

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
May 16, 2016
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 May 2, 2016

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - Storage Racking for Public Works Garage
 - Midland Drive Water Main Replacement Design
 - Well #3 Rehabilitation
 - Root Grapple Purchase
- Special Events
 - Memorial Day Parade
- Building and Zoning
- Police
 - AED Purchase
- Administration
 - 57 Acres Parcel Grading Operations
 - Elected Official Salary

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
May 2, 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 7:14 P.M

1. ROLL CALL

Present: Trustees Kraly, Newby, Rodriguez, Triphahn
Absent: Trustees Foy, Frye

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of April 18, 2016

Trustee Triphahn moved, Seconded by Trustee Newby, to approve the Minutes of the Committee of the Whole Meeting of April 18, 2016. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

NONE

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering

- Lake County Bulk Rock Salt Bid

Public Works Director Adam Wedoff stated the County put together a salt bid for their winter operation needs and included other municipalities that were interested. This year, due to the Round Lake School District not getting salt through the Village, we only requested 1,200 tons of Salt. The Village budgeted \$72.00 a ton and the lowest bid was Morton Salt at \$60.22/ton. Last year's salt price had been \$69.66. It was asked if we still had salt left over from last year, whereas PWD Wedoff stated there is.

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

- Playground Mulch for Silver Leaf Glen

PWD Wedoff requested to hire Cedar Valley Express Blower, Inc to supply and install approximately 60 cubic yards of playground mulch at the Silver Leaf Glen playground on Magnolia.

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

- Metra Lot Resurfacing
PWD Wedoff recommended completing Metra Commuter Lot Improvements as designed by Pearson, Brown & Associates. He stated the project will consist mainly of full depth removal and replacement of the asphalt pavement in the commuter lot and will also include new pavement marking and some minor curb, gutter and sidewalk repairs. He stated that the project is currently out to bid and bid results will be brought o the next Village Board meeting. The engineer's estimate of probable cost is \$225,225 and the budgeted amount is \$189,000. The Mayor stated that the project had been on IDOTS permitting desk for 2years which is why the difference in the estimate and old budgeted amount. It was asked where the additional funds would come from and depending on the bids, there might not be a need, but it would be discussed at the next board meeting

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

- Metra Lot Construction Services
PWD Wedoff recommended approving a work order from Baxter & Woodman to provide construction services for the Metra Commuter Lot Improvements. This would mainly consist of construction supervision, material test and administration including coordination with the contractor a review of pay estimates.

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

- Purchase New 5-yard Plow Truck
PWD Wedoff requested permission to purchase a new 5-yard truck and sell the existing truck #56 due to its age and mechanical issues. He stated the new truck will be equipped with stainless steel body and polycarbonate plows that will not rust and will last through multiple plow chassis. The new plow truck will also be outfitted with a liquid tank and sprayer for anti-icing. He also requested waiving competitive bidding to keep all the vehicles uniform for ease of operation and maintenance and have all the fleet be International Chassis and Monroe dump bodies. He also stated that both International and Monroe have won the State bid for the last several years indicating they are competitively priced. The board agreed to have PWD order the Plow Truck now to make sure the order gets in now rather than later, due to the high demand around all the municipalities ordering at the same time.

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

- Upgrade Existing 5-yard Plow Truck
PWD Wedoff requested permission to upgrade the new 5-year-old plow truck just delivered by Monroe and International. He stated there had been a miscommunication between them and the Village regarding the chassis length which resulted in a 20 inch gap between the cab and the bed of the truck. PWD Wedoff stated that International and Monroe have agreed to install a pre-wet system on the truck consisting of two additional 120 gallon tanks to fill the gap at a discounted rate.

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

- Special Events
 - Memorial Day Parade
Trustee Triphahn stated the parade is set for May 30th and will kick off at the Legion Hall in Round Lake Park. She asked if all the trustees are still participating and if someone from Public Works will be available to drive the truck and float. Date and time for decorating will be discussed as the time gets closer.
- Building and Zoning
- Police
 - Purchase of Three Ford Police Utility (SUV) Interceptor Vehicles
Police Chief Gillette requested permission to purchase three All-Wheel Drive 2017 Ford Police Utility (SUV) Interceptor vehicles. He stated that all these vehicles will replace vehicles currently in the fleet. The vehicles will be purchased from Curie Motors and includes delivery.

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

- Administration
 - 514 Railroad Avenue Lease Agreement and Building Repairs
Village Administrator Shields gave a brief summary of the lease terms of the new lease agreement that staff and the Village Attorney have been working on, but it is a rough draft right now. VA Shields also discussed the list of items that are in need of repair at the site or other items associated with getting the property in a condition to be leased. It was asked by the board to also have the Fire Department do an inspection on the property
5. SUGGESTED NEW TOPICS
NONE
 6. EXECUTIVE SESSION
NONE
 7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Triphahn to adjourn the Committee of the Whole meeting at 7:34 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



AGENDA ITEM SUMMARY

TITLE: GARAGE STORAGE RACKS

Agenda Item No. COTW

Executive Summary

Staff is requesting permission to contract Jay-R’s Steel & Welding, Inc. to fabricate and install two steel racks in the Public Works garage. The racks are intended to hold salt spreaders while they are not in use. The spreaders currently sit outside in the parking lot and every fall they require significant work to replace hoses and fittings that have been damaged from rust and UV deterioration. By storing them inside, much of this damage can be avoided.

Staff recommends accepting a proposal from Jay-R’s Steel & Welding, Inc. for \$3,903.50. Due to the custom fabrication of the racks, it is difficult to get quotes from multiple vendors. Staff has previously used Jay-R’s Steel & Welding, Inc. for various welding services and is generally satisfied with their work.

Recommended Action

Approve a proposal from Jay-R’s Steel & Welding, Inc. to fabricate and install two steel racks in the Public Works garage.

Committee: PW/F&CA and Engineering	Meeting Date(s): 05/16/16																																	
Lead Department: Public Works	Presenter: Adam Wedoff, Director of Public Works																																	
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account(s)</th> <th style="width: 30%;">Budget</th> <th style="width: 30%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$310,800.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$20,000.00</td> <td style="text-align: right;">\$3,903.50</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>35-20-88-88801</td> <td style="text-align: right;">\$330,800.00</td> <td style="text-align: right;">\$3,903.50</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;">\$326,896.50</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$310,800.00		Item Requested	\$20,000.00	\$3,903.50	YTD Actual		\$0.00	Amount Encumbered		\$0.00							35-20-88-88801	\$330,800.00	\$3,903.50	Request is over/under budget:			Under		\$326,896.50	Over	-	
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Over	-																																	

Jay-R's Steel & Welding, Inc.

