

AGENDA
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

1. ROLL CALL

2. APPROVAL OF MINUTES

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

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - Tree Replacement Program – Phase II
 - Purchase of a 2015 Ford F350 Pick Up Truck
- Special Events
- Building and Zoning
- Police
 - Ordinance Revision 9.04.050 - Fighting
 - Approve a Revision to the Composition of the Police Department – Hire 2 Additional Police Officers
- Administration
 - Mosquito Spraying
 - CMAP Resolution

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
June 16, 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 8:04 P.M

1. ROLL CALL

Present: Trustees Clements, Frye, Newby, Simoncelli, Triphahn, Wicinski
Absent: None

2. APPROVAL OF MINUTES

- 2.1 Approve the Minutes of the Committee of the Whole Meeting of June 2, 2014
Trustee Wicinski moved, Seconded by Trustee Frye to approve the Minutes of the Committee of the Whole Meeting of June 2, 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
 - Workers Compensation Payroll Audit Calendar year 2013
Finance Director Steve Shields stated that for calendar year 2012 and 2013, the Village provided our current risk management provider, Illinois Public Risk Fund (IPRF), an estimated payroll that was categorized consistent with past practices. The estimated payroll categorizes employees by functions, such as, police officers, clerical employees and street maintenance. The IPRF conducted an audit of the Village 2012 payroll and determined that the categorization of certain employees was not correct. For calendar year 2013, the IPRF audit concluded that an additional premium amount was owed due to the classification of employees into categories with higher worker compensation premium rates.

The Mayor and Board agreed to move to the next Consent Agenda

- Public Works, Facilities and Capital Assets, and Engineering
 - Purchase of Sewer Camera
Public Works Director Ron Kroop spoke on the benefit from televising sewer main lines to identify potential issues and to provide a clear picture of problems that needs immediate/quick attention. The current camera that is being used had been

purchased used and although functional it's limited to an eight inch or greater pipe diameter. The modern sewer push camera has greater capabilities such as being able to televise 2 inch or greater pipes. Quotes were solicited for a push camera with pan & tilt capabilities. The lowest cost camera at \$19,688.00 is also the more capable camera. This FY budget includes \$15,000.00 for a sewer push camera, the additional cost \$4,688.00 would be taken from the water and sewer CIP. The board requested that the CIP be adjusted by \$5000.00 to reflect these funds being used.

The Mayor and Board agreed to move to the next Consent Agenda

○ Generator Service Contract

PW Director Ron Kroop stated we have 10 backup power generators. Nine are permanently installed at our sewage lift stations, water pump station and one is portable. Quotes were solicited for a new one year contract with options to extend for a second year. As Steiner Power Systems has previously provided this service he recommended awarding this service contract to them. The board asked for more clarity on the Agenda Item Summary when it's brought back to the regular board meeting

The Mayor and Board agreed to move to the next Consent Agenda

○ Cured in Place Pipe Liner – Design Services

PW Director Ron Kroop stated that the Villages sanitary sewer interceptor between Cedar Lake Road and Sunset is an 18" vitrified clay pipe, which has been in place for several years. Over the years some joints have separated allowing root intrusion and the infiltration of ground water. Televising of the interceptor confirmed that it is a good candidate for Cured in Place Pipe Lining (CIPP). CIPP will reestablish flow capacity of the sewer, prevent root intrusion and also reduce infiltration. A work order from Baxter & Woodman for the design engineering fee not to exceed \$9700.00 had been presented to prepare bid documents. It was asked of PWD Kroop if that is something he could put together instead of having it done by B&W. He stated that he could, however due to backlog in place in administration, it would require him at least a 40 hour work week to put together.

The Mayor and Board agreed to move to the next Consent Agenda

○ Forest Avenue Pavement Rehab - Design Services

PW Director Ron Kroop stated that Forest Avenue is to be used as part of the detour while the MacGillis Drive Bridge is being replaced. Based on the condition of Forest Ave, it should be corrected prior to it being used as a detour. Highway Bridge Program (HBP) funds were sought through IDOT, but was denied due to local road paving work not eligible for HBP funds. He went on to request that since Baxter & Woodman is already doing the bridge replacement design, that they perform the design engineering services for the roadway rehabilitation, at a cost not to exceed a fee of \$27,300. It was asked by the board about meeting with the residents of Rosewood as well as Treehouse regarding the upcoming bridge repair, whereas PWD Kroop mentioned that he has been in contact with someone from Rosewood but plans on holding a meeting to discuss. The budget and expenditure line items were questioned whereas PWD Kroop stated when putting the budget together for the year his amounts were based on estimates and now there are hard figures. The board

requested that this item be pulled and put back to the next COTW for further discussion.

- Special Events

- July 4th Parade

Trustee Wicinski stated that she and Trustee Simoncelli will not be present for the parade and asked if there is still interest from the board to participate. The Mayor asked who would be available to participate to be on the float. The golf carts were also mentioned as an option. The Mayor said he will discuss it later.

- Building and Zoning

- Police

- Administration

- Mosquito Spraying

Due to complaints coming in to the Village the Mayor asked Trustee Triphahn to research this subject. Trustee Triphahn reached out to Clarke Environmental who used to provide the service for us. They currently provide mosquito spraying for the surrounding areas using the same representative, Mr. Ballas. He stated that he will provide the Village with a video which shows new products and the cost and we will be able to decide what direction we would like to go and he can provide us with a contract, if we agree to move forward. Trustee Triphahn is also reaching out to the Lake County Municipal League, since several of the surrounding communities currently use Clarke, that maybe we would be able to receive a better deal through a cost sharing abatement as we have with other services. Trustee Triphahn suggested that we should at least consider getting the spraying of the mosquitos for the Village. She also stated that this item currently is not a budgeting item. The Mayor asked that Mr. Ballas be asked for suggestions and costs and bring to the board for discussion.

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

- 6.1 Motion by Trustee Triphahn Seconded by Trustee Clements to move to executive session to discuss the appointment, employment, compensation, of specific Village employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act, and to discuss collective negotiating matters between the Village and certain employees pursuant to Section 2(c)(2) of the Illinois Open Meetings Act. By a unanimous voice vote the Mayor declared the Motion carried.

The Committee of the Whole Meeting Recessed to Executive Session at 8:43 P.M.

