

TO: Village President and Board of Trustees
FROM: Village Administrator
RE: November 19, 2007 Village Board Meeting Agenda
DATE: November 15, 2007

- 4) **Regular Meeting Minutes of October 15, 2007 and Special Meeting Minutes of October 29, 2007 (enclosed).**
- 5) **Public Comments**
- 6) **Vehe Farm**
 - A) **Approval of payment to Pepper Construction Co. - \$172,110.01**
Enclosed is the November 7, 2007 letter of recommendation from Jim Peterson for Pay application #5.
 - B) **Approval of payment to Daily Electric Co. - \$13,065.39 (invoices enclosed)**
 - C) **Approval of payment to Terrance Electric- \$510.00**
Enclosed is a November 9, 2007 letter from Jim Peterson recommending the payment for services to provide a communication line to the Vehe elevator. Payment should be subject to receipt of a waiver of lien.
 - D) **Approval of final payment to Pentegra- A/V system- \$481.30**
The Vehe Foundation recommends the payment of the final invoice for the audio-visual system. See enclosed.
 - E) **Approval of payment to HPZS- \$6,087.81**
Enclosed is the November 6, 2007 invoice from HPZS for architectural services and reimbursable expenses.
 - F) **Report on Vehe Barn Completion schedule**
Enclosed is a November 9, 2007 report from Jim Peterson stating that the project should be completed by the end of November except for minor punch list items.
 - G) **Foundation Update (Herald article enclosed)**
 - H) **Painting of Village Office picket porch**
Pat Winklemann will report on the project to be undertaken by a Boy Scout troop.
 - I) **Village Board and Foundation Agreement**
Enclosed is a summary of the proposed realignment duties and responsibilities for the Vehe municipal complex as submitted by the Foundation. It is my understanding that a presentation is scheduled. The Village Board needs to acknowledge that most of the proposed duties for the "Village Office" cannot be done by the existing staff. The proposed work can be done by a combination of part-time staff and possible contractors.

Also, as I attempt to fill the Coordinator position, it must be clear that the complete rental and building operations program be managed by the Event Coordinator under the direct supervision of the Village Administrator.
 - J) **December Foundation sponsored children's' event**
The Foundation is requesting approval to hold a children's event which they will sponsor and organize. To date, the date for the event has not been finalized.
 - K) **Proposal for Vehe Park (enclosed)**
The Foundation has submitted a proposal from Team Reil, Inc. with four design options for building and installing a tot lot on the Vehe property. Costs range from \$45,283-\$49,210.
 - L) **Vehe Proposed Pathways**
The Foundation will report on a plan to install handicap accessible pathways to serve the soccer field, tot lot, and outer loop of prairie trail.

7) Village Engineer

A) Payment to American Underground Inc. - \$1,810.16

Enclosed is a November 9, 2007 letter from Village Engineer Gordon recommending payment for the storm sewer cleaning and television inspection of a major line serving the Park Hill and Oak Ridge subdivisions. At the time of the inspection, it appeared that a part or portions of the line might have faulted. It was determined that the line was still in satisfactory shape.

B) Swansway Drainage improvement

Enclosed is a November 8, 2007 letter from Village Engineer Gordon recommending approval of the final payment to Martam Construction Co. in the amount of \$7,890.84. This project was completed in 2004 and has since been monitored by Applied Ecological Services to assure compliance with the US Army Corps of Engineers' performance criteria. An annual maintenance budget for this project and the Ferndale Rain Gardens will need to be established.

C) 2007 Drainage Program-Neri Brothers pay request #3

Enclosed is a November 8, 2007 letter from Village Engineer Gordon recommending approval of pay request #3 to Neri Brothers in the amount of \$124,044.53. Most of the work is completed save minor landscape work. Please inspect Ferndale Rain Gardens and see how it has changed the park area and improved the drainage.

8) Village Attorney

A) Approval of the Plat of Subdivision for the Hillcrest Garden Consolidation

Enclosed is a November 9, 2007 letter from Village Engineer stating that the final plat is acceptable. Copies of the final plat dated September 20, 2007 are enclosed separately. The Municipal Code does not require an ordinance; however, it is recommended that either the Code be amended to require same or a policy be adopted using ordinances for plats in order to track Village Board action by index rather than a lengthy review of minutes.

B) Lot 4 in Deer Park Office Center (Hampton Inn) Water Sub-allocation Agreement

Enclosed is the agreement which allocates water from the DPOC to the Hampton Inn.