840 Tower Rd
 Mundelein, IL 60060
 Ph: 847-949-9353
 Fax: 847-949-9228

Number: 5509

Date: November 06, 2015

Bill To:

Village of Round Lake
 442 N. Cedar Lake Road
 Round Lake, IL 60073 USA

PO Number:	Work Order Number:	Attention:	Terms:	Quote Valid:
		CRAIG HARRISON	30 DAYS	

Dept.	Description	Quantity/Hours	Price/Rate	Tax	Amount
MATERIAL	SALT SPREADER STORAGE RACK	2	1,951.75		3,903.50
Sub-Total					\$3,903.50
State Tax 8.00% on 0.00					0.00
Total					\$3,903.50

RECEIVED BY:

DATE:



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: MIDLAND DRIVE WATER MAIN REPLACEMENT DESIGN

Agenda Item No. COTW

Executive Summary

Staff recommends approving a work order from Baxter & Woodman to design the Midland Drive Water Main Replacement project. The water main along Midland Drive will be up-sized from a 6” main to an 8” main. The valves along the line will also be replaced and the roadway reconstructed after the water main work is completed.

Baxter & Woodman has provided engineering design services for the Village in the past and are familiar with Village staff and policies. Staff has found their work to be satisfactory. Baxter & Woodman has proposed a fee not to exceed \$46,850. The budget for this work is \$51,800.

See the attached work order for additional details.

Recommended Action

Approve a work order from Baxter & Woodman to design the Midland Drive Water Main Replacement project.

Committee: PW/F&CA and Engineering		Meeting Date(s): 05/16/16	
Lead Department: Public Works		Presenter: Adam Wedoff, Director of Public Works	
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account(s)	Budget	Expenditure
	35-20-83-88301	\$306,500.00	
	Item Requested	\$12,200.00	\$11,250.00
	Y-T-D Actual		\$0.00
	Amount Encumbered		\$0.00
	Total	\$318,700.00	\$11,250.00
	50-60-81-88101	\$2,903,981.00	
	Item Requested	\$39,600.00	\$35,600.00
	Y-T-D Actual		\$0.00
	Amount Encumbered		\$0.00
	Total	\$2,943,581.00	\$35,600.00
	Grand Total	\$3,262,281.00	\$46,850.00
	Request is over/under budget:		
	Under		\$3,215,431.00

**VILLAGE OF ROUND LAKE, ILLINOIS
MIDLAND DRIVE WATER MAIN REPLACEMENT
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 160480.40

Project Description:

The Project consists of water main replacement and pavement rehabilitation along Midland Drive, from Hillandale Drive to Greenwood Drive.

Engineering Services:

The general provisions of this contract are enumerated in the Village Engineering Services Agreement between the Village and Engineers dated March, 18, 1998. The scope of services for this Project is listed in Attachment A of this Work Order.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Engineers' fee for items as described will not exceed \$46,850 without prior written approval of the Village.

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

By: _____

Louis D. Hausmann, PE, PTOE

Title: Vice President/COO

Date: May 4, 2016

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

By: _____

Daniel A. MacGillis

Title: Mayor

Date: _____

Additional Comments and Conditions: Construction-related engineering services will be provided under a subsequent Work Order.

Project Description

The Project includes replacement of the existing 6-inch water main along Midland Drive, from Hillandale Drive to Greenwood Drive with a new 8-inch water main. Approximately 1,700 lineal feet of new water main is anticipated, including connecting mains on side streets. The Project will include new water valves and vaults, fire hydrants, and water services. The existing rural pavement surface is currently in poor to marginal condition and completion of water main installation primarily in the pavement provides an opportunity to improve the pavement surface. The scope of roadway improvements includes full-depth asphalt surface removal, preparing the existing aggregate base, and installing new hot-mix asphalt (HMA) binder and surface courses. The current pavement footprint will remain unchanged, the rural cross section will be maintained (no additional curb and gutter), and the existing drainage will be maintained.

The scope of services does not include any special waste screening or clean construction and demolition debris evaluation, detailed profile and cross section analysis, sidewalk installation, or coordination with neighboring municipalities. We understand that the Project will not be utilizing any MFT or federal funding that would require review by the Illinois Department of Transportation (IDOT). The scope of services for roadway construction does not include permit preparation and fees. The existing drainage system will be utilized and no stormwater calculations are included in the project scope.

Scope of Services

The following scope of services details the anticipated tasks necessary to successfully complete this Project.

1. **PROJECT MANAGEMENT** - Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope. Coordinate with the Village and project team to ensure that the goals of the Project are achieved.
2. **MEETINGS WITH VILLAGE STAFF** - Conduct one meeting with Village staff to review the final project documents.
3. **SITE VISITS** - Conduct site visits by designers to verify existing conditions and review the location of proposed improvements.
4. **TOPOGRAPHIC SURVEY** - Perform topographic survey within project limits and at 50-foot intervals along the project route to develop project drawings. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.
5. **UTILITY COORDINATION** - Complete a Design Locate with JULIE, which consists of obtaining names and phone numbers of utilities located within the work area. Contact utilities, obtain atlases where available, and provide preliminary drawing sheets to utility companies for their markup and return.

6. **GEOTECHNICAL SERVICES** – Retain a geotechnical sub-consultant to make five soil borings to a depth of 10-feet and five pavement cores, collect and analyze soil samples, determine groundwater levels, and prepare a written report for design of the improvements. Our fee includes a \$3,500 allowance for geotechnical services.
7. **WATER MAIN ENGINEERING DESIGN**
 - **INFRASTRUCTURE DESIGN** – Provide detailed design of water main improvements, including the location of water valves and vaults, fire hydrants, and water services to avoid conflicts with adjacent utilities, and to comply with Code requirements.
 - **PRELIMINARY PLAN SHEETS** – Prepare the infrastructure design plan and profile sheets for the proposed water main improvements utilizing collected topographic survey information.
 - **DETAIL SHEETS** – Prepare detail drawings and general note sheets for infrastructure improvements.
 - **ENGINEER'S OPINION OF PROBABLE COST** – Prepare an opinion of the probable construction cost of the proposed improvements.
8. **PAVEMENT ENGINEERING DESIGN**
 - **FIELD EVALUATION** – Perform a field evaluation of the condition of the existing pavement and drainage appurtenances, and measure and calculate quantities of pavement repair. Take photographs of existing conditions and prepare notes to assist with preparation of design drawings.
 - **PRELIMINARY GEOMETRIC PLANS** – Utilize topographic survey information taken for water main installation as the basis for preparation of roadway design drawings. Prepare the pavement design and geometric plan design sheets for the proposed improvements. Roadway design will be shown on plan and profile sheets developed for the water main installation. Cross sections will not be developed.
 - **MAINTENANCE OF TRAFFIC PLAN** – Develop a preferred maintenance of traffic and staging plan and/or notes and submit to the Village for comment and approval. Identify the preferred strategy for maintaining traffic and driveway access. Confer with Village staff, emergency services, and public transportation agencies to consider local impacts and concerns.
 - **PROJECT DETAILS AND STANDARDS** – Prepare Typical Sections, Roadway General Notes, Roadway Design Details, Summary of Quantities for roadway items, and any applicable IDOT details.
 - **ESTIMATE OF COST** – Prepare summary of quantities, schedules of materials, and contribute to engineer's estimate of cost for roadway items.

