

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
July 21, 2014
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of July 7, 2014

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
 - Current Technologies Contract
- Public Works, Facilities and Capital Assets, and Engineering
 - Concrete Repair Curb/Gutter Approval
 - Cedar Lake and Route 134 Watermain Breaks
 - Hart Road Watermain Shoring
- Special Events
 - Home Town Fest
- Building and Zoning
- Police
- Administration
 - Quotes for Painting of Village Hall

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

DRAFT

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
July 7, 2014
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:50 P.M

1. ROLL CALL

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

Absent: None

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of June 16, 2014

Trustee Newby moved, Seconded by Trustee Wicinski to approve the Minutes of the Committee of the Whole Meeting of June 16, 2014. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

NONE

4. COMMITTEE OF THE WHOLE

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

- Tree Replacement Program – Phase II

Public Works Director Ron Kroop discussed the next phase in the Tree Replacement Program. PWD Kroop is asking that \$15k of the \$75k that will be allotted this year go towards hiring a tree company for removal of previously identified larger diameter trees that pose a hazard leaving \$60k for tree replacement program this year. He went on to say that the tree replacement will take place earlier this fall in September and again we will work with Ivanhoe Nurseries. Volcano Mulch was also mentioned and PWD asked for an ordinance as to how much mulch can be used on the parkway trees. The Mayor thanked PWD Kroop and Laura Bover for their work in the program.

The Mayor and Board agreed to move forward with the \$75k budget for the Tree Program this year

- Purchase of a 2015 Ford F350 Pick Up Truck

Public Works Director requested a replacement for Truck 43, a 14 year old truck, which through a mechanics assessment deemed it very costly to repair. PWD Kroop stated that by purchasing the F350 through the State contract price he would forgo seeking a 1Ton Truck through the Vehicle Replacement Program this year in order to

stay within budget. It was also mentioned to obtain assessments on all the Village vehicles.

The Mayor and Board agreed to move this forward once we have all the bids

- **Special Events**
Trustee Wicinski mentioned that the grass within the festival location still needs to be cut and then maintained going forward. Public Works Director Kroop stated he would start to work on this
- **Building and Zoning**
- **Police**
 - Changes to Village Code for Fighting
Police Chief Gillette requested a revision of Ordinance 9.04.050 Disorderly conduct sub section 13 – fighting.

The Mayor and Board agreed to move this forward to the next consent agenda

- Hiring of 2 Full –Time Police Officer
Police Chief Gillette requested a revision to the Village of Round Lake’s Police Department Composition by adding 2 additional Police Officer Positions and sought approval to hire these positions.

The Mayor and Board agreed to move this forward to the next consent agenda

- **Administration**
 - Mosquito Spraying
Trustee Triphahn mentioned that Clarke Environmental and Mosquito Squad are the two local companies that supply this service. Mosquito Squad has been difficult to get ahold of. Clarke Environmental, the Villages former provider, is able to supply the village with a proposal based on our old contract. Trustee Triphahn also mentioned that they do have other services available and will be sending a DVD to view. It was asked once a contract is signed when will the service start, it was mentioned possibly a week. Trustee Triphahn mentioned that in the past the board was lead to believe that the Village was not getting its full monies worth out of the program, so it was dropped, she has since discovered that wasn’t the case, the Village was being provided with adequate coverage to combat mosquitos in the past. It was also mentioned that it wasn’t a budgeted item for this fiscal year. The board also discussed natural ways to fight mosquitos such as using lemongrass or peppermint plants and a link will be provided on our website mentioning it. The Mayor also thanked Trustee Triphahn for researching this for the Village.
 - CMAP Resolution
The Mayor stated that he and Russ Kraly had attended a meeting for Homes for a Changing Environment sponsored by Chicago Metropolitan Agency for Planning (CMAP). The Mayor stated that the study is free, we participate and provide information – he will be the Villages representative. CMAP is asking all of the participating communities to adopt a resolution for the study.

The Mayor and Board agreed to move this forward to the next consent agenda

5. SUGGESTED NEW TOPICS

The Mayor stated that at the next meeting he will make new Liaison appointments

6. EXECUTIVE SESSION

NONE

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Triphahn to adjourn the Committee of the Whole meeting at 8:43 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: CURRENT TECHNOLOGIES CONTRACT

Agenda Item No. COTW

Executive Summary

Attached is a new IT Support Agreement with Current Technologies. The agreement is the same as the existing contract with Current Technologies. The new hourly labor rate is \$118.00, a slight increase over last year, 3.0%. The vendor does not charge the Village a trip fee or other miscellaneous expenses. The hourly rate is highly discounted from their standard labor rate of \$150.00/ hour. The coverage dates on this new Agreement are from 8/1/14 thru 7/31/15.