The Board rejoined the Committee of the Whole meeting at 9:34 P.M.

ROLL CALL

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

Absent: None

7. ADJOURN

Motion by Trustee Triphahn, Seconded by Trustee Clements to adjourn the Committee of the Whole meeting at 9:34 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
PARKWAY TREE REPLACEMENT PROGRAM (PTRP)

INFORMATION PAPER

PREPARED: JULY 3, 2014

OBJECTIVE OF PTRP: To maintain, enhance the physical image of our Village as well as to maximize the benefits (shading, soil stabilization, O₂ production, CO₂ fixation, increased property value, etc) a healthy Urban Forest provides.

PURPOSE OF THIS INFORMATION PAPER: To provide information relevant to the magnitude, status of our PTRP and to describe the selection considerations of which trees to replace this Fiscal Year (FY 14/15).

BACKGROUND INFORMATION:

1. We have 5946 Parkway Trees (2012/2013 Inventory, Condition Assessment).
2. We have approximately 300 Trees on Village Owned Land outside of Road ROW.
3. We do not have an inventory of trees on private land.
4. The Parkway Tree Inventory reflected 1502 Ash Tree Species which is 25% of the total # of Parkway Trees.
5. Approximately 700 Parkway Trees remain dead, dying in spite of replacing 157 Parkway Trees in PHASE 1 of the PTRP. SEE ITEM #6 below.
6. A visual assessment in the Spring 2014 suggests another 150 – 200 Ash Trees have died or gone into serious decline due to the combination of EAB Infestation and harsh Winter.
7. Phase 1 of the PTRP replaced 157 Trees of which 40 were partially funded via the “Cost Sharing Program” (CSP). Given the “late start” on Phase 1, we did not get as many trees replaced as desired. We did spend \$56,564 and received \$12,755.50 in Cost Sharing Receipts.

PHASE 2 EFFORT OF PTRP: The Phase 2 Program, to date, is as follows:

1. \$75,000.00 Budgeted.
2. Intention to use \$15,000.00 for removal of previously identified larger diameter trees that pose a hazard leaving \$60,000.00 for tree replacement.
3. Outreach to all residents has occurred via CTY and our Web Site.
4. Outreach to residents with a dead, dying Parkway Tree has occurred via direct delivery of our May 3, 2014 "Packet of Information" (Attached).
5. To date, 42 trees have been requested under the CSP representing \$3,700.00 in monetary contributions.
6. Via direct, on-sight interaction with 9 residents who have dead trees, but are unable to participate financially, represents 10 replacement trees.
7. Average cost per tree this Phase for removal, delivery, planting, mulching and water bag installation is expected to be approximately \$410.00 per tree.
8. Assuming no further cost sharing, we should be able to replace 155 trees.
9. In all cases, the resident will be asked what Tree Species (of the 9 approved species) they desire. If they participate in the CSP they can go to the Nursery (Ivanhoe) and select the actual tree.
10. The timing for Phase 2 actual tree replacement is late September through late November except for the Oak trees which will be planted in Spring 2015 (recommendation of Professional Arborists).

SELECTION OF WHICH TREES TO REPLACE IN PHASE 2

1. While Cost Sharing guarantees a replacement tree this Year, the majority of trees that we can plant (approximately 100) will be our decision to make.
2. In Phase 1, we looked at each Subdivision's number of dead/dying trees relative to the total number of Parkway Trees in that Subdivision. Further, we committed to each Subdivision getting some replacement trees. We looked at trying to make Silver Leaf Glen Subdivision "whole" by replacing all 85 dead, near dead trees, but backed away from that objective given that some residents participated substantially in the CSP (one bought 4 trees and another 3 trees). The dilemma therefore became residents literally across the Street could have gotten 1 to 3 trees "free". These considerations took us to focusing on replacing the "worst condition" trees.
3. For this Year we propose the following considerations:
 - A. Continue with Subdivision "Density" of dead/dying trees to total Parkway Trees.

- B. Give priority to replacing trees on our “major thorough fairs” such as Wildspring, Amarias, Arden, Valley Lakes Blvd, (HOA may fund these trees).
- C. Completion of Subdivisions if feasible.
- D. Storm or Vehicle damaged Parkway trees.
- E. Completing a whole block.
- F. Visual quality of the affected property.
- G. Other Considerations as suggested.

DEAD, DYING TREE REMOVAL BY VILLAGE OR BY RESIDENT:

1. While we recognize the unsightliness of dead/dying trees; removing the current 700 trees now at an average cost of \$125.00 each (cost is per inch of diameter) would consume over \$85,000.
2. An option is to allow the resident to pay for tree removal now (for those not getting a replacement tree in Phase 2). Details/ permitting can be taken care.

VOLCANO MULCH:

1. Placing too much mulch around the tree trunk is deleterious to the tree by retaining too much moisture and to attracting harmful insects. See attached photo.
2. Most Nurseries that build up the mulch into a “Volcano” configuration charge by the volume of mulch placed.
3. Therefore, we recommend adopting an Ordinance to define how much mulch can be placed on Parkway Trees.

SUMMARY:

1. While there are challenges to work through; we can be proud of the fact that we are delivering a Parkway Tree Replacement Program.
2. I look forward to discussing this Program with the Board, the HOA’s and our residents.

ATTACHMENTS:

1. May 3rd Letter w/ attachments.
2. Photo



Village of Round Lake
442 North Cedar Lake Road Round Lake, IL 60073
847-546-5400 fax 847-546-5405
www.eroundlake.com

May 3rd, 2014

Residents and Property Owners of Round Lake
REF: Urban Forest Management Initiatives within the Village of Round Lake

Dear Residents and Property Owners,

The purpose of this letter is to share with you some important and positive information regarding three initiatives that we started last year and are continuing to better manage and enhance our "Urban Forest" commonly referred to as "Parkway Trees". These initiatives are:

1. Removal of approximately 700 dead or dying Parkway Trees and replanting new trees as funding allows.
2. Trimming Parkway Trees to eliminate sight obstructions and low hanging branches which will improve the trees health, visual character.
3. Removal of hazardous trees and branches to provide better public safety.

Attached you will find several documents that will explain this second initiative, i.e. The Parkway Tree Replacement Program:

1. Tree Replacement Program Description.
2. Cost Sharing Program.
3. Likely asked Questions.
4. Approved Replacement Tree Species List and Pictures.
5. Order Form.

