuals.

Ability to communicate orally and in writing with co-workers, the general public, other Village staff, and immediate supervisor.

### *Mathematical Ability*

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### *Judgment and Situational Reasoning Ability*

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

### *Physical Requirements*

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, telephones, copiers, adding machines, and other general office equipment as necessary.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

### *Environmental Adaptability*

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses little risk of injury.

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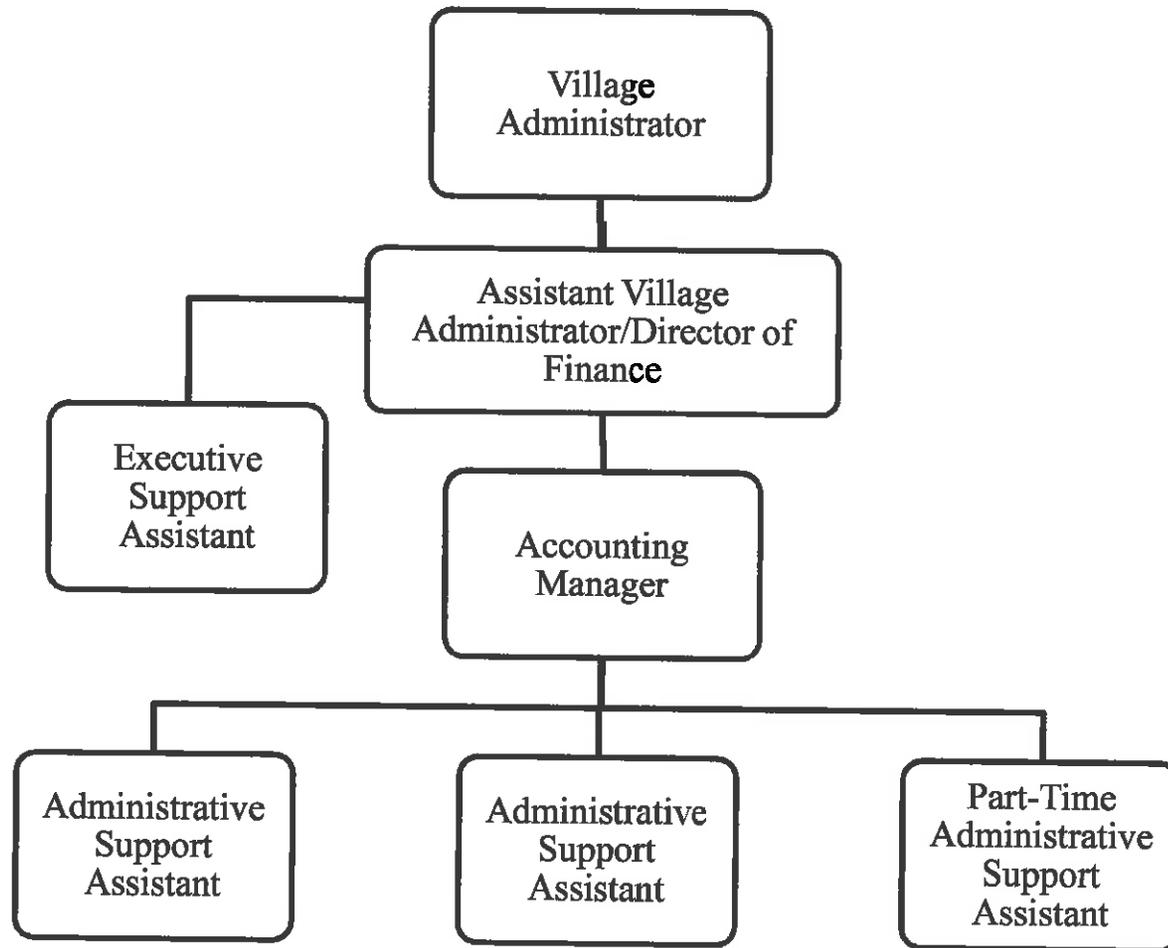
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**Employee**

\_\_\_\_\_  
**Date**

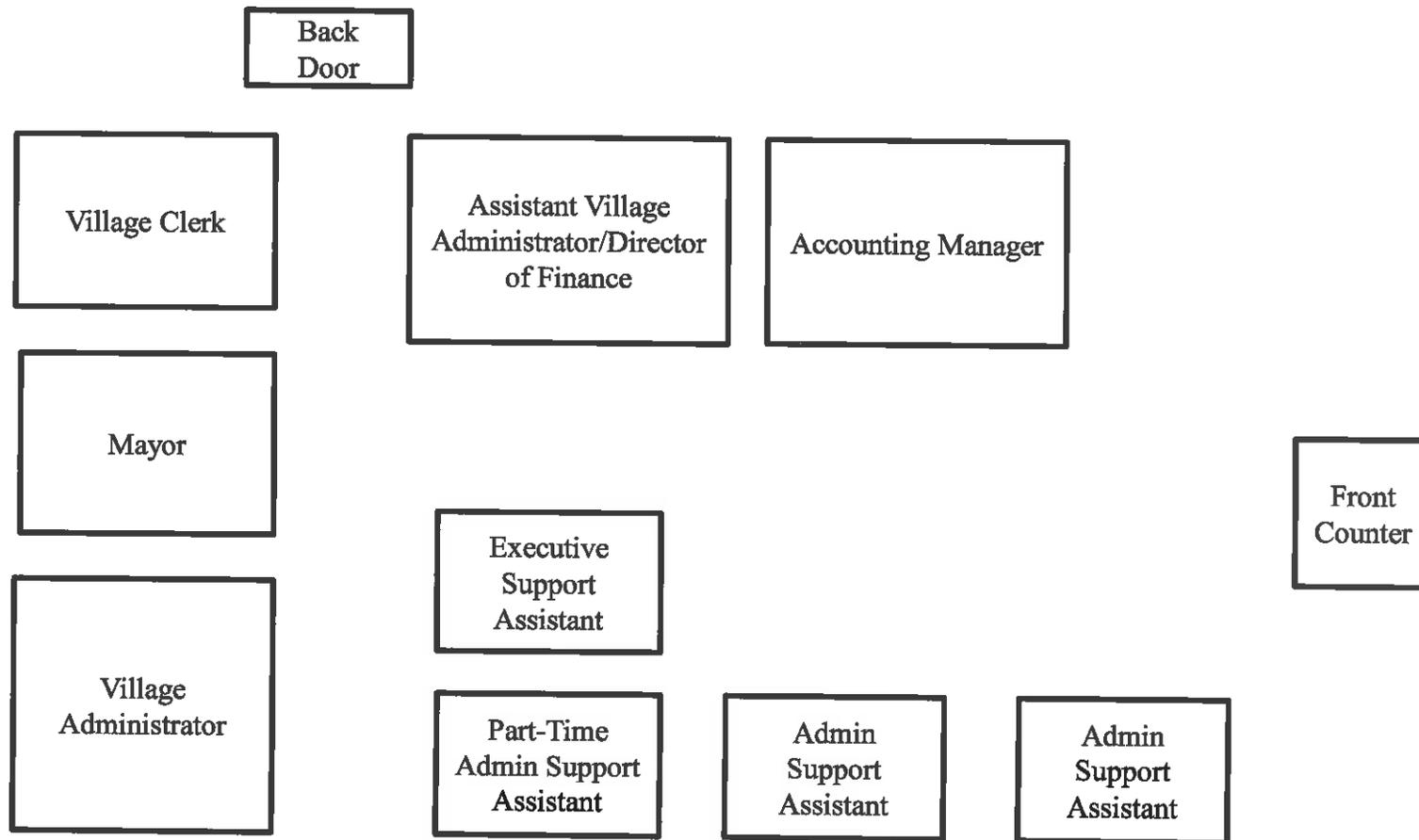
\_\_\_\_\_  
**Accounting Manager**

\_\_\_\_\_  
**Date**

# Administration Department



# Administration Seating Diagram



Village of Round Lake  
Administration/Finance Department Re-Organization  
Cost Analysis