9. **PROJECT PLANS** – Prepare Design Documents for the proposed water main replacement and pavement improvements consisting of one set of drawings showing the general scope, extent, and character of construction work to be furnished and performed by the Contractor selected by the Village.
10. **PROJECT MANUAL** – Prepare for review and approval by the Village and its legal counsel the forms of Construction Contract Documents consisting of an Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare one set of technical specifications for infrastructure and pavement improvements in the format of the Construction Specification Institute.
11. **AGENCY PERMITS** – Submit the design documents to the Illinois Historical Preservation Agency to obtain a “no significant historical resources” statement for the area of the Project. Submit the design documents to the IEPA Department of Public Water Supply for permits to construct, own, and operate the Project.
12. **QUALITY CONTROL REVIEWS** – Conduct internal design and constructability reviews of Drawings and Project Manual.
13. **ASSIST BIDDING** – Set bid dates with the Village, create an Advertisement for Bid and provide to Village for publication. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible. Attend the bid opening with Village personnel and assist in reviewing and checking of bid package submittals as required. Tabulate all bids received and make a recommendation to the Village for Award of Contract.

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VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: WELL NO. 3 REHABILITATION DESIGN

Agenda Item No. COTW

Executive Summary

Staff recommends approving a work order from Baxter & Woodman to design and provide construction services for the rehabilitation of well number 3. The design and construction services will follow the stepped approach as laid out in the Well 3 Feasibility Study conducted last year. This approach will allow Village staff to evaluate the results of each step and determine whether or not the project will continue on to the next step or be terminated. This work is intended to either restore the well to a viable source of emergency water or abandon the well. Right now, the well has a very low output that would not be a substantial source of water in an emergency situation.

Baxter & Woodman has provided engineering design services for the Village in the past and are familiar with Village staff and policies. Staff has found their work to be satisfactory. Baxter & Woodman has proposed a fee not to exceed \$30,900. The budget for this work is \$65,000.

See the attached work order for additional details.

Recommended Action

Approve a work order from Baxter & Woodman to design and provide construction services for the rehabilitation of well number 3.

Committee: PW/F&CA and Engineering		Meeting Date(s): 05/16/16	
Lead Department: Public Works		Presenter: Adam Wedoff, Director of Public Works	
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	Account(s)	Budget	Expenditure
	Other Items	\$2,878,581.00	
	Item Requested	\$65,000.00	\$30,900.00
	YTD Actual		\$0.00
	Amount Encumbered		\$0.00
	50-60-81-88101	\$2,943,581.00	\$30,900.00
	Request is over/under budget:		
	Under		\$2,912,681.00
	Over	-	

VILLAGE OF ROUND LAKE, ILLINOIS
WATER SUPPLY WELL NO. 3 REHABILITATION

WORK ORDER

ENGINEERS' PROJECT NO. 150490.00

Project Description:

The Project consists of design, bidding, and construction services for the rehabilitation of Water Supply Well No. 3. A description of the Project and proposed rehabilitation steps are described in Attachment A of this Work Order.

Engineering Services:

The general provisions of this contract are enumerated in the Village Engineering Services Agreement between the Village and the Engineers dated March 18, 1998. Anticipated engineering service tasks necessary to successfully complete this Project are described in Attachment B of this Work Order. Manpower Requirements and Costs Summary are described in Attachment C of this Work Order.

Compensation:

Compensation for the services will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Engineers' fee for items as described will not exceed a total amount of **\$30,900** for Design, Bidding, and Construction Services without prior written approval of the Village (\$17,000 for Design and Bidding Services and \$13,900 for Construction Services, including Construction Administration, Field Observation, and Complete Project tasks.)

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

By: _____

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: May 5, 2016

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

By: _____

Daniel A. MacGillis

Title: Mayor

Date: _____

Additional Comments and Conditions:

SCHEDULE

Complete Design Services: 45 days after Signed Work Order

Advertise Project: 15 days after Approval of Contract Documents

Design Services do not include actual rehabilitation activities including water quality sampling or other testing services.

**Village of Round Lake, Illinois
Water Supply Well No. 3 Rehabilitation
Design, Bidding, and Construction Engineering Services
Work Order 150490.00**

Attachment A

Project Description

The Project consists of the design, bidding, and construction engineering services required to aid in restoring well borehole efficiency and well output capacity for the Village's existing Well No. 3 facility at the Nippersink Road Pumping Station.

The rehabilitation work anticipated to be performed by others includes: removal and inspection of the existing well pump; televising of the well; installing of a test well pump; test pumping of the existing well; mechanical and possible chemical rehabilitation of the well borehole; bailing of the well; test pumping of the well at the completion of the work; possible rehabilitation, repair and or replacement of the well pump and associated well column pipe and appurtenances, along with reinstallation, disinfection, and testing of the final pumping equipment.

Engineering services for the design, bidding, and construction services required to aid in restoring Well No. 3's borehole efficiency and well output capacity are noted in Attachment B.

Scope of Services

The following scope of services details the anticipated engineering tasks necessary to successfully complete this Project.

1. **PROJECT MANAGEMENT** - Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope. Confer with Village staff and project team to ensure that the goals of the Project are achieved.
2. **MEETINGS WITH VILLAGE STAFF** - Conduct meetings with staff to discuss the Project and review various items and contractor performance. The engineering fee includes six meetings:
 - a. Kickoff meeting.
 - b. One progress meeting during design.
 - c. Attendance at the bid opening.
 - d. Pre-construction meeting
 - e. Two construction progress meetings
3. **DESIGN EXHIBITS AND SKETCHES** - Prepare necessary exhibits and sketches showing the general scope, extent, and character of construction work to be furnished and performed by the Contractor(s) selected by the Owner.
4. **PROJECT MANUAL** - Prepare for review and approval by the Village and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare technical specifications for the Project components in the format of the Construction Specification Institute.
5. **QUALITY CONTROL REVIEWS** - Conduct internal design and constructability reviews of Drawings and Project Manual.
6. **ENGINEER'S OPINION OF PROBABLE COST** - Prepare a final opinion of the probable construction cost.
7. **ASSIST WITH BIDDING** - Set bid dates with the Village, create Advertisement for Bids and provide to Village for publication. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible. Attend bid opening with Village personnel and assist in reviewing and checking of bid package submittals as required. Tabulate all bids received and make a recommendation to the Village for Award of Contract. As an alternative to bidding, the Village may obtain quotations from qualified well contractors.