For 2014, Our intention is to remove and replace approximately 150 of the 700 dead and dying Parkway Trees in the October time frame. Therefore, we encourage you to thoroughly review this information and contact our Public Works Department at 847-546-0962 with any questions you have as well any interest in participating in the Cost Sharing Program. Participation will be used to prioritize which trees are replaced this year. Due to the limited funding available this year, this will result in the Tree Replacement Program being a 3 to 5 year effort.

In summary, we are determined to manage our Urban Forest which in turn will enhance the appearance of our Community. Trees help define the character of a community and clearly provide substantive benefits for all of us. We want to be a Community that is proud of our Urban Forest and we need your interest, involvement and support.

Sincerely,

A handwritten signature in cursive script that reads "Dan MacGillis".

Dan MacGillis,
Village President

Attachments

1. Tree Replacement Program Description
2. Cost Sharing Program
3. Likely Asked Questions
4. Approved Replacement Tree Species list with pictures
5. Order form

Village of Round Lake

COST SHARING PROGRAM for PARKWAY TREE REPLACEMENT & PRIORITIZATION PROGRAM:

Village funding is insufficient to replace the approximately 700 affected Parkway Trees in a timely manner. Financial participation by Residents and Property Owners (RPO) is necessary to assist in the replacement program. Below are the four categories of the Cost Sharing Program. Residents and Property Owners who select Category/ Priority 1 will be the first to receive a new tree.

A. CATEGORY/PRIORITY 1:

RPO pays 100% of the total cost to remove the existing tree, purchase and plant the new tree. (Approximate total cost: \$350.00 - \$425.00 depending on tree species).

B. CATEGORY/ PRIORITY 2:

RPO pays 100% of the tree purchase cost. The Village pays 100% of the cost to remove the existing tree and plant the new tree. (Approximate R/PO cost for tree purchase: \$150.00 - \$250.00).

C. CATEGORY/ PRIORITY 3:

R/PO pays 50% of the tree purchase cost. The Village pays 50% of purchase cost and 100% of the removal, planting cost. (Approximate RPO cost for 50% of the tree purchase: \$75.00 - \$125.00).

D. CATEGORY/ PRIORITY 4:

RPO is unable or unwilling to participate financially and therefore The Village will replace the dead/dying as funding allows.

Note: For all four of these categories it is **CRITICAL** that the **NEW TREE** is **WATERED** to insure its survival and growth.

SIGNING UP

If you choose to participate in Category/Priority 1, a replacement tree will be provided this year (fall of 2014 planting). We encourage you to decide in a timely manner. If interested in Cost Sharing, please contact us (Public Works) 847-546-0962 to arrange a time for us to meet with you on site. A signed agreement (attached) with payment will be used to secure the tree replacement and the time frame for planting.

LIKELY ASKED QUESTIONS ABOUT THE PARKWAY TREE PROGRAM

1. **What is the Parkway Tree Program?**
The Village has four programs to choose from to replace the dead/dying Parkway Tree in front of your home. You pick your level of participation.
2. **May I select any kind of tree I want?**
Consulting Arborists have selected nine different tree species for planting. The list and description of those species are included in this packet of information.
3. **How many parkway trees may I order?**
The current number of trees in the parkway abutting you property.
4. **Will you plant a tree if I purchase it?**
Trees must be purchased according to the guidelines of the replacement program.
5. **Will you plant trees for me in areas other than my parkway?**
No
6. **Who takes care of my parkway tree?**
Caring for a newly planted tree is critical. Each tree will be properly planted, mulched and watered at time of planting. Each new tree will also come with a "watering bag" to help keep the soil moist. We ask for your cooperation in caring for this new tree by weekly watering and periodic mulching. We will provide a brochure on proper care at the time of planting. We definitely need your involvement to ensure success for every tree planted.
7. **What if this new parkway tree dies?**
Our contract for tree purchasing and planting will include a provision for replacement at the contractor's expense but only if we can establish that the tree has a disease or was improperly planted. If we cannot demonstrate such "defect", the cost of replacement will be our joint responsibility.
8. **What if I have more than 1 dead parkway tree?**
We will remove and replace all the dead, dying trees as funding allows assuming the two or more trees are within the nominal 50 foot spacing standard
9. **What if I want to replace more than one tree?**
Please refer to the Cost Sharing information.

10. What if I want a larger diameter tree?

Larger size trees will only be considered under Category/Priority 1. Our intended replacement trees will be in the range of 1 ½ - 2 ½ inch diameter at the ground level.

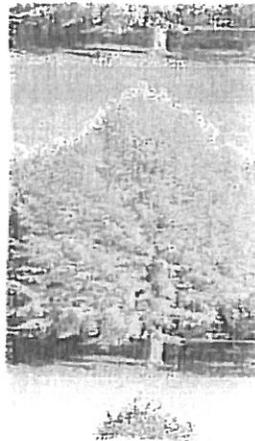
11. If I cannot afford to participate in the Cost Sharing Program, Will the Parkway tree still be replaced?

Yes, however given the limited funding available, this Tree Replacement Program is likely to take three to five years to complete. Priority for tree replacement this year will be given to those participating in the Cost Sharing Program. All other replacement will be based on Subdivision ranking of number of dead, dying trees divided by total number of Parkway Trees".

Village of Round Lake Tree Replacement Species

1. Swamp White Oak
2. Red Oak
3. American Linden
4. Redmond Linden
5. Skyline Honey Locust
6. Autumn Blaze Maple
7. Kentucky Coffee
8. Hackberry
9. Triumph Elm

Village of Round Lake Parkway Tree Replacement List:



American Linden

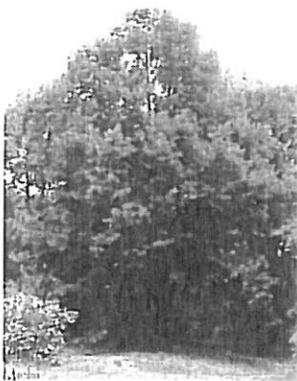
Height:40'-50'

Spread:25'

Growth Habitat: This tree grows at a medium to fast growth rate

Exposure:Needs full to partial sunlight.

