

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
February 18, 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 February 3, 2014

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
 - Facilities Connectivity Project
- Public Works, Facilities and Capital Assets, and Engineering
 - Consideration of an Agreement with Lake County Division of Transportation for Construction, Maintenance of a New Sidewalk on Cedar Lake Road
 - Long Lake Drive Improvements (EAST) Design Engineering Amendment
- Special Events
- Building and Zoning
- Police
 - Change to Village Code 10.16.050 Relating to Parking on Cedar Lake Road
- Administration
 - Disposal of Surplus Village Property
 - Employee Recognition Program
 - Insulation Quotes for Village Hall

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
February 3, 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 7:44 P.M.

1. ROLL CALL

Present: Trustees Clements, Newby, Simoncelli, Wicinski
Absent: Trustees Frye, Triphahn

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of January 20, 2014

Trustee Wicinski moved, Seconded by Trustee Simoncelli, to approve the Minutes of the Committee of the Whole Meeting of January 20, 2014. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
 - Mayor's Presentation and Introduction of Proposed Village Planner
This item had been discussed during the Regular Board Meeting
- Human Resources and Finance
 - Accept 2013 Audit & Management Letter
Dan Berg, from Sikich, gave a brief overview of the audit that concluded last September with the Village. Mr. Berg stated that it was a clean audit and nothing new has appeared since the last audit. He stated that we are a small Village and having segregation of duties should be implemented whenever possible.

The Mayor and the Board agreed to move forward with this

- Public Works, Facilities and Capital Assets, and Engineering
- Special Events
Trustee Wicinski stated that the new date for Arbor Day will be May 3rd. The first meeting for special events will be Thursday February 13th here at the Village Hall at 6pm. It was asked if the Arbor Day letters had gone out yet, and they hadn't. Trustee Wicinski stated she would set up a meeting with Laura from the Public Works department for Wednesday February 5th at 7:30, the Mayor stated he would attend also to help get the letter drafted and sent
- Building and Zoning

- Police
 - Amendments to Title 9 of the Village Code Relating to Weapons
Chief Gillette stated that the amendment will bring us up to date with current and state laws, making our code much simpler.

The Mayor and the Board agreed to move forward with this

- Administration
 - Employee Recognition Program
Village Administrator Russ Kraly mentioned that during a staff meeting it was suggested that for employees celebrating 10yrs they receive a certificate and gift card and then 15, 20, 25 etc. years, they receive a plaque and gift card. Discussion was had as far as an amount per year to have the gift card be, suggestions ranged from \$10 - \$25. A gift catalog was also mentioned again with the type of gifts to choose from based on the number of years employed. VA Kraly stated he will look into further and will bring back to the COTW when further details are available

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

None

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Clements to adjourn the Committee of the Whole meeting at 8:29 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: FACILITY CONNECTIVITY PROJECT

Agenda Item No. COTW

Executive Summary

On January 28, 2014, staff met with Current Technologies and Rupinder Jhattu, the Village's IT Project Consultant, to discuss information technology issues ranging from the phone system replacement to exchange server implementation issues outstanding. A theme at the meeting was the connectivity problem between the Village Hall site and the Police/Public Works facility.

One major area of concern for Current Technologies was the configuration of the network at Police/Public Works that was completed by a former technology client of the Village. The network server, among other issues, was established as a router, which is not supported by Microsoft. To facilitate all changes necessary to the Police/Public Works network, it was estimated that an entire day would be required during non-working hours (for no disruption of service) to repair and resolve all network issues.

On January 30, 2014, the phone port was completed for the Village Hall. However, as part of the process, the system at the Village Hall still would not communicate with the Police/Public Works system. On February 9, 2014, two Current Technologies representatives were at the Village from approximately 9:30 a.m. to 7:00 p.m. reconfiguring the Police/Public Works network infrastructure servers. It is estimated that the total cost of the project will be slightly under \$2,600.

Recommended Action

Adopt a Resolution Authorizing Facility Connectivity Services.