-
8. **OVERALL CONSTRUCTION SERVICE DUTIES** - Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
9. **CONSTRUCTION ADMINISTRATION DUTIES**
- a. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
 - b. Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
 - c. Attend two construction progress meetings.
 - d. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
 - e. Review construction record drawings for completeness prior to submission to CADD.
 - f. Prepare construction contract change orders and work directives when authorized by the Owner.
 - g. Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
 - h. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
 - i. Project manager or other office staff visit site as needed.
10. **FIELD OBSERVATION DUTIES**
- a. Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 80 hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be

communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts of omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- b. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

11. SUBSTANTIAL COMPLETION OF PROJECT

- a. Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- b. Prepare Certificate of Substantial Completion.

12. COMPLETION OF PROJECT

- a. Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- b. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- c. Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- d. Review Contractor's construction record drawings which show field installed dimensions of the completed work which the Engineers consider significant and provide the Owner with CD or electronic copy within thirty (30) days of the Project completion.

Village of Round Lake
 Water Supply Well No. 3 Rehabilitation
 Design, Bidding, and Construction Engineering Services
 Work Order 150490.00

Attachment C

Manpower Requirements and Costs Summary

<u>Deliverable</u>	<u>Employee Class</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Labor Cost</u>
Design	Senior Engineer IV	\$ 170.00	8	\$ 1,360.00
	Senior Engineer II	\$ 140.00	70	\$ 9,800.00
	Drafting	\$ 120.00	15	\$ 1,800.00
	Clerical	\$ 70.00	8	\$ 560.00
Design Totals			101	\$ 13,520.00
Bidding	Senior Engineer II	\$ 140.00	20	\$ 2,800.00
	Clerical	\$ 70.00	8	\$ 560.00
Bidding Totals			28	\$ 3,360.00
Construction Admin	Engineer II	\$ 140.00	8	\$ 1,120.00
			8	\$ 1,120.00
Const Admin Totals			8	\$ 1,120.00
Field Observation	Engineer II	\$ 140.00	80	\$ 11,200.00
			80	\$ 11,200.00
Field Observation Totals			80	\$ 11,200.00
Complete Project	Engineer IV	\$ 170.00	4	\$ 680.00
	Engineer II	\$ 140.00	4	\$ 560.00
Complete Project Totals			8	\$ 1,240.00
Expenses				\$ 460.00
TOTAL FEE				\$ 30,900.00



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: PURCHASE ROOT GRAPPLE

Agenda Item No. COTW

Executive Summary

Staff is requesting permission to purchase a root grapple attachment for the Bobcat skid steer. Staff recently rented a root grapple to find out how helpful it would be for tree removal work. The attachment allowed staff to cut the large trunks off of trees in a single piece and load them into trucks instead of having to cut them up into smaller pieces to be loaded out by hand. This sped up the tree removal process considerably.

Staff received quotes for new attachments in the \$3,650 range. Staff also found a used root grapple in good condition from Atlas Bobcat for \$3,000. Staff recommends purchasing the used root grapple.

Recommended Action

Approve the purchase of a used root grapple attachment from Atlas Bobcat.

Committee: PW/F&CA and Engineering	Meeting Date(s): 05/16/16																																		
Lead Department: Public Works	Presenter: Adam Wedoff, Director of Public Works																																		
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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$43,000.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$3,000.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$5,870.00</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>01-60-80-88001</td> <td style="text-align: right;">\$43,000.00</td> <td style="text-align: right;">\$8,870.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: center;">Under</td> <td></td> <td style="text-align: right;">\$34,130.00</td> </tr> <tr> <td style="text-align: center;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$43,000.00		Item Requested	\$0.00	\$3,000.00	YTD Actual		\$0.00	Amount Encumbered		\$5,870.00							01-60-80-88001	\$43,000.00	\$8,870.00	Request is over/under budget:			Under		\$34,130.00	Over	-		
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Bobcat.

Product Quotation

Quotation Number: 25194D025392

Date: 2016-05-06 14:27:04

Ship to	Bobcat Dealer	Bill To
Village of Round Lake Attn: Mark Kilarski 741 W. Townline Rd. Round Lake, IL 60073 Phone: (847) 366-8004 Fax: 847.740.3576	Atlas Bobcat, Elk Grove Village, IL 1160 MCCABE AVE ELK GROVE VILLAGE IL 60007 Phone: (847) 678-3633 Fax: (847) 678-3587 Contact: Todd Swartz Phone: 847-678-3633 Fax: 847-678-3587 Cellular: 847-529-1191 E Mail: tswartz@atlasbobcat.com	Village of Round Lake Attn: Mark Kilarski 741 W. Townline Rd. Round Lake, IL 60073 Phone: (847) 366-8004 Fax: 847.740.3576

Description	Part No	Qty	Price Ea.	Total
72" Root Grapple <i>AB18700 S/N AE6H02485</i>	7165486	1	\$3,000.00	\$3,000.00
Total of Items Quoted				\$3,000.00
Quote Total - US dollars				\$3,000.00

Notes:

Initial Rent paid \$500.00

\$1250.00 Due June 1st

\$1250.00 Balance Due July 1st

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.
Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: _____ **Purchase Order:** _____

Authorized Signature: _____

Print: _____ **Sign:** _____ **Date:** _____



1560 N Old Rand Rd. • Wauconda, IL 60084

(847) 526-7700

NAPERVILLE • ROCKFORD • SOUTH HOLLAND • WAUCONDA

Page 1 of 1

Village of Round Lake
751 W. Townline Rd.
Round Lake IL 60073

5-5-16

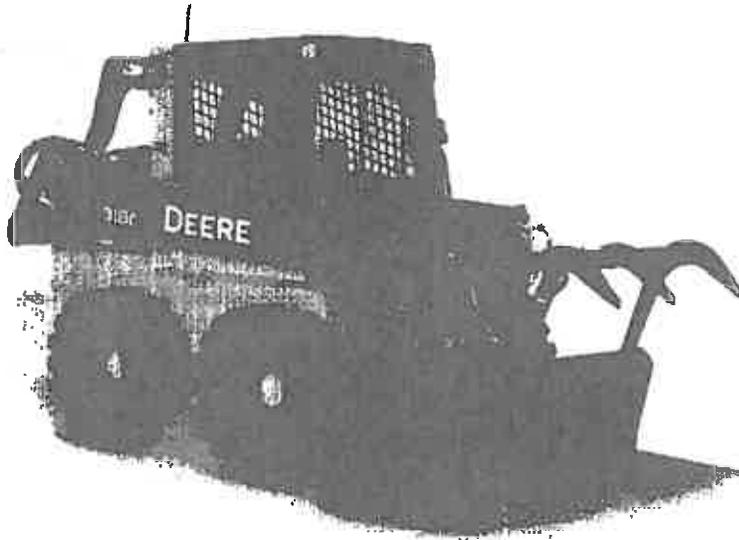
Attn: Craig Harrison
CP:(224) 406-0976 FAX (847) 740-3576

Dear Craig,

Thank you for your request for pricing on a 72" Brush Tined Grapple. The model is a Worksite Pro GT72.