American Linden trees feature simple, heart-shaped leaves that are green on the top and paler green on the underside. In the fall, the green leaves turn bright yellow before falling to the ground. In the spring, the tree produces pendulous cyme of three to seven creamy white or light yellow flowers



Redmond Linden

Height:65'-75'

Spread:30'-35'

Growth Habitat: This tree grows at a medium to fast growth rate

Exposure:Needs full to partial sunlight.

The leaves of the tree are dark green and heart or teardrop shape. In June or July, the tree bursts into small yellow flowers that have a fragrant smell. The flowers are very small and look like large baby's breath.

Village of Round Lake Parkway Tree Replacement List:



Kentucky Coffeetree

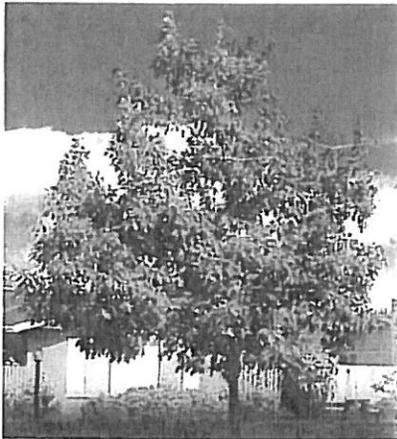
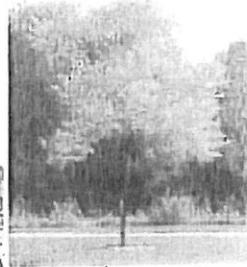
Height: 70'

Spread: 40' – 50'

Growth Habitat: This tree grows at a medium to fast growth rate

Exposure: Sun, Part Sun

Narrow young growth broadens with age. New foliage is pink-tinged turning dark blue in summer. One of the latest in spring to leaf out. Fragrant white flowers panicles. 10" reddish-pink leathery seed pods served as early Kentucky settler's coffee beans. Adapts to alkaline soils, city conditions and is drought tolerant.



Red Oak

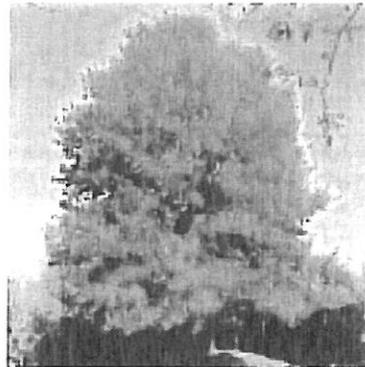
Height: 60' - 75'

Spread: 45' at full maturity.

Growth Habitat: This tree grows at a fast growth rate

Exposure: Sun, Part Sun

Bristle-tipped leaves turn red in the fall. The leaves have 7 to 11 waxy lobes. A good street tree, tolerates pollution and compacted soil. Grows as much as two feet a year for 10 years.



Village of Round Lake Parkway Trees Replacement List:



Elm, Triumph

Height:55'

Spread:45' at full maturity.

Growth Habitat: This tree grows at a fast growth rate

Exposure:Needs full to partial sunlight.

Triumph has remarkably dark green and glossy foliage and a sturdy, symmetrical growth habit. Disease tolerant to Dutch Elm disease and Phloem Necrosis.



Hackberry

Height:40'-60'

Spread:50'

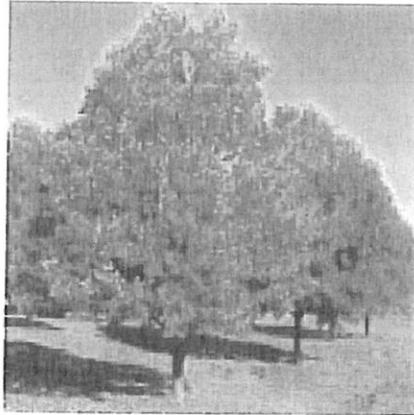
Growth Habitat: This tree grows at a medium to fast growth rate

Exposure:This Hackberry does well in full sun.

Tolerant of a wide range of conditions, the Hackberry is a good landscape choice. Grows to a broad crown with arching branches, not unlike the American Elm. Well-suited to urban areas, it withstands wind and city conditions.



Village of Round Lake Parkway Tree Replacement List:



Autumn Blaze Maple

Height: 40'-50'

Spread: 40'

Growth Habitat: Upright, Spreading

Exposure: Sun, Part Sun

This Silver-red cross grows in higher alkaline soils than rubrums will. It has all the vigor of a silver maple with slightly smaller leaf, but not the narrow branch angles that cause wind breakage. Its brilliant orange-red fall color is borrowed from the rubrum parent, ranking this new cultivar one of the best.



Skyline Thornless Honey locust

Height: 50'-60'

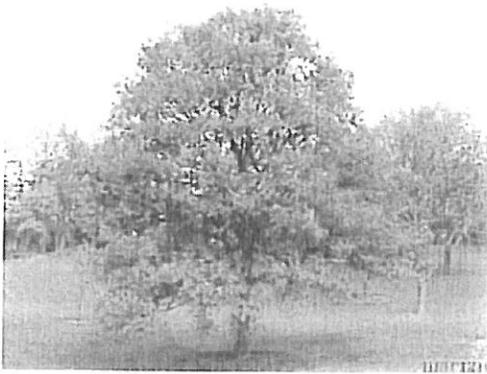
Spread: 40'

Growth Habitat: Pyramidal

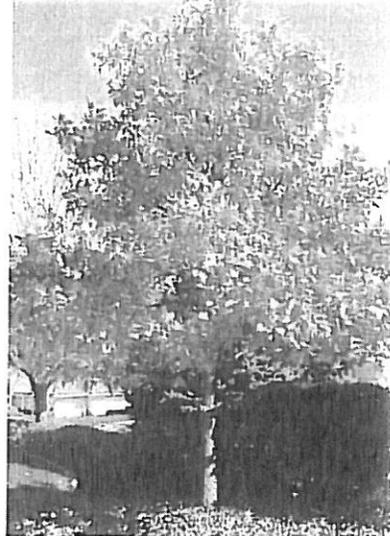
Exposure: Sun, Part Sun

Broad pyramidal form with tighter branching. Vigorous grower. Compact dark green foliage. Yellow fall color. Seedless and thornless.

Village of Round Lake Parkway Tree Replacement List:



Swamp White Oak



Height: 50' - 60'

Spread: 30' - 35'

Growth Habitat: Slow to moderate growth rate.