Committee: Human Resources & Finance	Meeting Date(s): 2/18/14																															
Lead Department: Administration	Presenter: Finance Director, Steve Shields																															
Item Budgeted: <input type="checkbox"/> Yes <input checked="" 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. Note: Used a portion of the wireless Data connection budgeted at \$60,000 for this project.	<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>61-20-91-99117</td> <td style="text-align: right;">\$69,988.00</td> <td></td> </tr> <tr> <td style="text-align: center;">IT Equipment</td> <td></td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$2,600.00</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$9,859.86</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$69,988.00</td> <td style="text-align: right;">\$12,459.86</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;">\$57,528.14</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	61-20-91-99117	\$69,988.00		IT Equipment			Item Requested	\$0.00	\$2,600.00	Y-T-D Actual		\$9,859.86	Amount Encumbered		\$0.00	Total	\$69,988.00	\$12,459.86	Request is over/under budget:			Under		\$57,528.14	Over		-
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Resolution 14-R-XX

A Resolution Authorizing Facilities Connectivity Services

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

1. The facilities connection services by Current Technologies is hereby approved. The estimated cost is attached hereto as Exhibit A. The Mayor or his designee is authorized to pay for the hardware and labor charges for the connectivity of the Village Hall and Police/Public Works facility for voice and data implementation by Current Technologies at a cost not to exceed \$2,600.
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:

AYES:

NAYS:

ABSENT:

Facilities Connectivity Project

January 28, 2014

Staff met with Current Technologies and Rupinder Jhattu, the Village's IT Project Consultant, to discuss information technology issues ranging from the phone system replacement to exchange server implementation issues outstanding.

A theme at the meeting was the connectivity problem between the Village Hall site and the Police/Public Works facility. The connectivity problem was a major concern of staff before and during discussions at the meeting for a number of reasons, including, but not limited to:

- Staff already requested, through Comcast an upgrade of the standard internet package purchased through them. The upgraded internet package increased the capable speed and essentially created a "larger pipe" between the two facilities to handle both voice and data traffic. The upgraded package costs \$40 more per month at both the Village Hall and the Public Works/Police sites.
- For the new phone system to work to its fullest operating potential both sites need to be connected for items such as voice mail, auto attendant, and having the capability to only dial a four (4) digit extension for any employee in the Village.
- Eventually, data will be added so that staff at the Police/Public Works site can access the Village's software system, which will improve productivity and add efficiencies in certain areas. Such possible areas include purchase order processing, report generating, and accounts payable data entry.

One major area of concern for Current Technologies was the configuration of the network at Police/Public Works that was completed by a former technology client of the Village. The network server, among other issues, was established as a router, which is not supported by Microsoft. To facilitate all changes necessary to the Police/Public Works network, it was estimated that an entire day would be required during non-working hours (for no disruption of service) to repair and resolve all network issues.

On the same day as the meeting of January 28, 2014, a staff member from Current Technologies and the Village's IT Project Consultant spent a great deal of time determining if other options were available other than taking the server down for an entire day to have the phone system connected. However, no worthy changes were recommended and it was determined that the best option was to reconfigure the network at Police/Public Works at the earliest possible date.

At that time, staff informed Current Technologies that reconfiguring the network at Police/Public Works was high priority and needed to be scheduled immediately to implement the phone system connectivity.

January 30, 2014

The phone port was completed for the Village Hall. The porting with the new phone system will reduce the monthly charges currently incurred for items like CENTRIX. However, as part of the process, the system at the Village Hall still would not communicate with the Police/Public Works system.

Therefore, staff reiterated the importance of the connectivity and requested Current Technologies to review their schedule and determine when a technician was available on a weekend to reconfigure the network at Police/Public Works. During the week ending February 7, 2014 Current Technologies stated that a representative would be in Round Lake on Sunday, February 9, 2014.

February 9, 2014

On that day two Current Technologies representatives were at the Village from approximately 9:30 a.m. to 7:00 p.m., with the following main items done:

- Reconfigured the Police/Public Works network infrastructure servers. This included eliminating the servers as routers as this configuration was not supported by Microsoft.
- Reconfigured the firewalls at both locations.
- Trouble shooted at both locations.

February 10, 2014

After fixing the network infrastructure at Police/Public Works there was still some communication issues between the voice systems at the Village Hall and Police/Public Works. At the advice of Current Technologies, new switching equipment would be purchased and installed on the technician's next recurring maintenance day, Tuesday February 11, 2014.

February 12, 2014

The phone system connectivity between both sites was tested and appears to be functioning. Final connection for both systems is tentatively scheduled for next week.

Estimated Cost

The estimated cost for this project is as follows:

HP layer 2 switch	\$ 239.88 (Quote Attached)
2 Current Technologies technicians	<u>2,290.00</u> **
Total	<u>\$ 2,529.88</u>