Worksite Pro GT 72 F.O.B. West Side Tractor Wauconda, IL

\$ 3,650*



If you have any questions, please let me know.
*Skid Loader not included
This quote is valid for 30 days from the above date.

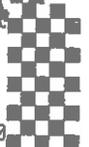
Thank you
Chris Mazzoni
West Side Tractor Sales
Cell: (630) 816-5001
Office: (847) 526-7700
Office Fax: (847) 526-3565
cmazzoni@westsidetractorsales.com
www.westsidetractorsales.com



HITACHI



BOMAG







VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: A.E.D. AUTOMATIC EMERGENCY
 DEFIBRILLATOR PURCHASE

Agenda Item No. COTW

Executive Summary:

The Village has applied and has been approved for a safety and educational grant from the Illinois Public Risk Fund (our risk management company) for \$6,373.00 for the purchase of Automatic Emergency Defibrillator equipment. We also have \$5,000.00 in our Capital Improvement Technology Replacement Budget.

The purpose of this agenda item summary is to request permission to purchase four (4) Cardiac Science G5 Automatic Emergency Defibrillator machines, one (1) wall mounted cabinet with alarm, two (1) V-shape AED wall signs, and four replacement adult pads and six children pads for existing and new AED's for the total price of \$6,718.14 from OxySure Systems, Inc. of Frisco, Texas 75033.

These machines will be placed one each, in the roll-call area of the Police Department (Public Act 099-0246), in a commonly used Public Works vehicle that will be on-scene of most digging operations, and two on-duty police squad cars.

Three prices were obtained for the Automated Electronic Defibrillators:

1. OxySure Systems, Inc. of Frisco, TX. Four machines @ \$1,425.00 & Accessories and \$42.16 shipping.= \$6,718.14
2. Heartsmart.com of New Milford, CT. Four machines @ \$1,695.00 & Accessories & free shipping = \$7,887.00
3. AED Superstore of Woodruff, WI. Two machines @ \$1,695.00 & Accessories and free shipping. = \$7652.00

The net impact to the Village is \$345.14.

Recommended Action:

Staff recommends the purchase of four (4) Cardiac Science G5 Automatic Emergency Defibrillator machines, accessories and shipping for the total price of \$6,718.14 from Oxysure Systems, Inc. of Frisco, TX.

Committee: Police	Meeting Date(s): May 16, 2016																																		
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.	<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>61-40-80-88024</td> <td style="text-align: right;">\$5,000.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>01-05-62-56200</td> <td style="text-align: right;">\$6,373.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$6,718.14</td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$11,373.00</td> <td style="text-align: right;">\$6,718.14</td> </tr> <tr> <td>Grand Total</td> <td style="text-align: right;">\$11,373.00</td> <td style="text-align: right;">\$6,718.14</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: center;">Under</td> <td></td> <td style="text-align: right;">\$4,654.86</td> </tr> <tr> <td style="text-align: center;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	61-40-80-88024	\$5,000.00	\$0.00	01-05-62-56200	\$6,373.00	\$0.00	Item Requested	\$0.00	\$6,718.14	Y-T-D Actual		\$0.00	Amount Encumbered		\$0.00	Total	\$11,373.00	\$6,718.14	Grand Total	\$11,373.00	\$6,718.14	Request is over/under budget:			Under		\$4,654.86	Over	-		
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Resolution 16-R-__

A Resolution Authorizing the Purchase of Four (4) Cardiac Science Powerheart G5 AED's and Accessories for Police Vehicles, the Police Station and Public Works

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

1. The purchase of **Four (4) Cardiac Science Powerheart G5 AED's and accessories** for a total of \$6,718.14 from OxySure Systems, Inc. of Frisco, TX 75033 is hereby approved.
2. The Mayor, or his designee, is authorized to execute all necessary documents to carry out the purposes of this resolution.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: 57 ACRES IMPORTING & GRADING OPERATIONS

Agenda Item No. COTW

Executive Summary:

In April staff met with Dan Powell of DA Development LLC, a land development and materials based company with experience in excavating, landscaping, trucking, grading, and development. They are interested in the 57 acre parcel the Village owns for the intention of importing dirt, exporting topsoil, and either: 1) compost farming or 2) leaving site in suitable condition for other Village desired uses. DA Development LLC operates other such facilities in Lake County. Dan Powell will be in attendance at the COTW meeting to discuss the attached information and answer any questions the Village Board may have.

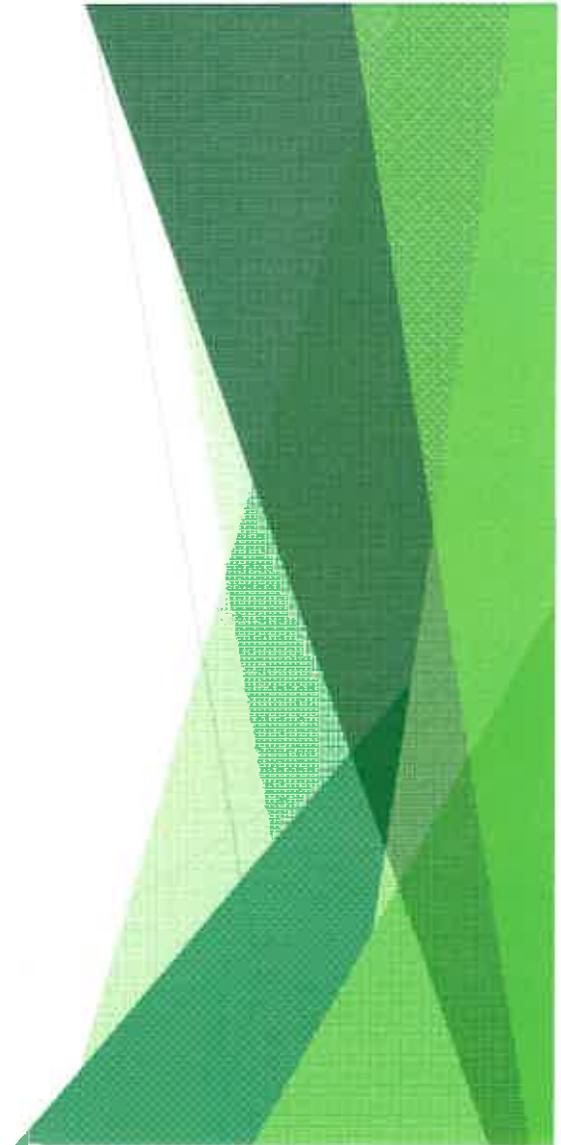
Staff spoke to Bond Council regarding the 57 acres and revenue generation opportunities a few months ago regarding a different proposal. Staff was informed there is capability to generate revenues now, but there are dollar limits to keep the debt tax exempt versus taxable. Further information is needed from bond council and other sources to be sure the business operations that will be discussed is viable and has potential to reach fruition producing much needed revenue for the Village.