Exposure: Needs full to partial sunlight.

A majestic tree all year long. In the spring, the new leaves and flowers combine for a pastel tint on the limbs. In the summer, it is a superior shade tree. In the fall, the leaves are rich with color, and the acorns attract an array of wildlife. In the winter, it presents a stately silhouette with light gray platey bark and a wide open crown. The white oak is a tree for large spaces, parks and other recreational areas, golf courses, campuses, cemeteries and other pastoral landscapes. The white oak can live for centuries becoming more picturesque with age.







VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: CONSIDERATION OF PURCHASING A 2015 F-350 PICK UP TRUCK TO REPLACE PICK UP TRUCK 43

Item COTW

Executive Summary:

1. The Public Works Dept has five (5) Pick Up Trucks ranging in the Year Built from 2000 to 2009. Our Vehicle Replacement Program suggests replacing Pick Up Trucks on a 10 year cycle to maximize vehicle reliability and resale value.
2. Truck 43, 2000 GMC ¾ Ton Pick Up, has 95,000 miles on it and has recently developed “slippage” in the automatic transmission. Replacing the transmission with a rebuilt one is estimated to cost approximately \$2,500.00 based on recent replacement for one of our GMC 1-ton transmissions. Investing this amount of money in a 14 plus year truck is not considered the prudent course of action.
3. Our Pick-Ups are used on a daily basis throughout the year as well as for Winter Operations.
4. My recent focus has been to upgrade our Medium Duty Dump Trucks from 1 Tons to 1.5 Ton Ford F-550 Models and with the Board’s support three (3) 2014 Trucks have been purchased. The FY 14/15 Vehicle Replacement Program includes \$140,000.00 for two (2) F-550’s. The most recent F-550 was purchased for \$73,281.00 leaving \$66,719 available; close, but not sufficient for a properly configured truck.
5. Given the need to either fix Truck 43 or replace it and given the initial upgrade of our Medium Duty Dump Trucks; my recommendation is to replace Truck 43 now by purchasing a 2015 F-350 Pick Up that would be configured as a “Heavy Duty Pick Up to serve all our needs (plowing, hauling, transporting). The State Contract price for a 2015 F-350 is \$44,140.00. If the Board concurs, we would solicit bids for the specified truck, hoping to get a somewhat lower cost. Truck 43 would be auctioned as is.

Recommended Action:

Concur with replacement of Truck 43 rather than investing substantive money into it and soliciting bids now for a 2015 F-350 utilizing a portion of the FY14/15 unobligated \$66,719.00 Vehicle Replacement Funds.

Committee: PW/FAC/ENGR		Meeting Date: July 7, 2014		
Lead Department: Public Works		Presenter: Ron Kroop		
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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
		60-60-80-88004	\$140,000.00	\$73,281.00
		This Request		\$44,140.00
		Total:	\$140,000.00	\$117,421.00
Request is over/under budget:				
		Under		\$22,579.00
		Over	-	



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: ORDINANCE REVISION 9.04.050 FIGHTING

Agenda Item No. COTW

Executive Summary:

Revise Ordinance 9.04.050

9.04.050 Disorderly conduct.

A. Prohibited Acts. A person commits disorderly conduct when he or she knowingly:

13. Fighting. No person shall fight another person, or otherwise instigate, cause, procure a fight, except as duly authorized and licensed under law. For purposes of this paragraph, the term "fight" includes any and all actions that would constitute either assault or battery or both. None of the following, individually or collectively, shall be a defense to a citation for fighting: (a) that the fight occurred on private property, (b) that the other person(s) involved in the fight agreed or consented to participate in the fight, (c) that the other person(s) involved in the fight did not press criminal charge, or (d) that the other person(s) involved in the fight testified on behalf of the defendant.

Penalty. A person convicted of disorderly conduct shall be fined not less than one-hundred and fifty dollars (\$150.00) nor more than seven hundred fifty dollars (\$750.00) for each offense.

Recommended Action:

Staff recommends revision of ordinance as described.

Committee: Police		Meeting Date: 07-7-2014																																								
Lead Department: Police		Presenter: M. Gillette																																								
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account No(s):</th> <th style="width: 30%;">Budget:</th> <th style="width: 40%;">Actual Request:</th> </tr> </thead> <tbody> <tr><td> </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> </td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table>			Account No(s):	Budget:	Actual Request:																									Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over		\$0.00
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ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE VILLAGE CODE
RELATING TO POLICE REGULATIONS AND FIGHTING**

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

SECTION ONE: That Title 9 of the Round Lake Village Code, as amended, is hereby further amended with deletions shown in strike through text and additions shown in underlined text, so that the same shall be read as follows:

9.04.050 Disorderly conduct.

B. Prohibited Acts. A person commits disorderly conduct when he or she knowingly:

...

13. Fighting. No person shall fight another person, or otherwise instigate, cause, procure a fight, except as duly authorized and licensed under law. For purposes of this paragraph, the term "fight" includes any and all actions that would constitute either assault or battery or both. None of the following, individually or collectively, shall be a defense to a citation for fighting: (a) that the fight occurred on private property, (b) that the other person(s) involved in the fight agreed or consented to participate in the fight, (c) that the other person(s) involved in the fight did not press criminal charge, or (d) that the other person(s) involved in the fight testified on behalf of the defendant.

C. Penalty. A person convicted of disorderly conduct shall be fined not less than one-hundred and fifty dollars (\$150.00) nor more than seven hundred fifty dollars (\$750.00) for each offense.

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

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:

PUBLISHED IN PAMPHLET FORM: _____, 2014



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: APPROVE A REVISION TO THE COMPOSITION OF THE
 POLICE DEPARTMENT – HIRE TWO ADDITIONAL
 POLICE OFFICERS

Agenda Item No. COTW

Executive Summary:

The Police Department seeks permission to revise the Village of Round Lake Police Department Composition to add two (2) additional Police Officer positions, and seeks approval to hire these positions.

Therefore, the department wishes to hire two (2) full-time sworn police officers. These are funded positions in fiscal year end 2015. Funds are appropriated for 25 full-time sworn police officers that make up the Police Department. This means that the hiring of two officers will increase our sworn ranks from 23 to 25 full-time employees. This action will not cause a budget overrun in the current physical budget year. Village benefits are also budgeted and costs are on average 30% of the employee base salary \$54,529.00 + (30%) \$16,359 = \$73,888.