** (Approximately 20 hours x \$114.50)



CDWG.com | 800.594.4239

OE400SPS

SALES ORDER

GROUP ID	ACCOUNT NO.	DATE
FBLP112	1875840	2/10/2014

BILL TO:
 VILLAGE OF ROUND LAKE
 442 N CEDAR LAKE RD

SHIP TO:
 VILLAGE OF ROUND LAKE
 Attention To: GEORGE BOOTHE
 442 N CEDAR LAKE RD

Accounts Payable
 ROUND LAKE , IL 60073-2852

ROUND LAKE , IL 60073-2852
 Contact: GEORGE
 BOOTHE 630.388.0240

Customer Phone #847.546.5400

Customer P.O. # FBLN694

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
PAUL REETZ 877.525.1587		FEDEX Ground	Net 30 Days-Govt State/Local	E9995752305
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2854619	HP SB 1810-24G SWITCH 10/100/1000 Mfg#: J9803A#ABA Contract: MARKET	229.02	229.02
			SUBTOTAL	229.02
			FREIGHT	10.86
			TAX	0.00
				US Currency
TOTAL				239.88

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 847.371.3241

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: CONSIDERATION OF AN AGREEMENT W/ LAKE COUNTY DOT FOR CONSTRUCTION, MAINTENANCE OF A NEW SIDEWALK ON CEDAR LAKE ROAD

Item COTW

Executive Summary:

1. Lake County Div of Transportation has been evaluating their "Urban" Road System with an objective of "filling in" gaps in pedestrian facilities. One such Gap is Cedar Lake Road (East Side) between Washington St and Park Rd. This approximately 1500 Foot Sidewalk (5 Foot width) would be paid for and built by the County. However, the County has had a long standing policy that requires the local jurisdiction to maintain pedestrian improvements (Washington St Project as an example).
2. Attached is a small scale plan of the sidewalk placement, and the "Acceptance Agreement" for our future maintenance responsibility should we want this sidewalk built.

Recommended Action:

Provide guidance to Staff.

Committee: PW/FAC/ENGR	Meeting Date: February 18, 2014																																				
Lead Department: Public Works	Presenter: Ron Kroop																																				
Item Budgeted: ___ Yes __X__ 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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Account No(s):</th> <th style="width: 33%;">Budget:</th> <th style="width: 33%;">Expenditures</th> </tr> </thead> <tbody> <tr><td> </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 colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account No(s):	Budget:	Expenditures																						Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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Over	-																																				

Permit Number / Date _____



600 W. Winchester Road
Libertyville, IL 60048
Telephone: 847 377 7400

MUNICIPAL UTILITY/FACILITY ACCEPTANCE ON A COUNTY HIGHWAY

(Please print or type)

APPLICANT (Name and address): Village of Round Lake

442 North Cedar Lake Road Round Lake, IL 60073

Telephone Number: 847-546-5400

being a municipal corporation in the State of Illinois, County of Lake, hereby requests permission from the County Engineer of Lake County to locate and maintain the below described Municipal Utility/Facility within the right-of-way limits of a County Highway in accordance with the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, as amended. This Municipal Utility/Facility is described as follows:

1. Name of County Highway: Cedar Lake Road

2. Location (distance from nearest intersection, which side of road, etc.): East side of Cedar Lake Road from approximately 125 feet north of the intersection with Washington Street to Park Road. See attached plan sheets for exact locations.

3. Type of Municipal Utility/Facility (watermain, sidewalk, etc.): Sidewalk, sections of segmental block retaining wall, and ornamental fence along the top of retaining wall

4. Utility/Facility to be constructed by: Municipal Crews (contact person):

Contractor (name, address, telephone):

Developer (name, address, telephone):

Other (name, address, telephone): As part of County project 13-00103-18-SW

5. Comments (if needed): _____

NOTE: This Acceptance is subject to the General Conditions as printed on the reverse side of this form. The Application is only valid when an original signature is provided on page 2.