Staff is recommending the Village Board approve the agreement with Current Technologies as they have been highly instrumental in supporting the Village/staff with the many technology changes completed in the last year, including an Exchange server, new phone system, police server, and the normal replacement of computers and other maintenance items.

In addition, they have been extremely responsive with “help desk” items and providing the resources of the many questions and issues staff had in the last year. Finally, staff and Current Technologies have meet quarterly in the past year to be sure all topics of concern were addressed and any budgeted items to be purchased were brought forth as time permitted.

Recommended Action

Adopt a Resolution Approving an Agreement for Information Technology Support

Committee: Human Resources & Finance		Meeting Date: July 21, 2014	
Lead Department: Administration		Presenter: Steve Shields	
<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> <p>Note: The item requested amount is based on 192 hours per year (12 months x 16 billable hours) x the hourly rate of \$118/hour.</p>	Account(s)	Budget	Expenditure
	01-20-75-77519	\$48,395.00	
	Item Requested	\$21,240.00	\$16,992.00
	Y-T-D Actual		\$2,189.81
	Amount Encumbered		\$0.00
	Total	\$69,635.00	\$19,181.81
	50-60-91-99107	\$7,920.00	
	Item Requested	\$7,080.00	\$5,664.00
	Y-T-D Actual		\$729.94
	Amount Encumbered		\$0.00
	Total	\$15,000.00	\$6,393.94
	Grand Total	\$84,635.00	\$25,575.75
Request is over/under budget:			
Under		\$59,059.25	
Over	-		

Resolution 14-R-xx

A Resolution Approving an Agreement for Information Technology Support

WHEREAS, the Village of Round Lake has determined that it is in the best interest of the residents of the Village of Round Lake to enter into a certain **AGREEMENT FOR INFORMATION TECHNOLOGY SUPPORT** with Current Technologies Corporation for 1 (one) year. Said Agreement is attached as Exhibit A;

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

1. The Agreement for Information Technology Support with Current Technologies Corporation is hereby approved.
2. The Mayor or his designee is authorized to execute all necessary documents to carry out the purposes of this resolution.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

YES:

NAYS:

ABSENT:



Village of Round Lake, IL
Agreement for Information Technology Support

Objectives

1. To provide a cost effective on-site technology support solution
2. To provide 24 x 7 emergency response
3. To provide remote off-site administration and troubleshooting capabilities
4. To provide guidance and recommendations with regard to technology strategic planning

Solutions

Current Technologies Corporation (CTC) has developed the following approach for providing the Village of Round Lake (client) with a comprehensive solution to meet the above outlined objectives:

1. To provide a cost effective on-site technology support solution

CTC will provide a primary and secondary consultant trained and familiar with the technologies in use at the client.

CTC will have a consultant report to the client site two (2) days per month, as agreed upon, for eight (8) hours each day for a period of twelve (12) months.

The CTC on-site consultant will work on tasks as assigned and prioritized by designated members of the Village of Round Lake staff.

The CTC on-site consultant will perform duties such as, but not necessarily limited to the following:

- Provide technical support services
- Perform project based work such as server and/or desktop hardware upgrades/software upgrades
- Provide support and technical specifications for upcoming projects
- Create procedural documentation
- Perform in-depth troubleshooting of servers and desktop systems
- Analyze requirements and translate them into priorities and action plans
- Develop good working relationships with client & team members
- Effectively communicate technical & business concepts to personnel on all levels
- Act in the capacity of a project coordinator; keeping client informed of the current work status, coordinating with client any downtime, and keeping client informed of schedule and scope changes
- Remain up-to-date regarding relevant technology issues and advances

The on-site plan is flexible. If the client requires the on-site consultant to work more hours than established in the routine schedule, accommodations can be made.

2. To provide 24 x 7 emergency response

For service/support needs occurring outside of normal business hours of Monday through Friday, 8:00A.M. to 5:00P.M. and holidays, CTC has on-call engineers available. Simply call the main office at 630-388-0240 and follow the prompts for after hours support.

An on-call engineer will respond and provide remote or onsite support. The hourly rate for emergency support is 1.5 times the normal hourly rate.

3. To provide remote off-site administration and troubleshooting capabilities

CTC will setup and maintain remote access to client’s network to enable routine administration and troubleshooting tasks to be performed when needed. Client may use this resource during normal business hours when CTC consultant is not onsite at client’s location to request and receive additional support. Client will be invoiced separately when using this remote service.