These police officer positions will be assigned to the Patrol Section after basic law enforcement officer training at an approved police academy if necessary and successful completion of the Police Department’s 16-week field training program.

Recommended Action:

Staff recommends approval of the revision to the Composition of the Police Department which creates 2 new Full-time Sworn Police Officer positions, and approval to hire these two new police officers.

Committee: Police		Meeting Date: July 7, 2014	
Lead Department: Police		Presenter: Michael Gillette; Chief of Police	
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.	Account(s)	Budget	Expenditure
	01-40-70-67001	\$1,788,989.80	
	Item Requested	\$109,058.00	\$109,058.00
	Y-T-D Actual	\$141,309.24	\$141,309.24
	Amount Encumbered		\$0.00
	Total:	\$2,039,357.04	\$250,367.24
	Request is over/under budget:		
	Under		\$1,788,989.80
Over	-		



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: CMAP PLANNING STAFF ASSISTANCE

Agenda Item No. COTW

Executive Summary:

On June 03, 2014 Russ Kraly and I went to Chicago to attend a scoping meeting for Homes For A Changing Environment sponsored by CMAP.

CMAP is asking all of the participating communities to adopt a resolution for this study. This is a cluster study including the Villages of Hainesville, Round Lake, Round Lake Beach, Round Lake Heights and Round Lake Park.

All the information and work for this study is free. Basically, we participate and provide information.

I will be our representative.

Recommended Action:

Adopt a Resolution to Accept Planning staff Assistance Services Delivered by the Chicago Metropolitan Agency for Planning

Committee: -	Meeting Date: July 07, 2014																														
Lead Department: Administrative																															
Presenter: Mayor MacGillis																															
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account No(s):</th> <th style="width: 30%;">Budget:</th> <th style="width: 40%;">Actual Request:</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: center;">Under</td> <td colspan="2" style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">Over</td> <td colspan="2" style="text-align: center;">-</td> </tr> </tbody> </table>	Account No(s):	Budget:	Actual Request:																Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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THE VILLAGE OF ROUND LAKE

14-R-xx

A RESOLUTION TO ACCEPT PLANNING STAFF ASSISTANCE SERVICES DELIVERED BY
THE CHICAGO METROPOLITAN AGENCY FOR PLANNING

WHEREAS, the Village of Round Lake, Illinois has applied for staff assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”), to work with the municipalities of Hainesville, Round Lake Park, Round Lake Beach, and Round Lake Heights on a Homes for a Changing Region plan that will analyze and recommend strategies to address current and projected housing market issues; and

WHEREAS, the Village of Round Lake, Illinois request for such assistance has been recommended by CMAP as a priority project; and

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will counties, and is providing this staff assistance free-of-charge as a means of advancing the plan’s implementation; and

WHEREAS, the Village and CMAP have agreed on the general contents of a Memorandum of Understanding (“MOU”) and a Scope of Services that will guide staff assistance services to be provided by CMAP;

NOW, THEREFORE BE IT RESOLVED BY THE VILLAGE OF ROUND LAKE, ILLINOIS:

- Section 1:** the Village of Round Lake, Illinois supports the *Homes for a Changing Region* project.
- Section 2:** the Village of Round Lake, Illinois accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.
- Section 3:** the Village of Round Lake, Illinois authorizes staff as designated by the Mayor Dan MacGillis to finalize and execute a Memorandum of Understanding with an attached Scope of Services.
- Section 4:** the Village of Round Lake, Illinois recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.
- Section 5:** This resolution shall be effective as of the date of its adoption.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:

Scope of Work

Hainesville, Round Lake, Round Lake Park, Round Lake Beach, and Round Lake Heights Homes for a Changing Region Study

The following is a proposed outline of the steps to complete the *Homes for a Changing Region* phase of a commitment to the communities of Hainesville, Round Lake, Round Lake Park, Round Lake Beach, and Round Lake Heights as part of the Chicago Metropolitan Planning Agency's (CMAP) Local Technical Assistance program. CMAP staff will work closely with the five communities to undertake the assignment in partnership with the Metropolitan Mayors Caucus (MMC) and the Metropolitan Planning Council (MPC) to deliver a housing policy plan and all relevant information associated therewith to the five communities.

Project Team

CMAP will play the lead role on this project, providing all relevant data and technical analysis, policy development, project management, logistical, and outreach support wherever necessary.

MMC's role will be that of policy recommendation and mayoral outreach.

MPC will play an overall advisory role and provide communications messaging and policy development support.

Advisory Committee

The CMAP Housing committee will play the role of the advisory committee. This will consist of receiving briefs and providing periodic input to the project.

Municipal Roles

As an interjurisdictional project, actions are required by Hainesville, Round Lake, Round Lake Park, Round Lake Beach, and Round Lake Heights both individually and together. The following subsections outline the work needed to undertake a project with this dual nature.

Project Steering Committee

To formalize the interjurisdictional aspects of this project, each municipality must assign one staff member and one elected official to sit on a project steering committee. The assigned staff member must be the municipality's key staff contact for the project, whereas the assigned elected official should be either the mayor (preferably), village president or an engaged trustee. The role of the Project Steering Committee will be to vet subregional data analysis and inform any changes to the housing cost model. The Project Steering Committee will also inform, vet and approve the subregional analysis and policy recommendations (the plan).

Because approval of the subregional analysis and policy development recommendations requires agreement by the leadership of each community, key staff contacts must have the ability to seek and

receive feedback from municipal leadership, including elected officials, on all topics as the project progresses. Staff representatives will be expected to meet together no more frequently than on a monthly basis. Elected representatives will be expected to meet together no more frequently than on a quarterly basis (every three months) for the purpose of final review and formal approval of subregional analysis and recommendations.

In addition, the Project Steering Committee should include individuals representing other branches of local and county government, such as Lake County, Greater Round Lake Fire Protection District, Round Lake Area Park District, and Round Lake Area Schools, as well as important area nonprofit organizations, such as the Affordable Housing Corporation of Lake County, Mano a Mano Family Resource Center, B.E.S.T., and Nicasa.