**GENERAL CONDITIONS FOR MUNICIPAL UTILITY/FACILITY ACCEPTANCE
ON A COUNTY HIGHWAY**

1. In submitting this Acceptance, the Municipality agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal and the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, as amended.
2. The Municipality shall supply, at its expense, such information or submittals as may be required for review and to make such changes or revisions as required by the Lake County Division of Transportation.
3. Lack of an immediate response to this application form or any information or submittals supplied for review and/or comment shall not be construed as approval or acceptance by the County Engineer or the Lake County Division of Transportation, nor shall they be held responsible for any costs or delays due to the processing time required.
4. The review of the Municipal Utility/Facility shall be based on the primary use of the County Highway right-of-way for the safe and efficient movement of vehicular traffic and the maintenance and improvements needed to support such primary use.
5. The Lake County Division of Transportation shall not be responsible for providing room within the County Highway right-of-way for the Municipal Utility/Facility.
6. This Acceptance does not relieve the Municipality from complying with any statutes, regulations, ordinances or administrative orders of the Federal, State or County Governments or any political subdivision or administrative agencies that may apply to the Municipal Utility/Facility.
7. The Municipality shall obtain permission from the legal property owner of the County Highway right-of-way where the Municipal Utility/Facility will be located.
8. Unless otherwise stated in the issued Highway Permit, the Municipality and its successors and assigns shall be responsible for the following:
 - a. The operation and maintenance of the Municipal Facility within the County Highway right-of-way. Such operation and maintenance shall include keeping the Municipal Facility in a safe condition for use by the Public, not creating any hazardous conditions, providing any special maintenance such as cleaning ice and snow from sidewalks or bike paths or additional mowing of adjacent turf areas, making changes or revisions to the Municipal Facility needed because of the maintenance operations of the Lake County Division of Transportation or use of the County Highway right-of-way by the General Public and restoring portions of the County Highway right-of-way disturbed by repairs, maintenance, extensions, service connections, and/or other work done to the Municipal Facility without a Highway Permit being issued.
 - b. Any additional costs to the County of Lake and/or its Division of Transportation for road improvements and/or maintenance work due to the location and/or use of the Municipal Facility within the County Highway right-of-way. Such costs can include adjustments needed to the Municipal Facility to accommodate said road improvements and/or maintenance work and/or damage to County Property and/or equipment.
 - c. For indemnifying, defending and holding harmless the County of Lake and the Lake County Division of Transportation including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits, actions, losses, expenses, damages, injuries, deaths, judgments and demands arising from and relating to the location and/or use of the Municipal Facility within the County Highway right-of-way regardless of any limitations of insurance coverage.
 - d. Other items as specified in the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, as amended.
9. If a separate application is made by an Applicant other than the Municipality to construct the Utility/Facility, then the Municipality, by submitting this Acceptance form, hereby acknowledges that it will become the successor or assign of this Applicant for the said Utility/Facility.

ATTEST:

FOR THE MUNICIPALITY:

Municipal Clerk

By: _____
Municipal Mayor/President

Date: _____



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: LONG LAKE DRIVE IMPROVEMENTS (EAST)
 DESIGN ENGINEERING AMENDMENT**

Agenda Item No. COTW

Executive Summary

Attached is an Amendment to the Work Order Agreement, as well as a copy of the original work order, for design engineering for Long Lake Drive. This amendment includes additional work necessary to add sidewalk in the north parkway from Sunset Drive to Lotus Drive. Additional services include:

- Cross section and topographic survey of the north parkway to accommodate sidewalk
- Prepare plan and profile sheets of the proposed route
- Develop cross sections at 100' intervals and design geometry (slopes) and drainage
- Prepare drainage design in vicinity of low point approximately 170' east of Lotus Drive
- Revise and resubmit Categorical Exclusion Group I (BLR 19100) to Illinois Department of Transportation
- Coordination with Lake County Council of Mayors, Illinois Department of Transportation and Village

Replacement of the substandard sidewalk (photos will be presented at COTW) is proposed to complement the new sidewalk being constructed along Sunset Drive as part of the Hart Road project and will be a clear benefit to students walking to and from school in this area.

Long Lake Drive is designated a Federal Aid Urban (FAU) route and the construction cost is eligible for Federal Surface Transportation Program (STP) funds, including construction engineering. The cost share of these funds is 70% Federal and 30% Village funds. The Village is responsible for 100% of the Phase I (study) and Phase II (design) engineering.

The project is budgeted for construction in 2016.

Recommended Action

Approve this Amendment #1 to the Village's Consulting Engineer's Work Order #100345.40, in the amount of \$15,000.

Committee: PW/FAC/Eng	Meeting Date(s): February 18 COTW																												
<hr/>																													
Lead Department: Public Works	Presenter: Ron Kroop, P.E.																												
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**VILLAGE OF ROUND LAKE, ILLINOIS
LONG LAKE DRIVE IMPROVEMENTS
ENGINEERING SERVICES
WORK ORDER AMENDMENT #1**

ENGINEERS' PROJECT NO. 100345.40

Project Description:

The PROJECT consists of design engineering for the roadway resurfacing of Long Lake Drive. The limits of the PROJECT are more specifically described in Attachment A of this Work Order and the tasks are more specifically described in Attachment B.

Engineering Services:

Provide additional design engineering services (see Attachment B). Specific Engineering services are described in Engineering Services Agreement between the VILLAGE and the ENGINEERS dated March 18, 1998.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Municipal Professional Service Agreement. The ENGINEERS' fee for the additional design engineering will not exceed **\$15,000.00** without prior written approval of the VILLAGE. The total design fee is now **\$43,000.00**.

