

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
June 20, 2011
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

THE COMMITTEE OF THE WHOLE MEETING WAS CALLED TO ORDER BY JAMES DIETZ, VILLAGE PRESIDENT AT 8:24 P.M.

1. ROLL CALL: Clements-here, Newby-here, Sandoval-here, Simoncelli-here, Triphahn-here, Wicinski-here.

2. APPROVAL OF MINUTES

2.1 Motion by Sandoval, Seconded by Wicinski, to Approve the Minutes of the Committee of the Whole Meeting of June 6, 2011.

Roll Call: Newby-yes, Sandoval-yes, Simoncelli-abstain, Triphahn-yes, Wicinski-yes, Clements-yes.

3. PUBLIC COMMENT: No Public Comment.

4. COMMITTEE OF THE WHOLE

- Community Development: No Report.
- Human Resources and Finance
 - Elected Officials Expense Policy was discussed at length. The Board considered a policy with approved items and a capped amount with original receipts to be turned in for reimbursement and to allow professional memberships and business meetings expenses to be billed. It was also discussed not to receive advances for any expenses but to be reimbursed if receipts for Village membership functions were turned in (original itemized receipts). There was some discussion on having purchase orders two weeks in advance for approval for funds that are not budgeted. A list of memberships of the Village was requested by the Board. IML and ICSC conferences were discussed as well. These conferences would be brought before the Board before the time of scheduled event for approval. The Board concurred if documents are ready to bring this item forward to the July 5, 2011 meeting for vote.

Building Commissioner Dale Engebretson left the meeting at 9:08 P.M.

- Resolution for Participation in the U.S. Conference of Mayors Deferred Compensation Program was presented. The 2011 resolution replaces a resolution done in 1989 that authorized the Village Clerk to execute participation agreements, in the 2011 proposed resolution the village Treasurer is authorized to execute agreements for the Village.
- Vehicle Preventive Maintenance Proposal for Village vehicles was discussed. It is a request for bid proposals that would go out to mechanic shops within an eight mile radius. It is a large proposal package with all fleets listed for maintenance cost. The Board discussed the options of keeping the bid within Village limits. That would limit the number of qualified shops that could bid. This was the purpose of pickup and delivery in the contract. In the Category of list of service they would like to see oil changes and vehicle wash in one fee item. The intent of the proposal is to get the best price available to the Village, not to put a disadvantage on any Village businesses that might be affected. The Board concurred to bring this item forward to the next Regular Meeting for vote.
- Purchase Authorization Amount for Department Head Purchasing Limits was discussed. Currently contracts or purchasing cannot exceed \$1,500.00. The Board is considering lowering that amount by half. Staff is to compile a list of expenditures within that range to see if that is sufficient. There was some concern about this limiting departments from doing emergency repairs or have emergency work performed. This will return to C.O.T.W. Meeting July 5, 2011.

Police Chief Michael Gillette and Finance Director Steve Shields left the meeting at 9:35 P.M.

- Public Works, Facilities and Capital Assets, and Engineering
 - MFT Resolution for the period May 1, 2010 thru April 30, 2011. This is budgeted then appropriated for the fiscal year annually. The Board concurred to bring this item forward for the next regular meeting.
 - NPDES Year 8 Report was explained. This is Annual Facility Inspection Report: Illinois Environmental Protection Agency National Pollutant Discharge Elimination System. The Village of Round Lake will have to review the process for evaluating its storm water program for the near future and to identify water quality issues by sampling and monitoring these areas.
 - Chlorine Monitor Purchase that would mandate samples to be taken from the Village water system 365 days per year was discussed. Presently, one hour of overtime pay is paid out for every Saturday and one hour for every Sunday. If approved there would be a cost from Baxter & Woodman, Inc. for the installation. Staff recommends the Swan AMI Trides unit.

Director of Public Works Davis Clark left the meeting at 10:02 P.M. The Board recessed for a short break.

- Special Events
 - The Village Board discussed who would be in the July 4th Parade. The Village has two golf carts for use. It was asked that the Trustees not attending would donate candy to those that are.
 - Village Picnic Planning was discussed. It will be similar to last year at Jim and Kathy's house, Kevin Amann has offered to roast the pig again, all employees, elected and appointed officials are invited and to bring a dish to share if they wish.
 - Building and Zoning: No Report.
 - Police: No Report.
 - Administration
 - Code of Conduct Policy was proposed. The Board considered implementing this code for Public Officials elected or appointed. It guidelines the behavior and conduct by Public Officials to ensure ethical behavior. It was discussed to keep the policy for reference, but not to take any action implementing it.
 - Policy Revision for congratulatory/sympathy gifts was presented. The revision is to address gifts sent to family in the event of a death, that will be on behalf of the Department in which the employee works and the entire Village staff. There was discussion of having all gifts and recognition go through the Clerk's office.
 - Training Policy for Village Employees was discussed. The Board concurs that employees should receive training and not use as vacation time, but to have it during regular time not overtime. Department heads should review and post training as it becomes available.
 - RTA Planning Grant application is being considered. Staff will keep the Board updated on the progress. The Board concurred to move forward with the planning.
5. SUGGESTED NEW TOPICS: No new topics.
6. EXECUTIVE SESSION: No Executive Session.
7. Motion by Triphahn, Seconded by Newby, to Adjourn the Committee of the Whole Meeting.

Verbal Vote: All ayes.

The Meeting Adjourned at 10:49 P.M.

APPROVED: July 5, 2011