

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
November 21, 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 7:27 P.M.

1. ROLL CALL

Present: Trustees Foy, Frye, Kraly, Patel, Rodriguez

Absent: Trustee Newby

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of November 7, 2016

Trustee Patel moved, Seconded by Trustee Rodriguez, to approve the Minutes of the Committee of the Whole Meeting of November 7, 2016. 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
 - Fiscal Year End 2016 Audit and Management Letter

Finance Director Wayde Frerichs introduced Dan Berg, from our auditing firm Sikich. Mr. Berg went over the Managements Discussion page and what had changed stating a financial statement will follow. He mentioned the Police Pension and showing a net loss, stating the figures are skewed due to the market, new accounting principles and that the market values are off not only in our Village but others. Current fund is at 52% compared to 60% before and should be at 90% funded by the year 2040, although our internal goal is to be at 100%. He thanked the staff for the support in processing the audit as well. It was asked about internal controls that are in place and if there is any place for improvements. Mr. Berg stated that due to the size of the Village and staff, the segregation of duties it would be ongoing comment in each audit that we have
- Public Works, Facilities and Capital Assets, and Engineering
 - Authorize Anti-icing Liquids Purchase

Public Works Director Wedoff stated that last year the Anti-icing Liquids had been purchased from Industrial Systems Ltd. who is the sole provider source. He stated the product worked well and recommends using the product again this year. He mentioned there is approximately 6,000 gallons to start the winter and is requesting permission to purchase more liquid as needed, but not exceed the budgeted amount. He also said the price quoted is the same as last year.

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

- Bridge Inspection Program

PWD Wedoff recommended accepting a proposal from Baxter & Woodman to inspect the new MacGillis Drive Bridge and register the bridge with the Illinois Department of Transportation (IDOT). The inspection will need to be completed again in two years and then every four years to remain in compliance with IDOT requirements

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

- 2016/2017 Snow Removal Plan

PWD Wedoff stated that staff updated the 2016/2017 snow removal plan to include the addition of new equipment being used, the addition of a seasonal employee dedicated to snow removal on sidewalks and the restructuring of plow routes to better fit the equipment available. He also said that Bright Meadows plowing is contracted out and this year's plowing will be done after 2 inches of snow has fallen to be the same as the rest of the Villages.

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

- Emergency Snow Removal Contract

PWD Wedoff is recommending the Village enter into a contract with Mark Meade Excavators Inc. to supply heavy equipment and operators in the event of a large snowfall. PWD Wedoff also stated that last year Mark Meade Excavators had been the only company that responded to proposals that had been sent out then. They have agreed to hold their prices from last year so he is recommending competitive bidding be waived and the contract with Mark Meade Excavators be renewed.

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

- Building and Zoning
- Special Events
- Police

- Network Attached Storage (NAS)

Police Chief Gillette requested authorization to purchase a new internal hard drive network attached server and peripheral fixed cabinetry for the Police Department's camera system data storage. He stated that the device is expected to meet the department's needs sufficiently for the foreseeable future.

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

- In-Car Camera's Extended Warranty

Police Chief Gillette requested permission to purchase eleven extended warranties for the Digital Ally DVM-800 in car dash camera. The cameras came with a 2 year warranty and are slightly over one year old. The extended warranty is a three-year warranty added onto the end of the manufactures purchase warranty, at a cost of \$500.00 per camera

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

o Ballistic Shield Purchase

Police Chief Gillette requested authorization to purchase two Police Ballistic Shields. These two shields will add to the current supply of shields that were last purchased in February 2013. These are budgeted items as well he stated.

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

• Administration

o Compensation Study / Staffing Analysis

Village Administrator Steve Shields stated the purpose of the study is to review current job classifications and provide the Village with suggestions regarding internal and external pay equity and alignment with comparable communities. In addition, the consultant will review the Villages current "Step" pay incentive program and provide recommendations for a performance oriented program. A Request For Proposal (RFP) was extended to nineteen vendors and sealed proposals were received from two vendors. Based on the criteria in the RFP it was determined the proposal from GovHR is the most favorable for the Village

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

5. SUGGESTED NEW TOPICS

Mayor MacGillis stated with Trustee Triphahn's resignation and Trustee Newby in the hospital we need to have someone volunteer to serve on the SWALCO board and to please reach out to him if interested. The Mayor also stated that we will not replace Trustee Triphahn's position with the Round Lake Chamber although the Village will remain a member

6. EXECUTIVE SESSION

NONE

7. ADJOURN

Motion by Trustee Frye, Seconded by Trustee Kraly to adjourn the Committee of the Whole meeting at 7:51 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED: December 5, 2016

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President