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

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

By: _____

John V. Ambrose, PE

Title: Vice President

Date: _____

By: _____

Daniel A. MacGillis

Title: Village President

Date: _____

Additional Comments and Conditions:

SCHEDULE

Preliminary PS&E to Village and IDOT for Review

Final PS&E Approved by Village and IDOT

IDOT Letting

December 6, 2013

February 3, 2014

April 25, 2014

**Village of Round Lake, Illinois
Long Lake Drive Improvements
Engineering Services
Work Order Amendment #1 100345.40**

Attachment A

Project Description

The limits of the PROJECT are described as follows:

Street

Limits

Long Lake Drive

Nasa Drive to Sunset Drive

The anticipated work includes removing and resurfacing the existing hot-mix asphalt pavement, curb and gutter spot repair, additional storm sewer lateral installation, utility structure adjustment, sidewalk repairs and parkway restoration. The PROJECT length is approximately 1,700 feet.

Scope of Services

- 1. MANAGE PROJECT** – Plan, schedule, and control the activities that must be performed to complete the PROJECT including budget, schedule, and scope. Confer with VILLAGE staff, from time to time, to clarify and define the general scope, extent and character of the PROJECT and to review available data.
- 2. AGENCY COORDINATION** - Meet and coordinate the proposed improvements with IDOT. Notify and coordinate the proposed improvements with utility companies.
- 3. PHASE ONE DOCUMENTATION** - Prepare and submit Phase I documentation as required in accordance with IDOT Bureau of Design and Environment Manual and the Bureau of Local Roads and Streets Manual. Maintain an updated STP PROJECT Application with the County Council of Mayors. PROJECT will be processed as a Categorical Exclusion Group I with no report. Provide VILLAGE with a PDF copy of the Phase One documentation.
- 4. PRELIMINARY PLANS, SPECIFICATIONS, AND ESTIMATE OF COST**
 - **TOPOGRAPHIC SURVEY** - Perform topographic surveys of natural and manmade features within the roadway right-of-way in order to develop base sheets for PROJECT plan and profile drawings and cross sections. In addition, obtain data of record indicating locations of underground utilities.
 - **PRELIMINARY GEOMETRIC PLANS** – Prepare the pavement design and geometric plan design for the proposed improvements.
 - **DRAINAGE AND UTILITY PLANS** – Prepare the storm sewer design for the proposed improvements and incorporate into the Drainage and Utility plan sheets.
 - **CROSS SECTION DESIGN** - Design roadway cross sections at 100-foot intervals and at all cross streets and driveways. Compute earthwork calculations.

**VILLAGE OF ROUND LAKE, ILLINOIS
LONG LAKE DRIVE IMPROVEMENTS
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 100345.40

Project Description:

The PROJECT consists of design engineering for the roadway resurfacing of Long Lake Drive. The limits of the PROJECT are more specifically described in Attachment A of this Work Order and the tasks are more specifically described in Attachment B.

Engineering Services:

Provide design engineering services (see Attachment B). Specific Engineering services are described in Engineering Services Agreement between the VILLAGE and the ENGINEERS dated March 18, 1998.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Municipal Professional Service Agreement. The ENGINEERS' fee for items as described will not exceed \$28,000.00 without prior written approval of the VILLAGE.

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

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

By:



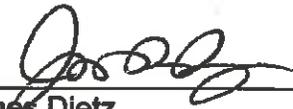
John V. Ambrose, PE

Title: Vice President

Date:

June 23, 2011

By:



James Dietz

Title: Village President

Date:

August 16, 2011

Additional Comments and Conditions:

SCHEDULE

Notice to Proceed
Preliminary PS&E to Village and IDOT for Review
Final PS&E Approved by Village and IDOT
Project Advanced Federal Funding Approval
IDOT Letting

July 18, 2011
November 11, 2011
January 16, 2012
Summer 2012
Fall 2012

**Village of Round Lake, Illinois
Long Lake Drive Improvements
Engineering Services
Work Order 100345.40**

Attachment A

Project Description

The limits of the PROJECT are described as follows:

Street

Limits

Long Lake Drive

Nasa Drive to Sunset Drive

The anticipated work includes removing and resurfacing the existing hot-mix asphalt pavement, curb and gutter spot repair, additional storm sewer lateral installation, utility structure adjustment, and parkway restoration. The PROJECT length is approximately 1,700 feet.