<u>Position Title</u>	<u>Original Budget</u>	<u>Actual Cost Thru 12/31/14</u>	<u>Estimated Cost thru 4/30/15</u>	
Village Administrator Salary	-	71,221.84	32,934.24	A
Administrator Consultant Salary	78,000.00	6,906.25	-	
Finance Director Salary	94,651.00	31,828.46	25,462.80	A
Accountant/HR Coordinator Salary	67,753.00	49,778.02	20,787.36	A
Executive Assistant Salary	56,369.00	36,650.02	16,759.68	A
Administrative Support Asst. Salary	46,827.00	32,238.42	14,464.96	A
Administrative Support Asst. Salary	43,898.00	30,281.38	13,503.12	A
Part-time Salary	15,000.00	-	-	
Elected Officials Salaries	45,600.00	29,000.00	14,800.00	B
Committee Member Salaries	7,080.00	775.00	1,180.00	C
GovTemp USA/Part-time Accountant	-	3,662.75	-	
Accounting Manager Salary	-	-	21,711.37	A
<b>Total Budgeted</b>	<b>\$ 455,178.00</b>	<b>\$ 292,342.14</b>	<b>\$ 161,603.53</b>	

<i>Actual/Estimated Cost Total</i>	<i>\$</i>	<i>453,945.67</i>
<i>Total Budgeted</i>	<i>\$</i>	<i>455,178.00</i>
<i>Under Budget</i>	<i>\$</i>	<i>1,232.33</i>

A - 8 payrolls left in FY 2015

B - 4 months of board meetings left in FY 2015

C - Estimated 4 meetings left in FY 2015

## Project List

Project Name	Area	Notes
Banking RFP	Banking	Same bank many years - time for RFP
Local Debt Recovery Program	Collections	Implement with State - Board already approved
Collection Agency	Collections	Review contract/send out RFP
Development Incentive Package	Economic Development	Need to update as a development tool
Marketing Packet	Economic Development	Currently there is no packet available to market Village
Human Resources	Human Resources	Safety manual, wellness program
Employee Policy Manual Update	Human Resources	A number of items need to be added or changed
Web Site Development	Other	Better navigation & transparency, development use
Review of Code	Other	Review entire Village code a section at a time for changes
Unclaimed Property Reporting	Other	Better reporting, policies, etc... previous audit comment
Escrows Accounts	Other	Review all escrows & refund those not active
Salary Study/Other Studies	Other	More studies needed for comparison purposes
Review of all Financial Area's	Other	Cash Register, UB, AR, Payroll Payables, GL, FA, etc...
Review of Policies	Other	Specifically PO's and Purchasing threshold & others
Contract Review	Payables	All contracts need to be centrally located, control over each, etc...
W-9 Project	Payables	All current vendors should have a W-9 form on file
Update Emergency Data Sheets & W-4's	Payroll	Data in files is old & in need of updating
Procedures Over All Area's	Procedures	For cross training and/or new employees
Recaptures	Revenues	Review all recaptures, establish database, track accordingly/collection
Grants	Revenues	Procure more grants for projects
Review of Fees	Revenues	Should be done annually
Connectivity To PW & Police	Technology	Improved efficiency/productivity
New Financial Software System	Technology	Need To start process - current system Is 15 years old
Epay - More Payment Options - Tickets	Technology	More payment options to customers
Outsourcing Past Dues And Shut Off's	Utility Billing	Improve efficiency & forms more professional

*The above list is by no means all inclusive. It represents a few of the larger projects that will take a significant time commitment of staff to complete.*

**Administration/Finance Staff Responsibilities  
Draft Responsibilities**

**Area And Responsibilities**

---

**Front Counter/Collections**

Village calls  
Counter customer service  
Mail distribution  
Cash register/collections processing:  
    Water bills over the counter payments  
    Download lockbox water bills  
    Download check free water bills  
    Posts direct debit file at payment time  
    Parking tickets  
    RR permits  
    RR daily deposits (collected by CSO's)  
    Garage sale permits  
    All other deposits  
Balancing out cash register  
Printing daily cash reports  
Preparing deposits slips & Deposits to bank  
Cash register code set-up/maintenance  
Tracking parking lot payments by day  
Community room & village hall reservations  
Handle bids when they arrive at village  
Registering Animals  
Solicitors licenses  
Tracking liens  
Notary  
Voter registration

**Accounts Payable**

Invoice review/sign off  
Entering/processing invoices  
Processing payable reports  
Cutting payable checks  
Maintaining vendor files  
Payable report for board  
Payment of bills cover sheet  
Baxter & Woodman invoices in engineering books  
Process senior citizen rebate checks and mail  
Payables funding  
Preparing & generating 1099's  
Calendar & fiscal year end close process  
Payable vendor & other set-up/maintenance

**Payroll**

Time sheets Preparation  
Time sheet review  
Processing Payroll  
Cutting & mailing payroll checks  
Processing payroll reports  
Payroll report for board

**Business Licensing**

New business license set-up/invoicing  
Business license application renewal process  
Entering/processing license applications  
Collection of license/application fees  
Processing license reports  
Issuing actual license  
Maintaining license files  
Business license insurance requirements  
Liquor licenses  
License & other set-up/maintenance  
Delinquent licensing issues

**Utility Billing**

Customer Service  
Review of edit reports - high, low, no reads  
Entering/processing payments  
Generating payment reports  
Processing water bill file for third party  
Review of water bill file  
Processing direct debit file  
Review of direct debit file  
Down loading direct debit file at payment time  
Second notices generated (past due notice)  
Applying penalties  
Third Notices (shut-off's)  
Actual shut offs, turn on's, NSF fees, & penalties  
Utility billing customer & other set-up/maintenance  
Maintain records for water, sewer, garbage customers  
Monthly payment report for Lake County Sewer payment  
Water bill message preparation/review  
Tracks check free, lockbox, direct debits on spreadsheet  
Ordering water billing stock - past due & shut off's

**Purchase Orders**

PO invoice review/sign off  
Entering/processing PO's  
Processing PO reports  
Maintaining PO files  
Calendar & fiscal year end close process  
PO & other set-up/maintenance  
Generate monthly reports  
Review monthly reports

**Fixed Assets**

Fixed asset additions /deletions, etc...  
Processing fixed asset reports  
Maintaining fixed asset files  
Fixed assets & other set-up/maintenance

**Administration/Finance Staff Responsibilities  
Draft Responsibilities**

**Area And Responsibilities**

---

**Payroll Continued**

- Maintaining payroll reports
- Maintaining payroll records
- Payroll funding
- Direct deposit ACH (NACHA file)
- Federal tax EFT
- Preparing & generating W-2's
- Employee & other set-up/maintenance
- Prepare report for monthly IMRF payments & ACH
- Federal quarterly 941 report
- Prepare unemployment quarterly reports

**Financial**

- Journal entry preparation or review
- Journal entry data entry
- General ledger code set-up/maintenance
- Monthly Reporting
- Bank reconciliations
- Clearing checks
- Monthly transfers
- Garbage fees analysis & transfer
- Updating major revenue database
- Financial forecasts
- Quarterly budget reports
- Review of monthly budget status report

**Other**

- Audit - general
- Department of Insurance Report
- Comptrollers Report
- Treasurers report process
- Budget preparation
- CIP process
- Debt administration
- Escrows deposits
- Escrows payments
- Petty Cash
- Banking & investments
- Letter of Credits
- Record Retention
- Unclaimed Property
- Appropriations process
- Tax levy process
- Deputy clerk responsibilities
- Ordering office supplies (administration)
- Weed Liens
- Collection/collections agency
- Voter registration duties
- Other licenses: solicitors
- Garbage calls and contacting Waste Management
- Bulk permit mailing (permit 53) track
- Postage machine tracking
- Bankruptcies

**Human Resources**

- Risk management insurance
- Health/vision/dental insurance issues
- Health/vision/dental insurance renewal
- Health/vision/dental insurance - payroll
- Employee records/files
- Workers comp claims & other issues

**Police Pension**

- Process monthly pension pymts & payables
- Investment report reconciliation
- Quarterly pension reporting
- Other pension issues
- Preparing & generating 1099R's

**Accounts Receivable**

- Invoicing
- Collecting
- Past Due notices/delinquents
- A/R code set-up/maintenance
- Running monthly Reports
- Reviewing month end reports



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: AMENDED FYE APRIL 30, 2015 SALARY ORDINANCE**

**Agenda Item No. 7.1.1**

*Executive Summary:*

The Village Board approved Ordinance 14-O-11 at the May 19, 2014 Board meeting. The Ordinance, an employee compensation plan for the fiscal year ended April 30, 2015, did not include an authorized position for the Village Administrator. At the time the original Ordinance was approved a management consultant was in place as the Village Administrator. Therefore, an amended employee compensation plan was presented and approved by the Village Board on July 7, 2015 (Ordinance 14-O-18) that included an authorized position for the Village Administrator.