Recommended Action:

For Discussion Purposes and Future Action by Staff and the Village Board.

Committee: -	Meeting Date: May 16, 2016																											
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																											
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">XX-XX-XX-XXXXX</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</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 style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	XX-XX-XX-XXXXX	-		Item Requested			Y-T-D Actual			Amount Encumbered			Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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Village of Round Lake 57 Acre Parcel



DA Development LLC Biography

- ▶ DA Development is an land development and materials based company who's owners have a combined 55 years experience in excavating, landscaping, trucking, grading, and development. It is has always been our goal to be responsible contractors in each field of work we perform. We are conscious of our surroundings and the environment. We work well with the Villages and its residents to create revenue and positives for the community. It has been, and always will be our goal to create a win win situation for all parties. This insures that our projects and those involved all have a positive experience.
- ▶ DA Development is a self performing company. We have a large inventory of equipment, staff, and knowledge to perform our tasks. DA Development and its companies have completed no less than eight large scale development projects not counting the thousands of excavating, earth work, landscaping, and hauling projects we have completed. We self perform everything from excavation, landscaping, material processing, and maintenance to permitting and community relationships.

Letter of intent

- ▶ Please consider this DA Developments' letter of intent to enter into an agreement with the Village of Round Lake to design, permit, and perform all work necessary for the 57 acre parcel at Route 120 and Wilson Road in unincorporated Lake County owned by the Village of Round Lake, for the intention of importing dirt, exporting topsoil, and either A. compost farming or B. leaving site in suitable condition for other Village desired uses.



Import and Grading Operations

- ▶ DA Development will design this site with the intention of importing clean contaminant free soil for the purpose of improving the existing site conditions, building site/sound screening berms, while bringing in revenue.
- ▶ Our engineering and design account for all storm water run off issues, required retention, site appeal, and of course plan for the intended use of our operations.
- ▶ DA Development will obtain all required permits.
- ▶ Maintain best practices including but not limited to: PID detectors, clean fill forms, soils pollution insurance (Round Lake additional insured), dust control, street sweeping, general site maintenance, etc.

Organic Farming/ Composting

- ▶ DA Developments' intentions are to import branches, grass clippings, and organic materials, with the purpose to recycle them in a tub grinder into compost being the final product for resale.
- ▶ Best practices used including but not limited to: dust control, low decibel tub grinder, etc.



Monetary Information

- ▶ Our intention is to make this a win, win, win situation for DA Development, Round Lake, and its residents.
- ▶ We will pledge to the Village of Round Lake as follows: \$5.00 per load of dirt imported to the site, \$10 per load from topsoil sold out of the site, and if composting is wanted by the Village \$5 per load for organics dumped and \$5 per load for compost sold out.

Estimated calculations and payments to Round Lake over a 3 year period:

\$231,000 Dirt import

\$ 91,000 Topsoil export

\$322,000 Total

An additional \$70,000 per year for the organics in and compost out would be received if the Village of Round Lake allows us to compost farm.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: ELECTED OFFICIALS SALARY

Agenda Item No. COTW

Executive Summary:

Based on changes over the years, including responsibilities and working hours with the position of the Village Clerk, staff thought it was necessary to review the salary of such elected official. Instead of only focusing on the Clerk’s compensation, staff decided to review the Mayor’s and Trustee salaries. A survey of 40 communities was done, which is attached, along with general analysis of the results. Based on the results, using the middle 1/3 of the communities (14 out the 40) and a specific review of Round Lake area communities, staff has prepared the following ranges for discussion purposes:

- Mayor: Current \$10,000, range \$10,000 to \$20,000
- Clerk: Current \$20,000, range \$2,400 to \$4,800
- Trustee: Current* \$2,400, range \$2,400 to \$4,800 (assumes 24 meetings)

Also attached is the current ordinance establishing salary and compensation for elected officials and an ordinance approving an elected official expense policy. Should the Village Board be amicable to any changes, staff will also review the Village Code for possible modifications that need to be made and prepare any necessary ordinances. Any salary changes must be established six months prior to the general municipal elections and such salaries shall not be increased or decreased during any term of office.

Recommended Action:

For Discussion Purposes and Future Action by Staff and the Village Board.

Committee: -	Meeting Date: May 16, 2016																															
Lead Department: Administration	Presenter: Steven J. Shields, Village Administrator																															
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>xx-xx-xx-xxxxx</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td></td> </tr> <tr> <td>Y-T-D Actual</td> <td></td> <td></td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td></td> </tr> <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(s)	Budget	Expenditure	xx-xx-xx-xxxxx	-		Item Requested			Y-T-D Actual			Amount Encumbered						Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-		
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Over	-																															

Mayor Pay

Sorted by population

2014 State of Illinois Comptrollers Database			Base Salary	Per Meeting	Notes
UnitName	Pop	2014 EAV			
Third Lake	1,182	\$35,859,383	\$1,440	\$0	
Bannockburn	1,583	\$152,159,620	\$0	\$0	
Round Lake Heights	2,773	\$31,130,797	\$14,400	\$0	
North Barrington	3,042	\$248,699,147	\$0	\$0	
Deer Park	3,300	\$234,854,227	\$3,600	\$0	
Hainesville	3,597	\$55,735,833	\$18,000	\$0	\$75/month automatic stipend also
Volo	3,634	\$105,106,008	\$12,000	\$0	
Riverwoods	3,770	\$333,332,068	\$36,000	\$0	
Wadsworth	3,815	\$119,482,448	\$7,200	\$0	
Green Oaks	3,870	\$273,557,405	\$2,000	\$0	
Kildeer	3,968	\$269,394,063	\$0	\$0	
Lake Barrington	4,973	\$293,805,648	\$6,000	\$0	
Highwood	5,354	\$121,896,669	\$600	\$0	
Lake Bluff	5,722	\$484,263,512	\$0	\$0	
Winthrop Harbor	6,700	\$113,364,158	\$5,400	\$0	
Lincolnshire	7,275	\$563,549,256	\$0	\$0	
Round Lake Park	7,536	\$64,625,367	\$10,800	\$0	
Hawthorn Woods	7,663	\$386,459,482	\$0	\$0	
Park City	7,700	\$47,510,578	\$60,000	\$0	
Long Grove	8,058	\$534,176,223	\$14,400	\$0	
Island Lake	8,080	\$143,841,258	\$8,800	\$100	
Lake Villa	8,741	\$193,301,952	\$6,000	\$70	
Fox Lake	10,579	\$257,712,442	\$15,000	\$0	
Tower Lakes	12,580	\$58,327,837	\$0	\$0	
Beach Park	13,638	\$180,895,928	\$14,400	\$0	
Wauconda	13,823	\$339,419,166	\$7,000	\$0	
Antioch	14,430	\$316,431,616	\$12,000	\$0	
Lindenhurst	14,462	\$317,922,186	\$8,000	\$0	
Deerfield	18,408	\$1,228,417,175	\$0	\$0	
Lake Forest	19,375	\$2,253,547,404	\$0	\$0	\$10 per year
Lake Zurich	19,984	\$756,892,029	\$9,500	\$0	
Libertyville	20,315	\$1,043,396,255	\$12,000	\$0	
Grayslake	21,101	\$470,154,141	\$8,400	\$0	
Zion	24,413	\$244,018,455	\$35,000	\$0	
Vernon Hills	25,613	\$1,037,510,232	\$14,000	\$0	
Round Lake Beach	28,093	\$314,918,389	\$20,000	\$0	Monthly expense reimbursement \$100
Highland Park	29,902	\$2,063,609,750	\$13,500	\$0	
Mundelein	31,064	\$755,958,958	\$21,900	\$0	
Gurnee	31,284	\$1,029,392,155	\$12,000	\$0	
North Chicago	32,574	\$172,891,129	\$52,000	\$0	\$52,000/year plus \$5,000 as Liquor Commissioner
Averages	12,349	\$441,188,009	\$11,534		