Project Coordinator

The Lake County Community Foundation (LCF) shall operate as the project coordinator. The coordinator will be responsible for facilitating the receipt of feedback on project deliverables from the municipalities. Other duties include attending introduction presentations given to each village's board, as well as helping to invite individuals to serve on the Project Steering Committee (especially representatives from area nonprofit organizations), identifying and inviting appropriate stakeholders to any subregional workshops, in addition to facilitating and providing logistical support for meetings of the Project Steering Committee or any subregional workshops. Finally, the coordinator will play a coordinating, consensus building and advisory role on the development of subregional recommendations.

Key Municipal Staff Contact

The *Homes for a Changing Region* methodology places the highest value on the expertise and experience of municipal officials and staff. Therefore, we expect that the representatives of Hainesville, Round Lake, Round Lake Park, Round Lake Beach, and Round Lake Heights will participate as partners in the project. The Project Team will work with municipalities to encourage mayors, elected boards or councils and key staff to participate in meetings designed to solicit input and feedback at several project benchmarks. Each municipality must assign one key staff contact to be the primary contact for the project. As noted before, this person should be the municipal representative on the Project Steering Committee. This key staff contact will be responsible for the following:

- Providing CMAP with the following data in an electronic format: zoning code and map (shapefile); comprehensive plan and associated maps (shapefiles); any relevant subarea plans and associated maps (shapefiles); environmental features maps (shapefiles); and sidewalk or bike lane maps (shapefiles).
- Leading the Project Team on outreach for the workshop, including conducting outreach to realtors, developers, chambers of commerce, clubs (Lions, Rotary, etc.), religious groups or other key community organizations (schools, veterans, COG, etc.);
- Serving as liaison between the Project Team and municipal elected officials. As part of this role, contacts are expected to update elected officials as necessary, help the Project Team understand local housing issues, and coordinate timely document review by appropriate elected officials.
- Working with municipal staff to ensure that at least one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member) is present at

meetings with the Project Team that require feedback on data analysis, draft policy recommendations or plans; and

- Collecting, assembling and delivering feedback to the Project Team on all draft and interim deliverables within two weeks of receipt.

Timeline

The following scope of work is designed to be completed in 12 months. Inherent in this timeline are the following assumptions: 1) the project will make use of readily available data, 2) the Project Team will prioritize items as scoped herein before conducting additional work, and 3) the Project Team and the communities will schedule all meetings necessary to collect all input within the allotted timeline.

Preliminary Scope of Work

SCOPE OF WORK

Task 1: Current and Future Housing Analysis for the Villages of Hainesville, Round Lake, Round Lake Park, Round Lake Beach, and Round Lake Heights (the five municipalities) individually and in the aggregate.

CMAP will conduct a full spectrum analysis of the current and future housing needs at the subregional level along with an analysis for each of the five municipalities.

Task 1.1: Gather data

As a data driven project, kick-off will focus on data gathering by CMAP and each municipality.

CMAP will get data from multiple sources, including the Census and American Community Survey, ESRI and other proprietary data, Lake County data, and regional data from Lake County. This data will include:

- Population (existing and trends)
- Racial and ethnic make-up
- Household income
- Housing value
- Tenure (rental vs. owner)
- Household size
- Units in structure
- Year built
- Affordability for rental and owner-occupied housing

We will use these data sources to describe the significant characteristics of the local housing markets, including supply, demand, condition and the cost of housing.

Each community must supply CMAP with the following local data sources (if applicable):

- Zoning ordinance (link to location on a website or other electronic format);
- Zoning map, ideally as a shapefile (.shp, a common format used in GIS mapping software), though we can use CAD files (.dgn, for example), preferably converted to a geo-referenced shapefile before submission;
- Current Comprehensive Plan (link to location on a website or other electronic format);
- Current Comprehensive Plan maps (as a shapefile or geo-referenced CAD file);
- Any recent sub-area plans (link to location on a website or other electronic format);
- Environmental features maps (as a shapefile or geo-referenced CAD file); and
- Sidewalk or bike lane maps (as a shapefile or geo-referenced CAD file).

We will use these data sources to conduct the capacity analysis, better understand each community and ensure that our recommendations build on previous efforts where applicable.

Task 1.2: Analyze current housing

CMAP will use the data gathered in Task 1.1 to establish the existing conditions for housing in each of the five municipalities. Staff will identify matches and mismatches between each community's existing housing stock and current needs:

Housing affordability – analysis of current owner and rental households based on the definition of affordable housing costing less than 30% of gross household income. Severely cost burdened can be defined as housing cost in excess of 50% of gross household income.

Housing + transportation (H+T) affordability – analysis of combined housing and transportation costs using Center for Neighborhood Technology (CNT) or another appropriate methodology.

Housing condition – housing defined as lack of adequate kitchen, toilet, heat, or plumbing facilities. Previous county and non-profit efforts to describe the general condition of its structures would be used to supplement Census data.

Overcrowding – housing which is overcrowded or severely overcrowded, based on Census data.

MEETING 1: 2-hour Project Team overview presentations and discussion of preliminary data analysis with municipal representatives; one tour, lasting 2-3 hours, of all municipalities together, accompanied by municipal staff

Task 1.3: Analyze capacity for new housing

CMAP will use the municipal data gathered in Task 1.1, using Geographic Information Systems (GIS), to identify the amount of housing potential by assessing the capacity of zoning in each municipality and the combined subregion. This analysis is conducted through a multi-step process. Land identified as residential, commercial or office is assumed to have some redevelopment potential. Then, estimates for future housing are created by assuming densities by zone. These calculations result in a capacity estimate for each zone on vacant and developed land.

Task 1.4: Conduct workforce analysis

CMAP will use U.S. Economic Census and other data sources to create a profile of the workforce in the combined subregion and identify key employment centers, industry sectors and commuting patterns. We will use this analysis to tie in the housing recommendations with the workforce needs of the subregional economy.

Task 1.5: Conduct future balanced housing analysis

Based on population, demographic, and employment forecasts, CMAP will create an age/income profile for the combined subregion along with potential new populations. We will use the Envision Tomorrow Balanced Housing Model to estimate the housing need of this future population by price-point and tenure (rent or own).