As part of the reorganization process, the Human Resources Coordinator/Accountant position was eliminated and a new Accounting Manager position was created. Due to the position changes an amended salary ordinance is attached.

Other notes:

- The Human Resources Coordinator/Accountant position eliminated was authorized in Grade 16
- The Accounting Manager position was placed in Grade 17
- The Finance Director title was changed to Assistant Village Administrator/ Director of Finance
- The Part-Time Police officer authorized positions increased from 4 to 6
  - There are no budget amount changes for the Part-Time Police Officers

*Recommended Action:*

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

<b>Committee:</b> -	<b>Meeting Date:</b> January 5, 2015																											
<b>Lead Department:</b> Administration																												
<b>Presenter:</b> Steven J. Shields, Village Administrator																												
<b>Item Budgeted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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="width: 50%;">Account(s)</th> <th style="width: 25%;">Budget</th> <th style="width: 25%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>All Other Items</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Encumbered</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Item Requested			All Other Items			Y-T-D Actual			Encumbered			Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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Request is over/under budget:																												
Under	-																											
Over	-																											

**ORDINANCE NO. 15-O-\_\_\_**

**AMENDED EMPLOYEE COMPENSATION PLAN**

**WHEREAS**, the Board of Trustees has previously implemented Employee Compensation Plan Guidelines; and

**WHEREAS**, the Board of Trustees deems it appropriate to confirm that these guidelines shall continue as the compensation guidelines applicable to Village employees as from time to time confirmed by the yearly budget approved by the Board of Trustees and further conditioned in this ordinance; and

**WHEREAS**, the Metropolitan Alliance of Police bargaining unit employees have an agreement which specifies a compensation plan for such members; and

**WHEREAS**, the International Union of Operating Engineers, Local 150, AFL-CIO bargaining unit employees have an agreement which specifies a compensation plan for such members.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS as follows:**

**SECTION 1:** The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Ordinance and are incorporated by reference as if set forth verbatim herein.

**SECTION 2:** That the Guidelines for Employee Compensation are hereby confirmed as the applicable guidelines to be confirmed yearly by approval of the Village Budget, or as set forth in a duly approved collective bargaining agreement.

**SECTION 3:** That in conjunction with such guidelines, the Mayor, or his designee, is authorized to hire the number of positions provided for in Exhibit 1, except where Village Board approval is required by law.

**SECTION 4:** All Ordinances in conflict with this Ordinance, to the extent of such conflict are hereby repealed.

**SECTION 5:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

**APPROVED:**

---

Daniel A. MacGillis, Village President

**ATTEST:**

---

Patricia C. Blauvelt, Village Clerk

**PASSED:**

**APPROVED:**

**PUBLISHED IN  
PAMPHLET FORM:**

**AYES:**

**NAYS:**

**ABSENT:**

**Village of Round Lake, Illinois - Compensation Plan**  
**For the Fiscal Year Ended April 30, 2015**  
**Cost of Living Adjustment: 2.2%**

Grade	Steps										
	A	B	C	D	E	F	G	H	I	J	K
001	<u>No Positions Authorized in this Grade</u>										
	\$14.67	\$15.19	\$15.72	\$16.27	\$16.84	\$17.43	\$18.04	\$18.67	\$19.32	\$20.00	\$20.70
002	<u>No Positions Authorized in this Grade</u>										
	\$31,737	\$32,848	\$33,998	\$35,187	\$36,419	\$37,694	\$39,013	\$40,378	\$41,792	\$43,254	\$44,768
003	<u>Community Service Officer: 1</u>										
	\$33,008	\$34,163	\$35,359	\$36,596	\$37,877	\$39,203	\$40,575	\$41,995	\$43,465	\$44,986	\$46,561
004	<u>Records Clerk: 1, Part-Time Records Clerk: 1</u>										
	\$34,328	\$35,529	\$36,773	\$38,060	\$39,392	\$40,770	\$42,197	\$43,674	\$45,203	\$46,785	\$48,422
005	<u>Administrative Support Assistant: 5, Administrative Support Assistant Part-Time: 1, Records Manager: 1</u>										
	\$35,700	\$36,950	\$38,243	\$39,582	\$40,967	\$42,401	\$43,885	\$45,421	\$47,011	\$48,656	\$50,359
006	<u>Facility and Fleet Manager: 1</u>										
	\$37,128	\$38,427	\$39,772	\$41,164	\$42,605	\$44,096	\$45,639	\$47,237	\$48,890	\$50,601	\$52,372
007	<u>Executive Support Assistant: 1</u>										
	\$38,614	\$39,966	\$41,364	\$42,812	\$44,311	\$45,861	\$47,467	\$49,128	\$50,847	\$52,627	\$54,469
008	<u>No Positions Authorized in this Grade</u>										
	\$40,158	\$41,563	\$43,018	\$44,524	\$46,082	\$47,695	\$49,364	\$51,092	\$52,880	\$54,731	\$56,647
009	<u>Code Enforcement Officer: 2</u>										
	\$41,765	\$43,227	\$44,740	\$46,306	\$47,927	\$49,604	\$51,340	\$53,137	\$54,997	\$56,922	\$58,914
010	<u>No Positions Authorized in this Grade</u>										
	\$43,435	\$44,956	\$46,529	\$48,158	\$49,843	\$51,588	\$53,393	\$55,262	\$57,196	\$59,198	\$61,270
011	<u>No Positions Authorized in this Grade</u>										
	\$45,172	\$46,753	\$48,389	\$50,083	\$51,836	\$53,650	\$55,528	\$57,471	\$59,483	\$61,565	\$63,720
012	<u>No Positions Authorized in this Grade</u>										
	\$46,980	\$48,624	\$50,326	\$52,087	\$53,910	\$55,797	\$57,750	\$59,771	\$61,863	\$64,028	\$66,269
013	<u>No Positions Authorized in this Grade</u>										
	\$48,858	\$50,568	\$52,338	\$54,170	\$56,066	\$58,028	\$60,059	\$62,161	\$64,337	\$66,589	\$68,919
014	<u>No Positions Authorized in this Grade</u>										
	\$50,813	\$52,591	\$54,432	\$56,337	\$58,309	\$60,350	\$62,462	\$64,648	\$66,911	\$69,252	\$71,676
015	<u>No Positions Authorized in this Grade</u>										
	\$52,845	\$54,695	\$56,609	\$58,591	\$60,641	\$62,764	\$64,961	\$67,234	\$69,587	\$72,023	\$74,544
016	<u>No Positions Authorized in this Grade</u>										
	\$54,960	\$56,883	\$58,874	\$60,935	\$63,067	\$65,275	\$67,559	\$69,924	\$72,371	\$74,904	\$77,526
017	<u>Accounting Manager: 1</u>										
	\$57,158	\$59,159	\$61,229	\$63,372	\$65,590	\$67,886	\$70,262	\$72,721	\$75,266	\$77,901	\$80,627
018	<u>No Positions Authorized in this Grade</u>										
	\$59,444	\$61,524	\$63,677	\$65,906	\$68,213	\$70,600	\$73,071	\$75,629	\$78,276	\$81,016	\$83,851