Round Lake 18,289 \$251,520,156 \$10,000 \$0

Base Tiers:	Average	Range
Top 1/3 (13 communities)	\$25,277	\$13,500 to \$60,000
Middle 1/3 (14 communities)	\$8,936	\$5,400 to \$12,000
Bottom 1/3 (13 communities)	\$588	\$0 to \$3,600

Number that paid nothing 9 22.50%
 Number that paid no base 9 22.50%
 Number that paid a base 31 \$14,882 Average amount for the 31 that paid

- Round Lake Area

Other Notes:

40 communities surveyed

Did not survey communities with a population under 1,000: Indian Creek, Mettawa, Old Mill Creek.

Did not include Waukegan, population 88,826

Clerk Pay

Sorted by population

2014 State of Illinois Comptrollers Database			Base Salary	Per Meeting	Notes
UnitName	Pop	2014 EAV			
Third Lake	1,182	\$35,859,383	\$0	\$0	\$20.52/hour, number of hours not given
Bannockburn	1,583	\$152,159,620	\$0	\$0	
Round Lake Heights	2,773	\$31,130,797	\$0	\$0	
North Barrington	3,042	\$248,699,147	\$18,720	\$0	Part-time: 20 hours/week, \$18.00/Hour, approx. \$18,720
Deer Park	3,300	\$234,854,227	\$62,400	\$0	Full-time, flex hours 35-40 hours, paid \$30.00/hour, approx. \$62,400
Hainesville	3,597	\$55,735,833	\$51,706	\$0	Full-time, 35 hours, paid \$28.41/hour, approximately \$51,706
Volo	3,634	\$105,106,008	\$4,400	\$0	
Riverwoods	3,770	\$333,332,068	\$12,000	\$0	
Wadsworth	3,815	\$119,482,448	\$7,200	\$0	
Green Oaks	3,870	\$273,557,405	\$1,500	\$0	
Kildeer	3,968	\$269,394,063	\$0	\$0	
Lake Barrington	4,973	\$293,805,648	\$26,000	\$0	Clerk is part-time approximately 20 hrs/week. \$25/hr, approx. \$26,000
Highwood	5,354	\$121,896,669	\$0	\$0	
Lake Bluff	5,722	\$484,263,512	\$0	\$0	
Winthrop Harbor	6,700	\$113,364,158	\$1,800	\$0	
Lincolnshire	7,275	\$563,549,256	\$0	\$0	
Round Lake Park	7,536	\$64,625,367	\$8,100	\$0	
Hawthorn Woods	7,663	\$386,459,482	\$0	\$0	
Park City	7,700	\$47,510,578	\$10,500	\$0	
Long Grove	8,058	\$534,176,223	\$0	\$0	
Island Lake	8,080	\$143,841,258	\$0	\$150	Plus \$150 stipend/month
Lake Villa	8,741	\$193,301,952	\$3,500	\$0	
Fox Lake	10,579	\$257,712,442	\$3,500	\$0	
Tower Lakes	12,580	\$58,327,837	\$0	\$0	
Beach Park	13,638	\$180,895,928	\$6,000	\$0	
Wauconda	13,823	\$339,419,166	\$2,800	\$0	
Antioch	14,430	\$316,431,616	\$6,000	\$0	
Lindenhurst	14,462	\$317,922,186	\$4,800	\$0	
Deerfield	18,408	\$1,228,417,175	\$0	\$0	
Lake Forest	19,375	\$2,253,547,404	\$237,277	\$0	City Clerk is also City Manager
Lake Zurich	19,984	\$756,892,029	\$0	\$0	
Libertyville	20,315	\$1,043,396,255	\$4,800	\$0	
Grayslake	21,101	\$470,154,141	\$0	\$150	Only gets paid for regular meetings, not COTW
Zion	24,413	\$244,018,455	\$92,387	\$0	Full-time
Vernon Hills	25,613	\$1,037,510,232	\$0	\$0	
Round Lake Beach	28,093	\$314,918,389	\$4,800	\$0	\$50/month for reimbursement/expenses
Highland Park	29,902	\$2,063,609,750	\$0	\$0	Clerk is not elected and no pay for meetings
Mundelein	31,064	\$755,958,958	\$0	\$0	
Gurnee	31,284	\$1,029,392,155	\$3,600	\$0	
North Chicago	32,574	\$172,891,129	\$50,000	\$0	Full-time, \$45,000 + \$5,000 as a certified Clerk
Averages	12,349	\$441,188,009	\$15,595		

Round Lake 18,289 \$251,520,156 \$20,000 \$0

Base Tiers:

	<u>Average</u>	<u>Range</u>
Top 1/3 (13 communities)	\$45,253	\$6,000 to \$237,277
Middle 1/3 (14 communities)	\$2,536	\$0 to \$4,800
Bottom 1/3 (13 communities)	\$0	\$0 to \$0

Number that paid nothing	14	35.00%	
Number that paid no base	17	42.50%	
Number that paid a base	23	\$27,121	Average amount for the 23 that paid

- Round Lake Area

Other Notes:

40 communities surveyed

Did not survey communities with a population under 1,000:

Indian Creek, Mettawa, Old Mill Creek.