I:\Crystal Lake\ROULK\100345-Long Lake ST\Contract\Agreement\Attachment A.Doc

Scope of Services

- 1. MANAGE PROJECT** – Plan, schedule, and control the activities that must be performed to complete the PROJECT including budget, schedule, and scope. Confer with VILLAGE staff, from time to time, to clarify and define the general scope, extent and character of the PROJECT and to review available data. Coordinate invoices from subconsultants. Attend one kick-off meeting with the VILLAGE to review the PROJECT and establish PROJECT criteria and clear lines of communication, and one progress meeting to review the Plans, Contract Proposal and Estimate of Cost prior to submittal to the Illinois Department of Transportation (IDOT).
- 2. AGENCY COORDINATION** - Meet and coordinate the proposed improvements with IDOT. Notify and coordinate the proposed improvements with utility companies. Obtain data of record, including utility atlas pages, to assist with the preparation of design drawings.
- 3. PHASE ONE DOCUMENTATION** - Prepare and submit Phase I documentation as required in accordance with IDOT Bureau of Design and Environment Manual and the Bureau of Local Roads and Streets Manual. Maintain an updated STP PROJECT Application with the County Council of Mayors. It is assumed this PROJECT will be processed as a Categorical Exclusion Group I with no report. Provide VILLAGE with a PDF copy of the Phase One documentation.
- 4. PRELIMINARY PLANS, SPECIFICATIONS, AND ESTIMATE OF COST**
 - **FIELD EVALUATION** – Perform a field evaluation on the condition of existing pavements and curbs and gutters, and calculate quantities of pavement repair. Collect photographs of the existing conditions along the PROJECT route to assist with preparation of design drawings and exhibits.
 - **PRELIMINARY GEOMETRIC PLANS** – Prepare the pavement design and geometric plan design for the proposed improvements.
 - **DRAINAGE AND UTILITY PLANS** – Prepare the storm sewer design for the proposed improvements and incorporate into the Drainage and Utility plan sheets.

- **EROSION CONTROL PLANS** – Design an erosion control plan and storm water pollution prevention plan for the PROJECT improvement.
- **PAVEMENT MARKING AND SIGNAGE PLANS** – Develop a proposed pavement striping and signage plan for the proposed improvements.
- **MAINTENANCE OF TRAFFIC PLAN** – Prepare construction staging notes, typical sections, and plans to maintain local traffic flow through the PROJECT construction zone.
- **ENVIRONMENTAL ANALYSIS** – Complete a Special Waste Screening. This does not include a Preliminary Environmental Site Assessment (PESA) or Preliminary Site Investigation (PSI).
- **PROJECT DETAILS AND STANDARDS** – Prepare a Cover Sheet and Typical Sections. Design Details, Summary of Quantities, and IDOT Standard Detail sheets.
- **ESTIMATE OF COST** – Prepare summary of quantities, schedules of materials and an engineer's estimate of cost.
- **SPECIAL PROVISIONS** – Prepare special provisions in accordance with IDOT guidelines.
- **QC/QA** – Perform an in-house peer review and constructability review of the pre-final plans, specifications, and estimates of cost for the PROJECT.

5. FINAL PLANS, SPECIFICATIONS, AND ESTIMATE OF COST

- **FINAL CONTRACT PLANS AND CONTRACT PROPOSAL** – Prepare contract documents consisting of Plans, Special Provisions, Contract Proposals, and Engineer's Estimate of Probable Construction Cost and submit these documents to IDOT for IDOT to receive construction bids. Make any necessary changes to the documents as required by IDOT in order to secure approval. Provide VILLAGE with the Final Plans in Microstation

format, the Special Provisions in Microsoft Word format, and the Cost Estimate in Microsoft Excel format.

- 6. GEOTECHNICAL REPORT** – Employ the services of a geotechnical subconsultant to obtain four 4-foot pavement borings/pavement cores on alternating sides of the pavement centerline. The geotechnical subconsultant will provide analysis of the cores/borings in accordance with the requirements of IDOT.

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VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: CHAPTER 10.16.050 PARKING ORDINANCE

Agenda Item No. COTW

Executive Summary:

Several changes are requested for Village Code 10.16.050. The changes requested are as follows:

Chapter 10.16.050- Limited Parking

3. **add One-Hour parking, parallel only:**
 - **Add N. Cedar Lake Road east side at 365 N. Cedar Lake Road to 75 feet north.**

Adjust numbering system for sections 4, 5, & 6 .

Recommended Action:

Approve proposed change to Village Code 10.16.050.

Committee: Police

Meeting Date: February 18, 2014 COTW

Lead Department: Police

Presenter: Michael Gillette

Item Budgeted: Yes No N/A

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

Account No(s):	Budget:	Actual Request:
Does Not Apply	\$0.00	\$0.00
YTD Actual as of		
Encumbered		
Total:	\$0.00	\$0.00
Request is over/under budget:		
Under	-	
Over	-	

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 10.16 OF THE VILLAGE CODE REGARDING PARKING

WHEREAS, the Board of Trustees has determined that it is in the best interest of the public health safe and welfare of the Village of Round Lake that Chapter 10.16 of the Round Lake Village Code, as amended, be further amended with respect to parking on Village streets;

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

SECTION ONE: That Section 10.16.050 of the Round Lake Village Code, as amended, is further amended in the manner and form shown below with additions being underlined, so that said Subsection shall hereafter provide as follows:

10.16.050 Limited parking.

When signs are erected in a block giving notice thereof, except by special permit, no person shall park a vehicle for longer than the time designated within the district or upon any of the streets described in Schedule D.