Village of Round Lake, Illinois - Compensation Plan  
 For the Fiscal Year Ended April 30, 2015  
 Cost of Living Adjustment: 2.2%

Grade	Steps										
	A	B	C	D	E	F	G	H	I	J	K
019	<u>No Positions Authorized in this Grade</u>										
	\$61,821	\$63,985	\$66,224	\$68,542	\$70,941	\$73,424	\$75,994	\$78,653	\$81,406	\$84,255	\$87,204
019A	<u>Commanders: 2</u>										
	\$64,918	\$67,191	\$69,542	\$71,976	\$74,495	\$77,103	\$79,801	\$82,594	\$85,485	\$88,477	\$91,574
020	<u>No Positions Authorized in this Grade</u>										
	\$66,167	\$68,483	\$70,880	\$73,361	\$75,929	\$78,586	\$81,337	\$84,183	\$87,130	\$90,179	\$93,336
021	<u>No Positions Authorized in this Grade</u>										
	\$66,866	\$69,207	\$71,629	\$74,136	\$76,731	\$79,416	\$82,196	\$85,073	\$88,050	\$91,132	\$94,322
022	<u>No Positions Authorized in this Grade</u>										
	\$69,541	\$71,975	\$74,494	\$77,101	\$79,800	\$82,593	\$85,484	\$88,476	\$91,572	\$94,777	\$98,094
023	<u>No Positions Authorized in this Grade</u>										
	\$72,322	\$74,853	\$77,473	\$80,185	\$82,991	\$85,896	\$88,902	\$92,014	\$95,234	\$98,567	\$102,017
023A	<u>Assistant Village Administrator/Director of Finance: 1 &amp; Director of Public Works: 1</u>										
	\$74,640	\$77,252	\$79,956	\$82,754	\$85,651	\$88,649	\$91,751	\$94,963	\$98,286	\$101,726	\$105,287
024	<u>Police Chief: 1</u>										
	\$75,215	\$77,848	\$80,572	\$83,392	\$86,311	\$89,332	\$92,459	\$95,695	\$99,044	\$102,510	\$106,098
025	<u>Village Administrator: 1</u>										
	\$78,224	\$80,962	\$83,795	\$86,728	\$89,764	\$92,905	\$96,157	\$99,523	\$103,006	\$106,611	\$110,343

**Employees At Top of Range  
 Performance Rates - Range of Percentage to Use  
 For Exemplary Performance**

0.00%

Performance pay is annual salary times a percentage above to arrive at a one time amount for those that are at the maximum step.

**Other Part-Time Employee Rates**

<u>Position Description</u>	<u>Hourly Rate</u>	<u>Authorized</u>
Police Officer	\$20.03	6
Public Works Employee	\$10.72	2 (including seasonal workers)
Community Service Officer	\$14.67	-
Accountant	\$23.49	-
Interns	\$15.61	-
Snow Plow Operators	\$15.64	5

**Note:** The number after the position description represents positions authorized in the budget document. The grades that state "No Positions Authorized in this Grade" means for the current fiscal year end those grades have no budgeted positions.



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: IMRF AUTHORIZED AGENT**

**Agenda Item No. 7.1.2**

*Executive Summary:*

As part of the reorganization process, the Human Resources Coordinator/Accountant position was eliminated. Such Human Resources functions and duties will fall under the Assistant Village Administrator/Director of Finance along with the new Accounting Manager position. A duty that a Human Resources position typically has is the designation as the authorized IMRF agent for a municipality. The Village Board has the authority to designate an authorized agent as the Village's official representative for the purposes of conducting business with the Illinois Municipal Retirement Fund. Therefore, the Village Administrator recommends that Shane D. Johnson, Assistant Village Administrator/Director of Finance, be designated as authorized agent for the Village of Round Lake for IMRF.

Attached is

- A resolution for the appointment
- IMRF Form 2.20: Notice of Appointment of Authorized Agent
- IMRF Authorized Agent Responsibilities

*Recommended Action:*

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

<b>Committee:</b> -	<b>Meeting Date:</b> January 5, 2015																											
<b>Lead Department:</b> Administration	<b>Presenter:</b> Steven J. Shields, Village Administrator																											
<p><b>Item Budgeted:</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input checked="" type="checkbox"/> N/A</p> <p><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></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">xx-xx-xx-xxxxx</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	xx-xx-xx-xxxxx	-		Item Requested			Y-T-D Actual			Amount Encumbered			Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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Total:	\$0.00	\$0.00																										
Request is over/under budget:																												
Under	-																											
Over	-																											

**Resolution 2015-R-\_\_\_**

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

**WHEREAS**, the Village Board of the Village of Round Lake has the authority to designate an authorized agent as the Village's official representative for the purposes of conducting business with the Illinois Municipal Retirement Fund (IMRF); and

**WHEREAS**, the Village Administrator recommends that Shane D. Johnson, Assistant Village Administrator/Director of Finance, be designated as authorized agent for the Village of Round Lake for IMRF.

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

**Section One:** That Shane D. Johnson be designated to act as the authorized agent on behalf of the Village of Round Lake in all matters affecting the administration of the IMRF.

**Section Two:** That such powers and duties of Shane D. Johnson, as the authorized agent, shall include: a) the filing of petitions for nominations of an Executive Trustee of IMRF; and b) the authority to cast a ballot for the election of an Elective Trustee of IMRF.

**Section Three:** That any and all previous designations are hereby revoked by this resolution.

**Section Four:** That the foregoing recitals are hereby found as fact and made a part hereof.

**Section Five:** That this Resolution shall be in full force and effect from and after its passage and approval as required by law.

**APPROVED:**

---

Daniel A. MacGillis, Village President

**ATTEST:**

---

Patricia C. Blauvelt, Village Clerk

**PASSED:**

**APPROVED:**

**AYES:**

**NAYS:**

**ABSENT:**



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 11/2013)

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME <u>Village of Round Lake</u>		EMPLOYER IMRF I.D. NUMBER <u>04439</u>	
AUTHORIZED AGENT'S LAST NAME <u>Johnson</u>		FIRST NAME <u>Shane</u>	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY <u>Municipality</u>			
DATE APPOINTMENT MADE (MM/DD/YYYY) <u>01/05/2015</u>	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) <u>01/06/2015</u>	POSITION TITLE <u>ASST. VILLAGE ADMINISTRATOR / DIRECTOR OF FINANCE</u>	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE <u>X Shane D. Johnson</u>		DATE (MM/DD/YYYY) <u>12/30/14</u>	
<b>CERTIFICATION</b>			
I, <u>PATRICIA C. BLAUVELT</u> , do hereby certify that I am <u>Village Clerk</u>			
NAME OF EMPLOYER <u>Village of Round Lake</u>		CLERK OR SECRETARY	
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY <u>Patricia C. Blauvelt</u>	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE) <u>MR</u>			
BUSINESS ADDRESS <u>442 N CEDAR LAKE ROAD</u>			
CITY STATE AND ZIP + 4 <u>ROUND LAKE IL 60073-2802</u>			
DAYTIME TELEPHONE NO. (with Area Code) <u>847-546-5400 x</u>		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code) <u>847-546-5405</u>		EMAIL ADDRESS <u>SJohnson@ERoundLake.com</u>	

Illinois Municipal Retirement Fund  
 2211 York Road Suite 500 Oak Brook, IL 60523-2337  
 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289



# 2 - Authorized Agent Responsibilities

**AUTHORIZED AGENT RESPONSIBILITIES ..... 47**

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### Sample Forms

#### Exhibits

- 2A      2.20    Notice of Appointment of Authorized Agent
- 2C      2.50    Forms / Publications Request

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## **Authorized Agent Responsibilities**

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### **2.00 Introduction**

This section of the manual explains the need for an Authorized Agent, defines the qualifications, powers, and duties of the position, and gives the procedures for appointment of an Authorized Agent.