Did not include Waukegan, population 88,826

Trustee Pay

Sorted by population

2014 State of Illinois Comptrollers Database			Base Salary	Per Meeting	Notes
UnitName	Pop	2014 EAV			
Third Lake	1,182	\$35,859,383	\$0	\$30	Board & COTW
Bannockburn	1,583	\$152,159,620	\$0	\$0	
Round Lake Heights	2,773	\$31,130,797	\$0	\$0	
North Barrington	3,042	\$248,699,147	\$0	\$0	
Deer Park	3,300	\$234,854,227	\$0	\$0	
Hainesville	3,597	\$55,735,833	\$3,000	\$0	\$75/month automatic stipend
Volo	3,634	\$105,106,008	\$2,400	\$55	Board & COTW
Riverwoods	3,770	\$333,332,068	\$0	\$0	
Wadsworth	3,815	\$119,482,448	\$3,900	\$0	
Green Oaks	3,870	\$273,557,405	\$0	\$40	Regular meetings paid, not COTW
Kildeer	3,968	\$269,394,063	\$0	\$0	
Lake Barrington	4,973	\$293,805,648	\$2,400	\$0	
Highwood	5,354	\$121,896,669	\$600	\$0	
Lake Bluff	5,722	\$484,263,512	\$0	\$0	
Winthrop Harbor	6,700	\$113,364,158	\$3,600	\$0	
Lincolnshire	7,275	\$563,549,256	\$0	\$0	
Round Lake Park	7,536	\$64,625,367	\$4,800	\$0	
Hawthorn Woods	7,663	\$386,459,482	\$0	\$0	
Park City	7,700	\$47,510,578	\$7,200	\$0	
Long Grove	8,058	\$534,176,223	\$0	\$0	
Island Lake	8,080	\$143,841,258	\$0	\$100	Board & COTW - held same night (\$100)
Lake Villa	8,741	\$193,301,952	\$0	\$70	Board & COTW
Fox Lake	10,579	\$257,712,442	\$4,800	\$0	
Tower Lakes	12,580	\$58,327,837	\$0	\$0	
Beach Park	13,638	\$180,895,928	\$6,000	\$0	
Wauconda	13,823	\$339,419,166	\$0	\$100	Regular meetings paid, not COTW
Antioch	14,430	\$316,431,616	\$6,000	\$0	
Lindenhurst	14,462	\$317,922,186	\$3,600	\$0	
Deerfield	18,408	\$1,228,417,175	\$0	\$0	
Lake Forest	19,375	\$2,253,547,404	\$0	\$0	
Lake Zurich	19,984	\$756,892,029	\$3,000	\$0	
Libertyville	20,315	\$1,043,396,255	\$4,800	\$0	
Grayslake	21,101	\$470,154,141	\$3,600	\$15	Board & COTW
Zion	24,413	\$244,018,455	\$15,000	\$0	
Vernon Hills	25,613	\$1,037,510,232	\$5,913	\$0	
Round Lake Beach	28,093	\$314,918,389	\$4,800	\$0	\$50 automatic expense/reimbursement
Highland Park	29,902	\$2,063,609,750	\$9,500	\$0	
Mundelein	31,064	\$755,958,958	\$9,012	\$0	
Gurnee	31,284	\$1,029,392,155	\$3,600	\$0	
North Chicago	32,574	\$172,891,129	\$11,000	\$0	
Averages	12,349	\$441,188,009	\$2,963		

Round Lake 18,289 \$251,520,156 \$0 \$100 Village Board Meetings Only

Base Tiers:	Average	Range
Top 1/3 (13 communities)	\$7,133	\$3,900 to \$15,000
Middle 1/3 (14 communities)	\$2,314	\$0 to \$3,600
Bottom 1/3 (13 communities)	\$0	\$0 to \$0

Number that paid nothing 13 32.50%
 Number that paid no base 18 45.00%
 Number that paid a base 22 \$5,388 Average amount for the 22 that paid

- Round Lake Area

Other Notes:

40 communities surveyed

Did not survey communities with a population under 1,000:

Indian Creek, Mettawa, Old Mill Creek.

Did not include Waukegan, population 88,826

ORDINANCE NO. 04-O-35

**ORDINANCE ESTABLISHING SALARY AND COMPENSATION
FOR ELECTED VILLAGE OFFICIALS**

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

SECTION 1: That the following elected Village Offices shall be salaried and compensated
as follows:

- A. Village President: \$10,000.00 annually.
- B. Village Trustee: \$100.00 per scheduled regular Village meeting or special meeting whether or not the Trustee is in attendance at the particular meeting.
- C. Village Clerk: \$20,000.00 annually.

SECTION 2: Such salary and compensation schedules shall apply, as allowed by law, at
the commencement of the elected Village official's term of office.

SECTION 3: Except as limited by Section 2, above, this Ordinance shall be in full force
and effect from and after its passage, approval, and publication in pamphlet form.

APPROVED:

Village President - William Gentes

ATTEST:

Village Clerk - Jeanne Kristan

PASSED: August 2, 2004

APPROVED: August 2, 2004

**PUBLISHED IN
PAMPHLET FORM:** August 3, 2004

AYES: Blauvelt, Kohlmeyer, Newby, Perkowitz, Shaw

NAYS: Multerer

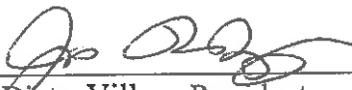
2011-R-37

A Resolution Approving an Elected Official Expense Policy

WHEREAS, the President and Board of Trustees find that it is necessary and convenient to set forth basic guidelines for expenses incurred by elected officials in the normal course of conducting Village business.

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round Lake that the elected official expense policy attached hereto as Exhibit A is hereby approved.

APPROVED:



James R. Dietz, Village President

ATTEST:



Joyce Swieton, Village Clerk

PASSED: July 18, 2011

APPROVED: July 18, 2011

AYES: Clements, Newby, Sandoval, Simoncelli, Triphahn, Wicinski

NAYS: None

ABSENT: None



VILLAGE OF ROUND LAKE

ELECTED OFFICIAL EXPENSE POLICY

Introduction/Statement of Policy

Elected officials shall be reimbursed for appropriate expenses incurred while participating in events conducted by organizations of which the Village is a member. In addition, elected officials may be required to attend meetings on behalf of the Village when authorized by the Board or in their official capacity. The policy shall establish equitable standards and achieve consistent and fair treatment of all elected officials in the reimbursement of expenses incurred by elected officials.

General Information

Elected officials are expected to become informed about municipal issues. Elected officials may attend local workshops and seminars and attend community events and social functions. Elected officials shall be reimbursed for reasonable expenses incurred when participating in business at Village-related membership functions or meetings. Currently, such membership's include, but not limited to:

Round Lake Chamber of Commerce	Illinois Municipal League
Lake County Municipal League	Metropolitan Mayors Caucus
Lake County Transportation Alliance	Municipal Clerks of Lake County
Bringing Everyone's Strengths Together (BEST)	Municipal Clerks of Illinois
International Council of Shopping Centers (ICSC)	Lake County Partners

Reimbursable expenses shall include the following: seminar registration fees, meals including gratuities, and tickets to events sponsored by the above memberships.

In addition to the above, other reimbursable expenses may include:

- Standard IRS mileage rate reimbursement for traveling on official Village business;
- Other travel related costs such as parking, tolls, and train tickets;
- Materials or supplies purchased for participating in an event, meeting or as authorized by the Village Board.