In limited parking areas located adjacent to residences, for good cause shown, adjoining residents may make application for and be issued by the village clerk, a special permit authorizing parking in such adjoining area. Such special permit shall identify the vehicle to be parked, the vehicle owner and the location of such special permit parking.

Schedule D Limited Parking

In accordance with this section, no person shall park a vehicle for a longer time than designated on any of the following streets:

1. Two hour parking, unless designated on state right-of-way, no parking posted or county posted:
 - Aylon Boulevard
 - Beechwood Drive
 - Catalpa Drive
 - Goodnow Boulevard
 - Greenwood Drive
 - Illinois Route 134, south side, between Goodnow Road and Cedar Lake Road
 - Lakewood Terrace between Washington and Cedar Crest
 - Lincoln Avenue - Parallel
 - Linden Drive
 - North Bernice Court
 - North Bernice Lane

- North Rosedale on right side of road facing west between Ridgewood and High School Drive
 - Orchard Avenue
 - Railroad Avenue between Smith Street and Goodnow Boulevard
 - South Bernice Court
 - South Rosedale on south side of road facing east between Ridgewood and High School Drive
 - Sunset Drive between Hart Road and High School Drive
 - Sycamore Drive
2. One-Half hour parking, parallel only:
 - Nippersink Road facing west between Smith Street and N. Cedar Lake Road
 - Nippersink Road facing east between Smith Street and N. Cedar Lake Road
 3. **One-Hour parking, parallel only:**
 - **N. Cedar Lake Road east side at 365 N. Cedar Lake Road to 75 feet north.**
 4. Four-Hour parking:
 - Nippersink Road facing west between Lincoln Avenue and N. Cedar Lake Road
 - Nippersink Road facing east between Lincoln Avenue and Railroad Avenue
 - Cedar Lake Road, west side, from Hart Road (South) to 400 feet south of Hart Road
 - Cedar Lake Road, west side, from a point beginning 72 feet south of the apron for the Village Hall driveway and continuing for an additional 60 feet southward,
 - Cedar Lake Road, west side, from Rt. 134 to Nippersink Road,
 - Cedar Lake Road, eastside, from Railroad Avenue (Rt. 134, South) to Nippersink Road
 - Railroad Avenue, south side, from Goodnow (East) to Cedar Lake Road
 - Aviron Avenue, south side, from Cedar Lake Road (West) to Goodnow Blvd.
 - Aviron Avenue, north side, from Cedar Lake Road (West) to alley
 - Cedar Lake Road, east side between 175 feet south of Lakewood Terrace and 275 feet south of Lakewood Terrace
 5. School parking:
 - There shall be no parking during school days from eight a.m. to four p.m.
 - Lincoln Avenue, west side, from Laurel Street to 200 feet south of Nippersink Road
 6. No parking on village streets two a.m. to six a.m.:
 - Bradford Place Subdivision:
 - Bradford Lane
 - Curran Road
 - Buckingham Drive
 - Chatham Lane
 - Essington Drive
 - Amberley Lane
 - Madrona Village--Unit 7 Subdivision:
 - Newbridge Lane
 - Newbridge Court

- Sienna Drive
- Sienna Court
- Asbury Drive
- Wildspring Road
- Silver Leaf Glen Subdivision:
- Sunnybrook Road
- Magnolia Lane
- Silver Leaf Lane
- Spruce Drive
- Birch Drive
- Autumn Drive
- Autumn Court
- Madrona Ridge Subdivision:
- Greywall Drive
- Butterfield Lane
- Seaton Drive
- Seaton Court
- Tremont Lane
- Daybreak Lane
- Newbridge Lane
- Waterbury Drive
- Winchester Drive
- Montclair Drive
- Town Line Road

SECTION FOUR: That the Village Clerk is directed hereby to publish this Ordinance in pamphlet form, pursuant to the Statutes of the State of Illinois.

SECTION FOUR: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Approved:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED: _____, 2014

APPROVED: _____, 2014

PUBLISHED IN PAMPHLET FORM: _____, 2014

AYES:

NAYS:

ABSENT:



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: DISPOSAL OF ITEMS FROM THE VILLAGE HALL / POLICE
 DEPARTMENT TO SWALCO ELECTRONIC RECYCLING
 PROGRAM

Item: COTW

Executive Summary:

The items on the attached list are no longer in use at the Village Hall or are considered unusable. All Computers will have their Hard Drives removed before placing in the SWALCO recycling center at the Village Hall.