### **2.10 Necessity for an Authorized Agent**

The IMRF program is complex. It involves substantial cash outlays by units of government (IMRF employers) and precious rights to IMRF members.

Its benefits as part of an effective personnel program may be lost—or even turned into a disadvantage—by weak or ineffective local administration. Therefore, a well-informed local official or employee is essential as the point of contact with IMRF.

Specific reasons why an Authorized Agent is necessary:

1. To centralize the local administration of IMRF in one person.
2. To file payroll reports and member forms, pay contributions, file benefit applications for members and advise members and local governing bodies.
3. To act as the agent of the governing body in IMRF matters. (An Authorized Agent is not an agent of IMRF.)

### **2.20 Qualifications of an Authorized Agent**

The Authorized Agent should be a person with the necessary skills and authority to serve both the unit of government (the IMRF employer) and its IMRF members.

It is recommended that the Authorized Agent be a member of IMRF. (A “member” refers to an employee working in an IMRF-qualified position as well as an employee receiving an IMRF pension and working in a position that does not qualify for IMRF participation or provides the employee the option of participating in IMRF, e.g., elected office.)

All Authorized Agents, regardless of IMRF participation status, may submit a nominating petition and cast a ballot in an Executive Trustee election. The Authorized Agent’s governing body must still delegate such powers to the Authorized Agent on his or her notice of appointment (Form 2.20). The Authorized Agent does not need to be an officer in the unit of government, but preferably should be a full-time employee.

The Authorized Agent should have the following qualifications:

1. A close working knowledge of all personnel employed by the unit of government, including new and terminated employees.
2. Access to personnel records, payrolls, and other employee compensation records.
3. An adequate channel of communications with the local governing body or chief executive officer.
4. Sufficient time to perform local administrative IMRF functions.

### **2.30 Powers and Duties of an Authorized Agent**

The IMRF Act specifies the general powers and duties of an Authorized Agent, and the powers and duties which a governing body may by law delegate to its Authorized Agent.

## 2.31 Powers and Duties of an Authorized Agent as Specified by the Illinois Pension Code

The duties of an Authorized Agent as they appear in the Illinois Pension Code: (40 ILCS 5/7-135)

### Sec. 7-135. Authorized Agents

- a. Each participating municipality and participating instrumentality shall appoint an Authorized Agent who shall have the powers and duties set forth in this section.

In absence of such appointment, the duties of the Authorized Agent shall devolve upon the clerk or secretary of the municipality or instrumentality and in the case of township school trustees upon the township school treasurer.

- b. The Authorized Agent shall have the following powers and duties:
  1. To certify to the fund whether or not a given person is authorized to participate in the fund;
  2. To certify to the fund when a participating employee is on a leave of absence authorized by the municipality;
  3. To request the proper officer to cause employee contributions to be withheld from earnings and transmitted to the fund;
  4. To request the proper officer to cause municipality contributions to be forwarded to the fund promptly;
  5. To forward promptly to all participating employees any communications from the fund for such employees;
  6. To forward promptly to the fund all applications, claims, reports and other communications delivered to him or her by participating employees;
  7. To perform all duties related to the administration of this retirement system as requested by the fund and the governing body of his or her municipality.

## 2.32 General Powers and Duties Explained

The general powers and duties are as follows:

1. To determine and certify to IMRF which employees are covered by IMRF (see Section 3, Part I - Schools or Section 3, Part II - Other than Schools for coverage).
2. To see that proper IMRF member contributions are withheld from employees' earnings (see Section 4 for withholding procedures).
3. To complete payroll reports and promptly forward IMRF member and employer contributions to IMRF (see Section 4 for reporting procedures).
4. To promptly forward all communications directed to members and beneficiaries by IMRF, including:
  - a. Member ballots for employee trustees
  - b. Personal Statements of Benefits (member statements of account)
  - c. Leaflets, bulletins, and other informational material.
5. To keep the governing body informed regarding:

- a. Employer contribution rates and funds required to meet participation costs
  - b. Employer accounts receivable and other charges
  - c. Matters requiring governing body approval as well as the general administration of IMRF.
6. To assist members in filing participation papers (see Section 6), and applications for retirement pensions and other benefits, and to assist members' beneficiaries in filing applications for survivor's benefits (see Section 5).
  7. To perform other administrative duties in connection with IMRF, such as:
    - a. Answering members' questions, including questions about Personal Statement of Benefits, and if necessary, assist them in communicating with IMRF.
    - b. Carefully reviewing the annual statements of employer account issued by IMRF and reconciling them with the unit of government's records.
  8. To sign all payroll reports, notices of member participation and termination, and other forms and communications on behalf of the unit of government. The Authorized Agent may affix his or her signature by stamped facsimile signature. **In the absence of the Authorized Agent, the person authorized to sign should be instructed to affix the Authorized Agent's name, then add "by" and sign his or her own name.**

**Such procedure should NOT be followed when submitting information via Employer Access. Anyone authorized to act on behalf of the Authorized Agent should be assigned an Employer Access Web Assistant account. See section 2.90.**

### **2.33 Delegated Powers and Duties**

The governing body of an employer may delegate the following powers and duties to an Authorized Agent regardless of the Agent's IMRF participation status:

1. To file a petition for nomination of an executive trustee of IMRF.
2. To cast a ballot for election of an executive trustee of IMRF.

All Authorized Agents, regardless of IMRF participation status, may submit a nominating petition and cast a ballot in an Executive Trustee election.

The Authorized Agent's governing body must still delegate such powers to the Authorized Agent on his or her notice of appointment (Form 2.20).

### **2.35 Authorized Agent Training**

IMRF provides training for Authorized Agents and other individuals involved in the administration of IMRF.

IMRF's Authorized Agent Certification Programs offer an overview of an Authorized Agent's responsibilities. Topics covered include enrollment, wage reporting, service credits, benefits, and employer rates. After an individual attends all the sessions, he or she receives a plaque identifying him or her as a Certified Authorized Agent.

IMRF recommends that **anyone** involved in the administration of IMRF attend a Certification program, including individuals who attended previous training sessions or who have been involved in the administration of IMRF for many years.

## 2.40 Appointment of an Authorized Agent

The procedures for appointment of an Authorized Agent are as follows:

1. The governing body would appoint an Authorized Agent by passing a resolution. As required by law, the governing body would appoint only one Authorized Agent.
2. The resolution must specify the powers and duties, if any, delegated to the Authorized Agent by the governing body (see paragraph 2.33 Delegated Powers and Duties).
3. IMRF is to be notified of the appointment and of the powers and duties delegated. Use IMRF Form 2.20, "Notice of Appointment of Authorized Agent" (Exhibit 2A).
4. To change Authorized Agents, the governing body would follow the same procedures used in the original appointment.

If an Authorized Agent is not appointed, the unit of government's clerk, or the secretary of the governing body is the Authorized Agent.

## 2.50 Township Supervisors

Public Act 98 – 0218 removed the requirement that the Township Supervisor must serve as the Authorized Agent. Townships can name any person with the necessary skills and authority to serve both the unit of government (the IMRF employer) and its IMRF members as its Authorized Agent.

## 2.60 Web Assistants

IMRF employers (units of government) that have several instrumentalities and/or departments may wish to appoint Web Assistants.

Web Assistants are responsible to the appointed Authorized Agent and would perform such functions as are delegated to them by the Authorized Agent and the governing body. In contacts with IMRF, they must operate through the appointed Authorized Agent.

1. **Employer Access account**  
The Authorized Agent should set up an Employer Access Web Assistant account for any Web Assistants (see Section 2.90). An Employer Access User ID functions as an electronic signature.