4. To provide guidance and recommendations with regard to technology strategic planning

CTC will engage with the client on a quarterly basis (or similar schedule based upon mutual agreement) to:

- o Provide feedback on the current status of network, server, software, and desktop systems
- o Provide recommendations/ improvements and/or upgrades for network, server, software and desktop systems
- o Perform research to determine the costs/benefits related to any upgrade

Terms

CTC will reduce our standard contracted hourly labor rate from \$150.00/hour to \$118.00/hour for the Consultant provided client commits to the following items:

1. A twelve (12) month agreement committing to a minimum of sixteen (16) billable hours per month (annualized to 192 hours for the year). Upon mutual agreement days or hours may be added, deleted or shifted in accordance with client and Current Technologies’ requirements.
2. The client will set a firm schedule of hours to be worked so that Current Technologies can schedule consultants to work other locations on the off hours.

Please sign below as acceptance of pricing, terms and conditions. The previously agreed upon standard terms and conditions agreement including non-competition and non-disclosure clauses will remain in full effect.

Current Technologies Corporation

Village of Round Lake, IL

Date

Date

August 1, 2014
Contract Start Date

July 31, 2015
Contract Expiration Date



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**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	\$348,700.00	
Item Requested	\$50,000.00	\$50,000.00
YTD Actual		\$47,604.59
Amount Encumbered		\$229,591.14
Total:	\$398,700.00	\$327,195.73
Request is over/under budget:		
Under		\$71,504.27
Over	-	



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: PAINTING: VILLAGE HALL – 1ST AND 2ND FLOORS

Agenda Item No. COTW

Executive Summary:

I have included painting proposals from three contractors for the drywall repairs and painting. The work includes the small halls in the vestibule, rotunda, staircase and the upstairs common areas. Lowest bidder is Mark Aleckson Painting Co. We used this company last year with satisfaction.

Estimates follow:

Mark S. Aleckson Painting Co.....\$1,925.00
 Tara Restoration Corp.....\$2,650.00
 Master Painting Unlimited.....\$2,925.00

Recommended Action:

Approve Lowest Bidder Mark S. Aleckson Painting Co. for the work described.

Committee: -		Meeting Date: July 21, 2014																												
Lead Department: Administration		Presenter: Mayor MacGillis																												
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account(s)</th> <th style="text-align: right;">Budget</th> <th style="text-align: right;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>62-20-85-88501</td> <td style="text-align: right;">\$28,280.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$7,500.00</td> <td style="text-align: right;">\$1,925.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$35,780.00</td> <td style="text-align: right;">\$1,925.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$33,855.00</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	62-20-85-88501	\$28,280.00		Item Requested	\$7,500.00	\$1,925.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00	Total:	\$35,780.00	\$1,925.00	Request is over/under budget:			Under		\$33,855.00	Over	-		
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Over	-																													

Mark S. Aleckson Painting

413 Nippersink

Round Lake, IL 60073

224-308-6553

Job Estimate: Round Lake Village Hall

442 N. Cedar Lk. Rd Round Lake, IL 60073

Job Description: Repair, prime and paint foyer, stairwell down, stairwell up and upstairs hallway

Labor – 1450.00 Material 475.00

Job total – 1925.00

Deposit due – 962.50

Due upon completion – 962.50

Colors and starting date to be determined

Mark S. Aleckson _____

Tara Restoration Corp
36233 North Tara Ct Ingleside, IL 60041
E-mail trcjrs@gmail.com
224-436-2843

Estimate

To: Mr. Dan MacGillis

Date 6/19/14

Work to be performed at:

442 N. Cedar Lake Road
Round Lake, IL

Description of Work

Interior Painting

Rotunda & Small halls:

Remove loose perf-tape, install new tape as needed, patch corner bead, sand, prime patches, and apply one finish coat.

2nd Floor Hall & Stairway:

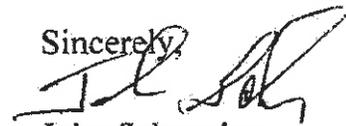
Sand walls, patch corner bead and other imperfections, sand patches, prime patches, and apply one finish coat. (This estimate is to re-paint stairway from 1st floor ribbon trim board to 2nd floor hall, including hallway)

Total Amount of Estimate \$ 2,650.00

All labor, materials, insurance are included in this estimate.

RECEIVED
JUN 20 2014

Sincerely,



John Schenning

VILLAGE OF ROUND LAKE

Estimate

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

Terry Boyd 1-847-691-2330

Name/Address
Round Lake Village Hall 442 N. Cedar Lake Rd. Roundlake, IL 60073 1-847-546-5400

Date	Estimate No.	Project
06/03/14	241	

Item	Description	Quantity	Cost	Total
Labor and Materials	Prepare and paint (2) finish coats on walls only: * Stairway from bottom of first floor up to ceiling. *(2) vestibules near entry. * Entry- 2 story octagon, upper drywall section. * Second floor hallway Sales Tax		2,925.00	2,925.00T
			0.00%	0.00
			Total	\$2,925.00