Recommended Action:

Approval an Ordinance Authorizing the Disposal of Surplus Personal Property Owned by the Village of Round Lake

Committee: n/a

Meeting Date: February 18, 2014

Lead Department: Administration

Presenter: P Blauvelt

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
Total:	\$0.00	\$0.00
Request is over/under budget:		
Under	-	
Over	-	

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE DISPOSAL
OF SURPLUS VILLAGE PROPERTY**

Whereas, the Village President and Board of Trustees have determined, according to State statute, that there exists certain personal property owned by the Village that is no longer necessary or useful to the Village; and

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

SECTION ONE: The pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the President and Board of Trustees find that the property listed in Exhibit A, which is attached hereto and incorporated in its entirety, is no longer necessary or useful to the Village and hereby declare it as surplus property.

SECTION TWO: That pursuant to the authority of Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the President and Board of Trustees hereby authorize and direct the Mayor, or his designee, to dispose of said surplus property in any manner he sees fit which may include sale of the property, disposal with SWALCO, or any other lawful means.

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:

Request for disposal

February 2014

POLICE DEPARTMENT

Computer	Dell Optiplex 745	JVQWVC1
Computer	Dell Optiplex 745	583Z3D1
Computer	Dell Optiplex 745	683Z3D1
Computer	Dell Optiplex 745	483Z3D1
Computer	Dell Optiplex 745	CVQWVC1
Computer	Dell Optiplex 745	783Z3D1
Computer	Dell Optiplex GX520	8P1KRB1
Computer	Dell Optiplex GX520	3P1KRB1
Computer	Vision	11903-24761
Computer	HP M270	MXR3374194
Computer	HP d220MT	MXD43405WN
Computer	IBM Think Centre	KCRM9HM
Computer	IBM Think Centre	LKYHT4V
Computer	System Max	105293761
Printer	Dell 1720	1W6HTB1
Printer	HP Deskjet 6540	MY4953P1K0
Monitor	View Sonic A70V (Tube)	23X014402390
Monitor	View Sonic G70fmb (Tube)	VCDTS23104
TV	Orion TV1925A (Tube)	121-80125871
VCR	RCA DRC8295	525600699
VCR	JVC HR J6924	120B0262
DVD	Apex player AD-1110W	CY422114996

VILLAGE HALL

upstairs

Computer	Dell Optiplex GX240	5PSYM11
Computer	Dell Optiplex GX240	96TY511
Computer	Dell Optiplex GX240	9CJL711
Computer	Dell Optiplex 170L	DR81851
Computer	Dell Optiplex 170L	6R81851
Computer	Dell Optiplex 170L	1WYNF41
Monitor	Dell M992 (Tube)	CN-04N736-47606-3BR-BCUJ
Monitor	Dell M991 (Tube)	MX-05C-47801-21P-G29H
Keyboards & Mouse	5 Keyboards & 4 Mouse	

Request for disposal

February 2014

Baxter area

Computer	Dell Optiplex 170L	BR81851
Computer	Dell Optiplex 170L	3WYNF41
Computer	Dell Optiplex GX240	36TY511
Computer	Dell Optiplex GX240	CF0NN11
Computer	Dell Optiplex GX240	62XMW11
Computer	Dell Optiplex 260	2RK5P21
Computer	Dell Optiplex 260	1ZVR021
Computer	Dell Optiplex GX270	800DG31
Computer	Dell Optiplex GX270	B00DG31
Computer	Qcom System	0
Monitor	View Sonic G810 (Tube)	Q773035731

Basement

Fax	Gestetner Fax Copier 9867	1991000080
Copier	Cannon Image Runner 33001	QAB0039994
Printer	Dell 1710	9G2YW91
Printer	Dell 3100cn	81M2R71
Printer	Dell 3110cn	GC5Z991
Printer	HP Lazer Jet 4050	USBB276165
Printer	HP 930C Desk Jet	MX03E1T1D4
TV	GE 13" tube	5336755960
Tape Drive	Dell Power Vault 112T	B2LY241
Switch	Dell Power Connect 3324	1SYR741
Switch	Cisco System Catalyst 2950	00082158DC80
Phones	19 Phones	old system
Calculators	3 Cannon Calculators	Broke
Keyboards & Mouse	3 Keyboards and 3 Mouse	
	Vacuume	Broke
Binding machine	GBC Binding Machine	Broke
Cassette	Cassette Player EJ5U5248	Broke
	Fan	Broke
	2 Computers Speakers	Broke