Each employee who submits information to IMRF through Employer Access should have his or her own Employer Access account. Using another employee's account to submit information to IMRF is the same as signing that employee's name—instead of your own—on a form.

2. **Training**  
IMRF recommends that **anyone** involved in the administration of IMRF attend an Authorized Agent Certification program, including individuals who attended previous training sessions or who have been involved in the administration of IMRF for many years.

## 2.70 Delivery of Communications

Delivery of any communications or document by a member or unit of government (IMRF employer) to the Authorized Agent does not constitute delivery to IMRF.

## 2.80 IMRF Forms

IMRF no longer mails paper forms to employers that have Internet access. IMRF forms can be downloaded from [www.imrf.org](http://www.imrf.org). Several forms can be completed electronically via secure Employer Access. Employers without Internet access can continue to request blank forms from IMRF.

## 2.85 Quick Reference Guides

IMRF has developed a series of Procedure Checklists as well as an Employer Forms Guide for use by Authorized Agents and their assistants—anyone involved in the local administration of IMRF.

## 2.90 Secure Employer Access Area of [www.imrf.org](http://www.imrf.org)

IMRF's Employer Access area is a secure area of IMRF's website ([www.imrf.org](http://www.imrf.org)). The purpose of Employer Access is to provide IMRF employers with information specific to your employer's account.

IMRF Online employer functions can be divided into three functions:

1. Administrative functions will allow you to:
  - a. Sign on to IMRF's Employer Access area.
  - b. Update and maintain your own profile information.
  - c. There are three types of Employer Access accounts:

**Authorized Agent (AA) account:** Administers all accounts and has access to all Employer Access functions. The AA account is ultimately responsible for setting up and maintaining all other accounts.

**Security Administrator account:** Set up by the AA, has access to all the functions of an AA account. This type of account is a good choice when the Authorized Agent at your employer would prefer someone else to handle the day-to-day administration of IMRF and Employer Access. There can be only one Security Administrator account for each employer.

**Web Assistant account:** Set up and maintained by either the AA or Security Administrator. The ability to use Employer Access functions is limited by security permissions set up by the AA or Security Administrator.

Note: If you have a Web Assistant account and later become the AA at your employer, you must set up a new AA account for your use. You should not continue to use your Web Assistant account.

Your User ID functions as an electronic signature. **Each employee—including Web Assistants—who submits information to IMRF through Employer Access should have his or her own Employer Access account.**

IMRF sends most employer communications electronically. We send these electronic communications to the email addresses in Employer Access. Each account owner should have his or her *own unique email address* entered into the contact information for the account.

### **Keep the account active**

Logging in to your Employer Access account at least every 60 days (especially AA accounts) keeps the account active. After an account has been unused for 90 days, IMRF begins the steps to delete the account.

**Delete Unused Accounts**

You should delete unused accounts as soon as they are no longer needed (for example, when an employee leaves). While IMRF will eventually delete unused accounts, from a security standpoint it is better if you delete an account as soon as you are aware that it is no longer necessary.

2. Current Employer Account functions will allow you to:
  - a. View resolutions your employer has adopted.
  - b. View your employer contribution rates.
  - c. View/update certain wage report information.
  - d. View/update certain member information.
    1. Participation information (enrollment date, termination date if applicable, plan type, etc.)
    2. Member address
    3. Member employment/plan information
    4. Benefit application status
    5. Payments from member
    6. Final rate of earnings (FRE) and service credit
    7. Documents received or requested
  - e. Transmit monthly wage reports.
  - f. Upload documents to IMRF.
3. Because online transactions are more accurate, more efficient, and faster, employers with Internet access are required to submit the following transactions via Employer Access.
  - a. Monthly wage and contribution reports
  - b. Form 3.20, "Wage and Contribution Adjustments"
  - c. Form 6.10, "Notice of Enrollment"
  - d. Form 6.19, "Member Employment Information"
  - e. Form 6.20, "Member Information Change"
  - f. Form 6.41, "Termination of IMRF Participation"

To access this area of IMRF Online, go to the Employer Access area of the IMRF website at [www.imrf.org](http://www.imrf.org), and complete the online registration process.

Please note: You cannot request a user ID and password by phone or email due to security restrictions.



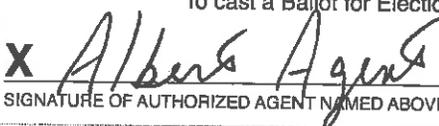
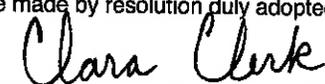
# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 11/2013)

Exhibit 2A

### INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME City of Anywhere		EMPLOYER IMRF I.D. NUMBER 00000	
AUTHORIZED AGENT'S LAST NAME Agent	FIRST NAME Arnold	MIDDLE INITIAL J.	JR., SR., II, ETC.
TYPE OF GOVERNING BODY City Council			
DATE APPOINTMENT MADE (MM/DD/YYYY) 11/21/2013	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 11/21/2013	POSITION TITLE City Treasurer	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
 SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		11/21/2013 DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, <u>Clara Clerk</u> , do hereby certify that I am <u>Clerk</u>			
NAME		CLERK OR SECRETARY	
of the <u>City of Anywhere</u>			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		 SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
BUSINESS ADDRESS			
City of Anywhere		123 Main Street	
CITY STATE AND ZIP + 4			
Anywhere, IL 60000			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
(000) 000 - 0000		(000) 000 - 0000	
FAX NO. (with Area Code)		EMAIL ADDRESS	
(000) 000 - 0000		ccclerk@cityofanywhere.com	

Illinois Municipal Retirement Fund  
2211 York Road Suite 500 Oak Brook, IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

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# FORMS/PUBLICATIONS REQUEST

IMRF Form 2.50 (Rev. 02/2011)

**Exhibit 2C**

**Fax Request to:  
630 / 368 - 5397**

Blank forms, benefit booklets and checklists may also be viewed and downloaded at [www.imrf.org](http://www.imrf.org).

Amount	Form #	Form Title
	2.20	Notice of Appointment of Authorized Agent
	2.30	Notice of Election or Appointment of Township Supervisor
<b>50</b>	5.10	Application for Separation Refund
<b>100</b>	5.20	Application for Retirement Annuity (Pension)
	5.21	Member's Notice of Intent to Retire Under ERI
	5.30	Application for Death Benefit
	5.40	Member's Application for Disability Benefits
	5.41	Employer's Statement - Disability Claim
	5.42	Physician's Statement - Disability Claim
	5.45	Employer's Notice of Trial Work Period or Certificate of Termination of Disability
	6.02J	Application for Military Service Credit
	6.03	Application for Reinstatement of Service Credit
	6.04	Application for Retroactive Service Credit
	6.04A	Application for Retroactive Service Credit (for employees previously barred by age)
	6.05	Omitted Service Credit Verification
	6.06	Conversion of Regular or SLEP Service Credit to Elected County Official (ECO) Service Credit
	6.07	Application for Prior Service Credit
	6.11	Designation of Beneficiary
	6.11A	Designation of Beneficiary for Annuitants
	6.19	Member Employment Information
	6.21	Election to Participate for Qualifying Positions (Elected County Officials and City Hospital Employees)
	6.21B	Election by Elected County Official to Participate in ECO Plan
	6.22	Election of Police Chief to Participate as SLEP Member
	6.23	Election to Contribute Under Additional Position
	6.24	40-Year Service Election to Cease Contributions
	6.28	Revocation of Election to Participate in ECO Plan
	6.30	Election to Make Voluntary Add'l. Contributions
	6.32	IMRF Benefit Protection Leave (Leave of Absence)