CMAP may also use psychographic profiles to estimate the housing preferences of the people who live in the area and comment on the potential market demand for certain housing types. This analysis will be used to identify the housing types for which specific areas within the combined subregion have an advantage over competing locations, and which groups are inclined to these housing types. Examples of psychographic segments include Generation Y, immigrants and their children, and Baby Boomers. Examples of the specific housing preferences within each of these demographics may include:

- Rental housing near universities and colleges, and near specialized employment areas, such as medical districts;
- Traditional Neighborhood Development, the housing products that are similar to suburban housing but in a walkable mixed use environment;
- A variety of ownership infill housing styles that are typically found in revitalizing neighborhoods
- Housing for seniors that offer a more community-based housing style in neighborhoods.

The analysis will include the potential market for these segments, and the potential of the combined subregion to capture those segments, with an emphasis on the characteristics of the housing product that will most attract each segment.

MEETING 2: Present full data analysis to municipal boards/councils for discussion and feedback

Deliverables:

- Data library
- PowerPoint presentation of current housing conditions in the five municipalities and capacity analysis, workforce housing analysis, and future balanced housing analysis for the combined subregion.

Task 2: Conduct Stakeholder Workshop

The Project Team's experience has taught us that great ideas and solid credentials are not enough to secure a community's support. The public must have a chance to assess and understand their options and then communicate their preferences – and then see those preferences reflected in housing plans.

There are various methods for capturing the general public's best ideas through simulated decision making activities in a workshop format such as using instant polling and exercises that ask participants to make important trade-off decisions. The Project Team will provide one stakeholder workshop for the combined subregion that utilizes the results of our housing research to bring stakeholders from all communities together to give critical feedback in an engaging, and dynamic setting.

Each key staff contact and the Lake County Community Foundation will provide CMAP with email, mailing and telephone contact information for important organizations and stakeholders within his or her municipality for outreach purposes. CMAP will supplement contacts provided by municipalities and the Lake County Community Foundation with established CMAP contacts in the municipalities and the combined subregion. At a minimum, CMAP asks that municipal contacts and the Lake County Community Foundation provide contacts for the following local entities, as appropriate.

- Realtors
- Developers
- Landlord Commissions (or similar entities)
- Property Management Groups
- Chambers of Commerce
- Clubs (i.e. Lions, Rotary etc.)
- Churches/Religious Institutions
- Other key local community organizations
- Local schools
- Veterans groups
- Council of Governments

CMAF outreach staff will develop print and digital communications materials (posters and flyers) for use in publicizing the stakeholder workshop. While CMAF staff will conduct some email and telephone outreach, each key staff contact and the Lake County Community Foundation will be responsible for conducting the majority of the outreach to local organizations, including distributing flyers to prominent locations.

CMAF, MPC and/or MMC will staff the stakeholder workshop with support from LCCF and each key staff contact. Each key staff contact will attend and help facilitate (if necessary) the stakeholder workshop. If possible, each key staff contact will also send one additional municipal staff member or volunteer to serve to assist at the stakeholder workshop. CMAF will create all meeting materials. The Lake County Community Foundation and key staff contacts will be responsible for reviewing and approving these materials.

MEETING 3: one stakeholder workshop involving all of the five project communities

Deliverable:

- Materials and staffing for one stakeholder workshop involving all of the five project communities

Task 3: Develop Policy Recommendations

In this task, the Project Team will create municipal and subregional policy recommendations.

Task 3.1: Subregional Analysis and Recommendations

CMAF, MMC and MPC will review all data analysis from previous tasks and meet with Lake County Community Foundation staff to brainstorm and advise on subregional policy recommendations. CMAF staff will look at the housing trends and projections for the combined subregion along with the local needs discussed in previous meetings to identify common housing issues and policy recommendations on which the five communities can work together. This work will be drafted into a draft subregional report for inclusion in the final document.

MEETING 4: Present draft subregional analysis and recommendations to the Project Steering Committee for review and comment.

MEETING 5: Present draft subregional analysis and recommendations to the Project Steering Committee, inclusive of one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member), for review and comment.

Task 3.2: Municipal Recommendations

CMAP, MMC and MPC will review all data analysis from previous tasks and meet with Lake County Community Foundation staff to brainstorm and advise on municipal policy recommendations. We will also use the results of the stakeholder workshop to guide policy recommendations that will help each municipality meet their goals and achieve a strong housing future. We will identify targeted goals that can be used to determine a community's future progress in implementing the plan. This analysis will be synthesized into a draft recommendations memo which will be circulated 1) to each key staff contact and 2) to senior staff and elected officials for review, comment and revision.

OPTIONAL MEETING 6: Each municipality may choose to have one presentation of the draft municipal recommendations to the board/council.

Deliverable:

- Finalized draft subregional report for inclusion in the final document
- A memo for each municipality outlining proposed recommendations

Task 4: Create 2D Visualizations (optional)

While the plan itself focuses on housing policy recommendations that meet the market demand for housing across the income spectrum, visualizations illustrate some of those recommendations as they might be applied to a development. Visualizations are not site plans and the project team will carefully make this differentiation throughout the process. Municipal representatives are asked to do the same, especially when performing outreach tasks to increase attendance at the stakeholder workshop.

This task is optional and will only be completed at the request of the steering committee. CMAP and MMC will contract with a vendor to use 2D photorealistic visualization techniques to illustrate the potential look and feel of each community's policies for a smaller focus area within the combined study area or in individual communities if deemed appropriate, as determined by broad agreement between the steering committee, project team, and LCCF.

Deliverables:

- 2D visualizations illustrating the potential implementation of the strategies

Task 5: Create Final Policy Plan and Presentation

Once the Lake County Community Foundation has received final municipal approval on all analysis and text, CMAP will be responsible for designing and duplicating the final report. The centerpiece of this project will be the subregional analysis and recommendations for collaboration among municipal governments. The full plan will also include a section devoted to each community with individualized analysis and recommendations derived from the memo created in task 3.2,

MEETING 7: Present subregional analysis and collaborative recommendations to elected officials and residents (as a group).

Deliverables:

- PowerPoint presentation summarizing policy plans, recommendations and visualizations
- Draft policy plan document
- Final policy plan document

TIMELINE

	7/14	8/14	9/14	10/14	11/14	12/14	1/15	2/15	3/15	4/15	5/15	6/15
Task 1: Existing Conditions Analysis and Future Housing Analysis.												
Task 2: Conduct Stakeholder Workshop												
Task 3: Develop Policy Recommendations												
Task 4: Optional Visualizations												
Task 5: Create Final Policy Plan and Presentation												