

MINUTES  
 VILLAGE OF ROUND LAKE  
 COMMITTEE OF THE WHOLE MEETING  
 January 18, 2016  
 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 7:08 P.M.

1. ROLL CALL

Present: Trustees Foy, Kraly, Newby, Rodriguez

Absent: Trustees Frye, Triphahn

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of January 4, 2016

Trustee Foy moved, Seconded by Trustee Rodriguez, to approve the Minutes of the Committee of the Whole Meeting of January 4, 2016. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

Resident Sanjay Patel complimented the Administration on the new Website design stating it was well done.

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance

○ Audit and Management Letter Presentation

Finance Director Shane Johnson introduced Daniel Berg, Partner at Sikich, who performed our fiscal April 30, 2015 year end audit report. Mr. Berg thanked the staff for all the assistance his company received in doing the audit. In the presentation he stated that there had been a loss in the water fund due to depreciation and operational expenses. With the General Fund there had been excess funds, but some of those funds were moved to a capital improvement project. Mr. Berg also noted that due to the Village not having enough internal control capabilities he encourages the board to continue to review expenses when presented. Within the presentation received, Sikich went through some deficiencies and suggestions on how to resolve some of them. One issue had again been segregation of duties, Mr. Berg stated with the addition of our Accounting Manager, it has helped, but recommended not hiring a person just to do internal control, if there is no other work for them to do at this time. It was asked how the Village compares to other Villages, Mr. Berg stated that he is the auditor but a financial advisor would say to look at the debt, look at the fund balance and look at the future revenue source. He did say the fund balance in the general fund is healthy as well as the debt structure compared to the fund balances and seem to be in line and probably a little better than some of the other villages.

- Public Works, Facilities and Capital Assets, and Engineering

- Cathodic Protection Contract

Public Works Director, Adam Wedoff, recommended entering into a contract with Corpro Companies to perform an inspection and check of the cathodic protection systems on Village elevated water storage tanks, stating the cathodic protection system helps inhibit rust from forming on the metal and prolongs the life of the storage tanks and towers. He also stated that Corpro has completed the inspection for over ten years and staff has been generally pleased with their work

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

- Landscape Maintenance Contract

PWD Wedoff recommended entering into a three year contract with an additional option of two one year contracts for the landscape maintenance of Village Property. PWD stated 6 RFP's had been sent out and only two were returned prior to the deadline. The Brickman Group had been the lowest of the two bids, however when they went over the contract they suggested several way to reduce the overall cost further without compromising the maintenance. The contract will go in effect on May 1, 2016 therefore it is not budgeted for this fiscal year but will be budgeted for according for FYE 2017

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

- Furnace Repairs for Public Works Building

PWD Wedoff requested permission to hire TOPTEC Heating to repair a roof top heating unit on the PW building. He recommends waiving bidding and using TOPTEC to complete the repairs. TOPTEC currently completes maintenance inspections on the heating units for the PW/PD & Village Hall buildings.

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

- Watershed Development Ordinance

PWD Wedoff stated that the Lake County Stormwater Management Commission (SMC) recently adopted several revisions to the Watershed Development Ordinance (WDO). Three of the four revisions are minor in nature and considered "administrative". The fourth revision references FEMA Flood Insurance Maps and Study for the Squaw Creek. Adopting the new WDO will ensure the Village maintains eligibility as a Certified Community to enforce the WDO, and will also ensure the Village remains in good standing with the National Flood Insurance Program, allowing property owner within the Village to obtain flood insurance in the national risk pool

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

- MXU Purchase

PWD Wedoff stated that with the Villages radio read system, 463 water meters stopped working recently and had to been read manually from each house with a handheld reader by staff. He said this was most likely caused by the cold weather and the age of the equipment. Units installed in 2001-2003 only carried a life expectancy of 7-8 years and came with a 5 year warranty on the battery. The Village has approximately 1,663 of those units. He did mention that units made after 2003 came

with a 20 year warranty. One option is to replace the battery or purchase a new MXU, however the batteries have been discontinued but can be purchased through aftermarket supplies, and their expected life is unknown as some have had to be replaced after only 6 months. He is recommending replacing the MXU's with new ones and should be considered the beginning of a Village Wide replacement program. There are also two different models to choose from, one that is compatible with our current system and one that is compatible with a new base station system. This system utilizes a much stronger radio signal which would make reading meters much more efficient. PWD Wedoff suggested a three year period to replace all of the old MXU's installed between 2001 and 2003 and as other units fail, they can be replaced with the new model as well. The units installed in 2004 and on have a 20 year warranty and he recommends leaving them in place until they reach that warranty.

The Board agreed to have PWD Wedoff order now and ratify when the units are in.

- Special Events
- Building and Zoning
- Police
- Administration

5. SUGGESTED NEW TOPICS

NONE

6. EXECUTIVE SESSION

NONE

7. ADJOURN

Motion by Trustee Foy, Seconded by Trustee Rodriguez to adjourn the Committee of the Whole meeting at 7:39 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED: February 1, 2016

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Patricia C. Blauvelt  
Village Clerk

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Daniel MacGillis  
Village President