Amount	Form #	Form Title
	6.33	Out-of-State Service Credit Authorization
	6.62	Resolution - Military Leave Authorization
	6.62A	Resolution - Limited Service Credit for Military Leave
	63A	Resolution - Military Service Prior to IMRF Participation
	6.64	Resolution - Elected Officials
	6.68	Resolution - Adoption of 1,000 Hour Requirement
	6.71	Certificate of Sheriff's Law Enforcement Service
	6.72	Resolution - Include Compensation Under a 125 Plan
	6.77	Resolution - To Adopt IMRF ERI
	6.78	Resolution - Amortization Period for IMRF ERI
	6.85	Resolution - For Employer Pick Up for Member ERI Contributions
	7.10	Health Insurance Continuation Through Employer
	BF-20	Pension Estimate Request
<b>Benefit Booklets</b>		
<b>50</b>	REGT1	Regular Plan IMRF Benefits - Tier 1
<b>125</b>	REGT2	Regular Plan IMRF Benefits - Tier 2
	SPNT1	Spanish Regular IMRF Benefits - Tier 1
	SLEPT1	Sheriff's Law Enforcement Personnel - Tier 1
	SLEPT2	Sheriff's Law Enforcement Personnel - Tier 2
	ECOT1	Elected County Official Plan - Tier 1
	ECOT2	Elected County Official Plan - Tier 2
<b>20</b>	DISA	IMRF Disability Booklet
<b>Brochures</b>		
	FIELD	IMRF Field Services Brochure
<b>Envelopes</b>		
	CORR	IMRF Correspondence Envelope - letter size
<b>Checklists</b>		
	ENROLL	Should this employee be enrolled?
	PART	Participation - Steps to Enrollment in IMRF
	DISA	Disability Checklist
	TERM	Retirement Checklist
	RETIRE	Retirement Checklist
	DEATH	Death Benefits Checklist

### Mail requested materials to:

### IMRF Use Only

NAME <b>Jane Doe</b>		TITLE <b>Human Resources Coordinator</b>	
EMPLOYER NAME <b>City of Anywhere</b>		EMPLOYER IMRF I.D. NUMBER <b>0 0 0 0</b>	
STREET (MAILING) ADDRESS <b>123 Main Street</b>			
CITY <b>Anywhere</b>	STATE <b>IL</b>	ZIP CODE +4 <b>60000-0000</b>	

**Illinois Municipal Retirement Fund**  
 Suite 500 2211 York Road Oak Brook IL 60523-2337 1-800-ASK-IMRF (1-800-275-4673)  
[www.imrf.org](http://www.imrf.org)

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VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: AMENDED CURB, GUTTER, AND SIDEWALK REPAIR PROJECTS    Agenda Item No. 10.1**

*Executive Summary*

At the September 15, 2014 Village Board meeting a resolution was adopted to contract with Schroeder & Schroeder for the curb and gutter project. The resolution listed an amount of \$57,335 with the intent of keeping the project cost at the budgeted amount of \$50,000. However, the contractor used the lineal feet of repair staff generated versus the lineal feet in the bid. In addition, staff did not inform the contractor that the intent of the project was to match the budget amount of \$50,000. Therefore, the actual project cost amounted to \$67,512 and an amended resolution needs to be done.

The original project cost was charged 100% to the Capital Projects Fund. Staff is recommending the sidewalk portion of the project be charged to the Motor Fuel Tax Fund where it is budgeted at \$12,780 and the remaining charged to the Capital Projects Fund, where the curb and gutter project is budgeted at \$50,000.

*Recommended Action*

Adopt a Resolution Amending Bid Awarded for the 2014 Curb and Gutter and Sidewalk Repair Project.

<b>Committee:</b> -	<b>Meeting Date:</b> January 5, 2015																																													
<b>Lead Department:</b> Administration	<b>Presenter:</b> Steven J. Shields, Village Administrator																																													
<b>Item Budgeted:</b> <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: left;">Account(s)</th> <th style="text-align: right;">Budget</th> <th style="text-align: right;">Expenditure</th> </tr> </thead> <tbody> <tr> <td><b>10-60-88-88802</b></td> <td style="text-align: right;">\$12,780.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td style="text-align: right;">\$10,132.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$1,555.42</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$12,780.00</b></td> <td style="text-align: right;"><b>\$11,687.42</b></td> </tr> <tr> <td><b>35-20-83-88301</b></td> <td style="text-align: right;">\$398,700.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$50,000.00</td> <td style="text-align: right;">\$57,380.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$188,691.20</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$195,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$448,700.00</b></td> <td style="text-align: right;"><b>\$441,071.20</b></td> </tr> <tr> <td><b>Grand Total</b></td> <td style="text-align: right;"><b>\$461,480.00</b></td> <td style="text-align: right;"><b>\$452,758.62</b></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;">\$8,721.38</td> </tr> <tr> <td style="text-align: right;">Over</td> <td></td> <td style="text-align: right;">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	<b>10-60-88-88802</b>	\$12,780.00		Item Requested		\$10,132.00	Y-T-D Actual		\$1,555.42	Amount Encumbered		\$0.00	<b>Total</b>	<b>\$12,780.00</b>	<b>\$11,687.42</b>	<b>35-20-83-88301</b>	\$398,700.00		Item Requested	\$50,000.00	\$57,380.00	Y-T-D Actual		\$188,691.20	Amount Encumbered		\$195,000.00	<b>Total</b>	<b>\$448,700.00</b>	<b>\$441,071.20</b>	<b>Grand Total</b>	<b>\$461,480.00</b>	<b>\$452,758.62</b>	Request is over/under budget:			Under		\$8,721.38	Over		-
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**Resolution 2015-R-\_\_\_**

**A Resolution Amending Bid Awarded for the  
2014 Curb and Gutter and Sidewalk Repair Project**

**WHEREAS**, the Village of Round Lake solicited bids for the 2014 Curb and Gutter and Sidewalk Repair Project (“Project”); and

**WHEREAS**, the Board of Trustees of the Village of Round Lake found that the lowest responsible bidder to the Village’s request for bids was Schroeder & Schroeder, Inc. with a bid of \$57,335.00, and therefore, the Village Board found that it was in the best interests of the residents of Round Lake to accept the bid from Schroeder & Schroeder, Inc. for the Project; and

**WHEREAS**, on September 15, 2014, the Village Board passed Resolution No. 2014-R-66 approving and accepting the bid from Schroeder & Schroeder, Inc. in the amount of \$57,335.00 for the Project;

**WHEREAS**, the Project has been completed by Schroeder & Schroeder, Inc. and the Project cost is \$67,512.00;

**WHEREAS**, the Village Board desires to amend the bid amount awarded for the Project to \$67,512.00.

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

**Section One:** That the bid awarded to Schroeder & Schroeder, Inc. is amended to the amount of \$67,512.00 for the 2014 Curb and Gutter and Sidewalk Repair Project and said amount is hereby approved and accepted.

**Section Two:** That the Village Administrator, or his designee, is authorized to take all necessary steps to implement this resolution.

**Section Three:** That this Resolution shall be in full force and effect from and after its passage and approval as required by law.

**APPROVED:**

---

Daniel A. MacGillis, Village President

**ATTEST:**

---

Patricia C. Blauvelt, Village Clerk

**PASSED:  
APPROVED:  
AYES:  
NAYS:  
ABSENT:**



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

RHK  
 21 NOV 14

**TITLE: SOLICITATION OF BIDS FOR CONCRETE CURB, GUTTER REPAIR**

Item COTW

***Executive Summary:***

1. The Village is responsible for approximately 94 miles of Concrete Curb and Gutter on our Public Roads. The vast majority of our curb and gutter are in our newer Subdivisions and are of the "Mountable Type". Most of our curb/ gutter are in "OK" condition with "limited" cracking, small segments of "missing pieces" of concrete. However, there are several locations with more substantive breakup, disintegration.
2. A recent assessment identified 92 locations where curb, gutter removal and replacement is definitely needed. The total lineal footage of these locations is 720 feet. While we have the skills to do this work, the magnitude of this labor intensive effort warrants contracting for the removal, replacement. Therefore, we propose to use most of the Budgeted CIP Concrete Repair Project Funds (\$50,000.00) to do this replacement via a competitively bid contract.
3. We anticipate the bid prices to be in the \$60 to \$75 per foot cost. Should we do the total 720 feet now; \$60.00 per foot will cost \$43,200. At \$75.00 per foot we would need \$54,000. The Project will be bid with us maintaining flexibility as to how much work to accomplish.

