

Village of Round Lake Beach
Finance Standing Committee Minutes
Monday, July 13, 2020 – 6:00 p.m.
Village Hall
1937 North Municipal Way
Round Lake Beach, IL 60073

1. **Committee Members:** Chairperson Trustee Cleveland, Trustee Stout, Trustee Davis and Mayor Hill

2. **Call to Order:** 6:01 p.m., by Chairperson Trustee Cleveland

Members Present: Chairperson Trustee Cleveland, Trustee Stout, Trustee Davis, Mayor Hill

3. **Members Absent:** None

Others in Attendance: Trustee Nickles; Trustee Valadez; Village Administrator Kilbane; Finance Director Rossi; Community Development Director Pugliese; HR Coordinator Weinzierl; Staff Accountant Ibrahim

4. **Approval of Agenda** A motion was made by Trustee Stout and seconded by Trustee Davis to approve the agenda. All ayes, motion carried.

5. **Approval of Minutes** A motion was made by Trustee Davis and seconded by Trustee Stout to approve the minutes with no corrections for the June 8, 2020 Finance Committee Meeting. All ayes, motion carried.

6. **Treasurers' Report**

Staff Accountant Ibrahim reviewed the Treasurer's Report for June 2020.

No action was taken, informational purposes only.

7. **Scheduled Business**
 - A. **Greenest Region Corps Member Agreement**
Finance Director Rossi discusses the Village's prior participation with the Metropolitan Mayors Caucus and its initiative to provide low cost staffing to complete Village sustainability projects through the Greenest Region AmeriCorps program. Director Rossi further discussed the Village's desire to participate again in the program.

A discussion was held regarding the staffing selection process and the period of time in which the selected volunteer would be with the Village.

A motion was made by Trustee Stout and seconded by Trustee Davis to place the approval of the agreement with the Metropolitan Mayors Caucus on the July 20, 2020 board meeting. All ayes, motion carried.

B. Municipal Cannabis Retailers Occupation Tax

Finance Director Rossi presents information regarding the Cannabis Retailers Occupation Tax.

A discussion was held regarding interest in potential dispensaries located within the Village.

A motion was made by Trustee Davis and seconded by Trustee Stout to adopt an ordinance levying a Municipal Cannabis Retailer Occupation Tax on the July 20, 2020 board meeting. All ayes, motion carried.

C. Civic Center Exterior

Village Administrator Kilbane presents information regarding the maintenance required for the exterior of the Civic Center in order to prevent water seepage.

Village Administrator Kilbane notes that this maintenance is part of the Village's Asset Replacement Program.

Public Works recommends the Village Board award a contract to IWS, Inc. for the waterproofing of the Civic Center Exterior for a not-to-exceed amount of \$15,500.

Village Board requests the review of additional proposals for this service prior to approval. Administrator Kilbane to follow up.

A motion was made by Trustee Stout and seconded by Trustee Davis to place the award of a contract with IWS, Inc. for a not-to-exceed amount of \$15,500, pending the review of additional proposals, on the July 20, 2020 board meeting. All ayes, motion carried.

D. Surplus Vehicles and Equipment

Finance Director Rossi presents information regarding vehicles and equipment that have exceeded their usual life and need to be declared as surplus.

A motion was made by Trustee Davis and seconded by Trustee Stout to pass a resolution declaring these vehicles and equipment as surplus on the July 20, 2020 board meeting. All ayes, motion carried.

E. Vacant Property Registry

Community Development Director Pugliese discusses the current agreement and partnership with Community Champions who manages the registration of bank-owned properties within the Village.

A discussion was held regarding registration fees and renewal terms.

A motion was made by Trustee Stout and seconded by Trustee Davis to place the approval of the amendment and continued partnership with Community Champions on the July 20, 2020 board meeting. All ayes, motion carried.

F. Personnel Policy Updates

Administrator Kilbane presents information regarding the updated Personnel Policy Manual, Safety Manual, and Social Media Handbook and points out modifications made since the previous manuals and handbook, including those motivated by changes in law, changing needs of the Village and for overall clarity.

A discussion was held regarding recommended revisions and additions, some grammatical in nature.

A motion was made by Trustee Davis and seconded by Trustee Stout to place the approval of the Personnel Policy Manual, Safety Manual and Social Media Handbook on the July 20, 2020 board meeting. All ayes, motion carried.

G. Comprehensive Plan

Administrator Kilbane presents information regarding the Village's Comprehensive Plan which has been reviewed previously both in committee and also by the PZC and will go for final committee review prior to going to the Board for adoption.

A motion was made by Trustee Davis and seconded by Trustee Stout to place the approval of Village's Comprehensive Plan on the July 20, 2020 board meeting. All ayes, motion carried.

E. MPI Joint Pavement Patching Bid

Administrator Kilbane presents information regarding the Village's participation in a joint bid for the 2020 Pavement Patching Program which prolongs the life of the Village's infrastructure.

Public Works recommends the Village Board award a contract to Chicagoland Paving Contractors, Inc. for the 2020 HMA Pavement Patching Program for a not-to-exceed amount of \$60,000.

Mayor Hill requests that prior year costs per unit are included in the template on the Memorandum to better gauge cost effectiveness.

A motion was made by Trustee Stout and seconded by Trustee Davis to place the award of a contract with Chicagoland Paving Contractors, Inc. for a not-to-exceed amount of \$60,000 on the July 20, 2020 board meeting. All ayes, motion carried.

8. Other Business-

A. K-Mart Update

Trustee Nickles inquired regarding the K-Mart posting.

Administrator Kilbane notes that the Village has not received a response from K-Mart to date.

B. Dairy Queen Traffic

A discussion was held regarding traffic building up in and around the Dairy Queen due to high volume of customers and the inability to park and eat inside.

9. Public Participation-None

10. Executive Session – None

11. Adjournment

Trustee Davis made a motion and seconded by Trustee Stout to adjourn the meeting at 6:53 p.m. All ayes, motion carried.

Minutes approved by the Finance Committee on August 10, 2020.

- With No Corrections _____
 - With Corrections _____
- (See minutes of meeting for corrections)