

AGENDA  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
March 3, 2014  
442 N. Cedar Lake Road  
To Follow the Regular Board Meeting  
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of February 18, 2014

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
- Special Events
- Building and Zoning
- Police
- Administration

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
February 18, 2014  
442 N. Cedar Lake Road  
To Follow the Regular Board Meeting  
The Regular Board Meeting is 7:00 P.M.

## CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:25 P.M.

### 1. ROLL CALL

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

Absent: Trustees Simoncelli

### 2. APPROVAL OF MINUTES

- 2.1 Approve the Minutes of the Committee of the Whole Meeting of February 3, 2014  
Trustee Frye moved, Seconded by Trustee Wicinski, to approve the Minutes of the Committee of the Whole Meeting of February 3, 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
  - Facilities Connectivity Project  
Discussion was had regarding the current issues still with the phone system. One of the major area of concern for Current Technologies was the configuration of the network at Police/Public Works that was completed by a former technology client of the Village. The network server, among other issues, was established as a router, which is not supported by Microsoft. The phone port was completed for the Village Hall on January 30<sup>th</sup>; however the Village Hall still could not communicate with PD/PW. On February 9<sup>th</sup> Current Technologies representatives reconfigured the PD/PW network infrastructure servers. Estimated total cost will be slightly under \$2600.00.

The Mayor and the Board agreed to move forward with this

- Public Works, Facilities and Capital Assets, and Engineering
  - Consideration of an Agreement with Lake County Division of Transportation for Construction, Maintenance of a New Sidewalk on Cedar Lake Road  
Public Works Director Ron Kroop stated that within Lake County Division of Transportations Urban Road System they are planning to build a 6 ft wide sidewalk approximately 1500 feet in length on the East side of Cedar Lake Road between

Washington Street and Park Road. The County has a long standing policy that requires the local jurisdiction to maintain pedestrian improvements by plowing or repairing cracks if needed. It was also mentioned that the County will put out bids and will be responsible for the construction of the sidewalk.

The Mayor and the Board agreed to move forward with this

- Long Lake Drive Improvements (EAST) Design Engineering Amendment  
Public Works Director Ron Kroop spoke regarding the amendment to a work order that had been approved already. The amendment includes additional work necessary to add a sidewalk in the North parkway from Sunset Drive to Lotus Drive. Long Lake Drive is designated a Federal Aid Urban (FAU) route and the construction cost is eligible for the Federal Surface Transportation Program (STP) funds, including construction engineering. The cost share of these funds is 70% Federal and 30% Village funds. The Village is responsible for 100% of the Phase I (study) and Phase II (design) engineering. It was mentioned that it is a safety issue and with the construction of Sunset it could be tied in and completed all at once instead of waiting several years down the road to have it completed and a possible cost increase. With the design and construction cost it could run approximately \$53,000.00. The project is budgeted for the next fiscal budget year

The Mayor and the Board agreed to move forward with this

- Special Events  
Trustee Wicinski mentioned that at their first meeting they spoke mostly on the Arbor Day celebration stating 15 donations letters had gone out last week to past businesses that donated and a follow up with them will occur in March. Laura Bover, from Public Works, designed a flyer for the event as well. Promoting the event was discussed at the meeting with suggestions on doing a CTY, giving to HOA's, Village Website as well as the Village Water Bill. It was suggested to Trustee Wicinski to send the Arbor Day flyer to the chamber to have them send it to their contact list as well. Trustee Wicinski then spoke in regards to the Home Town Fest (HTF), three dates had been suggested for the event with September 6<sup>th</sup> being the most favorable one amongst the board. Trustee Wicinski went on to say that a location still needs to be finalized as well as a theme for the event. It was mentioned that going forward donation letters will go out to the different businesses that are more suited for the event, such as a nursery or Ace Hardware for Arbor Day etc. instead of targeting several of the same ones throughout the year. Next meeting is scheduled for Thursday February 27<sup>th</sup>.
- Building and Zoning
- Police
  - Change to Village Code 10.16.050 Relating to Parking on Cedar Lake Road  
Chief Gillette stated that the code is currently being adjusted from a 4 hour parking limit to now reflect a 1 hour parking limit specifically N. Cedar Lake Road east side at 365 N. Cedar Lake Road to 75 feet North, due to the limited number of parking spaces in that area. The Mayor thanked the liaisons and the Chief stating that the problem had been made aware to the Village from one of the business owners attending the Business Summit meeting in January, and is pleased on how quickly it was addressed.

The Mayor and the Board agreed to move forward with this

- Administration
  - Disposal of Surplus Village Property  
Village Clerk Blauvelt, with the assistance of Ted Lohman from the Police Department, compiled a list of unusable electronic equipment that has been kept in the Village Hall and Police Department for quite some time. Most of the items are old hard drives and broken equipment that would be taken to the SWALCO Electronic Recycling Program scheduled for March.

The Mayor and the Board agreed to move forward with this

- Employee Recognition Program  
Village Administrator Russ Kraly stated he is still compiling information and due to the fact he is going out of town for a short time he should have more information by the April meeting.
- Insulation Quotes for Village Hall  
Village Administrator Russ Kraly took several Trustees on a tour of the Village Hall regarding the lack of insulation in a great deal of areas within the eaves and rafters of the Village Hall. With the extreme cold temperatures we have encountered recently he stated we are very lucky that we did not have any issues with the sprinkler valves freezing under such harsh conditions. He currently has received 1 bid and is looking on obtaining two others. He stated that this is for informational purposes right now and he will bring this back to the board once complete

5. SUGGESTED NEW TOPICS

NONE

6. EXECUTIVE SESSION

NONE

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Wicinski to adjourn the Committee of the Whole meeting at 8:20 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

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Patricia C. Blauvelt  
Village Clerk

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Daniel MacGillis  
Village President