***Recommended Action:***

Concur with soliciting bids for curb, gutter replacement of the identified locations.

**Committee: PW/FAC/ENGR**

**Meeting Date: July 21, 2014**

**Lead Department: Public Works**

**Presenter: Ron Kroop**

Item Budgeted:  Yes  No  NA

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

Account No(s):	Budget:	Expenditures
35-20-88-88801	\$596,500.00	
Item Requested	\$50,000.00	\$50,000.00
YTD Actual		
Total:	\$646,500.00	\$50,000.00
Request is over/under budget:		
Under		\$596,500.00
Over	-	



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

RHK  
 21 NOV 14

**TITLE: ADOPT A RESOLUTION TO AWARD THE 2014 CURB & GUTTER, SIDEWALK REPAIR CONTRACT TO SCHROEDER & SCHROEDER INC, SKOKIE, IL AT A COST OF \$57,335.00**

Item

**Executive Summary:**

1. Bids were solicited for the repair by replacement of 92 deteriorated Curb & Gutter locations plus 8 Sidewalk locations. Bids were opened on September 11<sup>th</sup> and are as follows:

- 1. Alliance Concrete Contractors: \$74,950.00
- 2. Schroeder & Schroeder Inc: \$57,335.00

2. The 2014/2015 CIP includes \$50,000.00 for this type of repair work. As this work will be done on a Unit Price Basis, and is a Multi-Year effort; we can manage the magnitude of the Work actually done to stay within the Budgeted amount.

**Recommended Action:**

Adopt the Resolution to approve the Contract with Schroeder & Schroeder at a cost of \$57335.00.

**Committee: PW/FAC/ENGR**

**Meeting Date: July 21, 2014, September 15, 2014**

**Lead Department: Public Works**

**Presenter: Ron Kroop**

**Item Budgeted:  Yes  No  NA**

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

Account No(s):	Budget:	Expenditures
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Under		\$596,500.00
Over	-	

**Resolution 2014-R-\_\_\_\_\_**

**A Resolution Accepting a Bid for the  
2014 Curb and Gutter and Sidewalk Repair Project in the Amount of \$57,335.00**

**WHEREAS**, the Village of Round Lake solicited bids for the 2014 Curb and Gutter and Sidewalk Repair Project; and

**WHEREAS**, the Board of Trustees of the Village of Round Lake finds that the lowest responsible bidder to the Village's request for bids is Schroeder & Schroeder, Inc. with a bid of \$57,335.00, and therefore, the Village Board further finds that it is in the best interests of the residents of Round Lake to accept the bid from Schroeder & Schroeder, Inc. for the 2014 Curb and Gutter and Sidewalk Repair Project; and

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

**Section One:** That the bid from Schroeder & Schroeder, Inc. in the amount of \$57,335.00 for the 2014 Curb and Gutter and Sidewalk Repair Project is hereby approved and accepted.

**Section Two:** That the Village Administrator and Director of Public Works, or their designees, are authorized to take all necessary steps to implement this resolution.

**Section Three:** That this Resolution shall be in full force and effect from and after its passage and approval as required by law.

**APPROVED:**

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Daniel A. MacGillis, Village President

**ATTEST:**

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Patricia C. Blauvelt, Village Clerk

PASSED:  
APPROVED:  
AYES:

OK

RETURN WITH BID

SCHEDULE OF PRICES

ITEM	CURB/GUTTER	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
		Lineal Feet (LF)	(\$/LF)	
				49,055 <sup>00</sup>
1	Remove and Replace In Kind Mountable Curb and Gutter (6"x12") at 92 Locations	610	75 <sup>00</sup> LF	46,055 <sup>00</sup>
2	Remove Mountable Curb and Gutter (6x12") at Driveway Aprons and Replace with "Depressed Curb", gutter at 6 Locations	120 * see note below	25 <sup>00</sup> LF	3,000 <sup>00</sup>

ITEM	SIDEWALK	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
		Square Feet (SF)	(\$/SF)	
				3,280 <sup>00</sup>
3	Remove And Replace 4" Thick Sidewalk	200	12 <sup>00</sup> SF	\$2,400 <sup>00</sup>
4	Remove and Replace 6" Thick Sidewalk	420	14 <sup>00</sup> SF	\$5,880 <sup>00</sup>

TOTAL BID PRICE \$ 57,335<sup>00</sup>

\* Note:

Replacement of existing Mountable Curb with depressed curb is contingent upon Resident paying for asphalt driveway apron replacement. Any driveway apron replacement will be separately/ negotiated with the successful bidder. For this 6 locations, non-participation by the resident will result in the Curb and Gutter replacement to match existing.

**2014 CURB & GUTTER, SIDEWALK REPLACEMENT PROGRAM**  
**BID OPENING 9/11/14 11:00 A.M.**

BIDDER NAME	PROPOSAL AMOUNT	PERFORMANCE BOND	INSURANCE	COMMENTS
1 ALLIANCE CONTRACTORS, INC.	\$74,950.00	✓	✓	
2 SCHROEDER & SCHRODER, INC.	\$57,335.00	✓	✓	
3				
4				
5				



# Schroeder & Schroeder Inc.



RAK  
17 NOV  
14

CONCRETE CONTRACTORS

7306 CENTRAL PARK - SKOKIE, ILLINOIS 60076

PHONE 847-933-0526 • FAX 847-933-0528

VILLAGE OF ROUND LAKE  
442 N CEDAR LAKE RD  
ROUND LAKE, IL 60073

INV 4675

2014 CURB & GUTTER, SIDEWALK  
REPLACEMENT PROGRAM

11-17-14

ITEM	DESCRIPTION	CONTRACT QUANTITY	UOM	UNIT PRICE	QUANTITY TO DATE	TOTAL AMOUNT TO DATE
1	REMOVE & REPLACE IN KIND MOUNTABLE CURB & GUTTER (6"X12") @ 92	610.00	LF	\$ 75.50	760.00	\$ 57,380.00
2	REMOVE MOUNTABLE CURB & GUTTER AT DRIVEWAY APRONS & REPLACE WITH DEPRESSED CURB @ 6 LOCATIONS	120*	LF	\$ 25.00	0.00	\$
3	4" PCC SIDEWALK REMOVE & REPLACE	200.00	SF	\$ 12.00	737.00	\$ 8,844.00
4	6" PCC SIDEWALK REMOVE & REPLACE	400.00	SF	\$ 14.00	92.00	\$ 1,288.00
						\$ 67,512.00

\* REPLACEMENT OF EXISTING MOUNTABLE CURB WITH DEPRESSED CURB IS CONTINGENT UPON RESIDENT PAYING FOR ASPHALT DRIVEWAY APRON REPLACEMENT. ANY DRIVEWAY APRON REPLACEMENT WILL BE SEPARATELY NEGOTIATED WITH THE SUCCESSFUL BIDDER. FOR THIS 6 LOCATIONS, NON-PARTICIPATION BY THE RESIDENT WILL RESULT IN THE CURB & GUTTER REPLACEMENT TO MATCH EXISTING.

WORK COMPLETED TO DATE: \$ 67,512.00

AMOUNT DUE THIS INVOICE: \$ 67,512.00

VILLAGE OF ROUND LAKE

APPROVAL FOR PAYMENT

Acct. No.:

Dist. No.:

Vendor No.:

35-20-83-88301  
Ron Kroop  
54

IDENTIFIED  
BID

CURB  
730 LF

4" SW

6" SW

610 LF (\$75.50/LF) 200 (\$12/SF) 420 (\$14/SF)