9) Reports

A) President Gifford - President Gifford will speak regarding the items below

- i) General information
- ii) Report on EJ & E railroad
- iii) BACOG Legislative Breakfast on November 30, 2007 (\$15)
- iv) Public Meetings on sales tax referendum

B) Trustee Kellermann - Roads and Public Utilities

See the enclosed report on the Vehe Barn renovation project costs.

C) Trustee Kizior- Finance

i) **Municipal software report and recommendations**

Enclosed is the revised cost summary of the software proposal after negotiating with Civic Systems. The negotiated price reflects a decrease from \$38,000 to \$35,800 with 50% payment due upon approval of the contract and the balance due by May 31, 2008.

The changes are as follows:

- o Discount as the first Illinois building permit module customer
- o Accounts receivable module removed
- o Addition of business registration module (\$3,000)
- o Reduced staff training and some optional modules and set up time
- o Adjusted annual support costs

Also included is the proposed agreement. Civic Systems has a training facility in Oakbrook, Illinois as well as Madison, Wisconsin. Staff continues to get good reviews from users.

ii) **Reports on false alarms/ordinance violation revenue, traffic fines, police services, audit costs, and legal fees (enclosed).**

D) Trustee Plautz – Health and Sanitation

E) Trustee Pratscher-Planning and Zoning

F) Trustee Rotter- Parks and Recreation

i) Barrington Park District report

ii) Reimbursement to Foxcroft subdivision for \$109.58

Enclosed is the October 10, 2007 request for reimbursement for landscaping expense pursuant to new Landscape reimbursement guidelines approved by the Village Board in 2006. Copies of the guidelines were sent to each homeowners group or association.

Foxcroft subdivision is just east of Deer Path Road and Glenhurst.

iii) Park updates

G) Trustee Thrun- Public Safety

i) Kildeer Police Service Proposal

Enclosed is the October 31, 2007 revised proposal from Chief Lilly reflecting a decrease in first year costs by \$10,000 do to medical insurance adjustments and a reduction in the part-time officer's shifts.

ii) Barrington Police Service Proposal

Enclosed is a November 8, 2007 letter from Barrington Village Manager Pieroni outlining a five year proposal with a possible five year extension. It appears that Barrington is attempting to offer the same service as Kildeer. Barrington has reviewed our current contract with Kildeer as well as the police reports for the last three years. Their cost also includes dispatch; Deer Park currently pays Lake Zurich approximately \$61,000 per year for dispatch service. The pension "true-up" provision would need further discussion.

If the Board wishes to pursue the Barrington proposal, it is recommended that a meeting be scheduled within the next two weeks with their staff to discuss further. It is very important to all parties (Barrington, Kildeer, and Deer Park) and their staff that a decision is made in the very near future.

H) Administrator Connors

i) Teska Agreement

Enclosed is a proposed billing schedule from Teska Associates reflecting a "freezing" of rates for Village work with an increased rate schedule for private development work. This proposal is in response to discussion at the October Village Board meeting. Teska has also agreed to limit travel time to maximum of one hour (one way only) and to eliminate the lunch/dinner fee of \$5.00. If these conditions are acceptable, a revised agreement will be prepared for the December meeting.

ii) Vehicle Sticker Program

After the October Village Board meeting I received more feedback from Trustees and residents especially after hearing that Buffalo Grove was eliminating their sticker program. Lake Zurich discontinued their sticker program several years ago. I did check with the Village of Barrington regarding the concern that Deer Park residents were getting tickets for parking at the commuter parking lots without a sticker. The Barrington manager has advised that Barrington eliminated their vehicle sticker program some time ago. No one should be ticketed; if ticketing has occurred, she should be contacted directly.

As a result, it is recommended that if the Village still wishes to offer vehicle stickers, the sticker should be general in nature, without an expiration date, and the Board should determine an appropriate fee (\$1 to \$10) for providing this convenience to residents.

iii) 2008 Board of Trustees Meeting Schedule (enclosed)

The proposed 2008 meeting schedule has the meetings on Tuesday for both January and February to accommodate Martin Luther King Day and Presidents' Day.

iv) Lake County Agreement for use of the Barn as a polling place for the February 5, 2008 Primary Election. (See enclosed)

v) Lake County DOT Letter Regarding the Project Lightspeed Buildout

Enclosed is a October 25, 2007 letter for LCDOT advising the Village of a possible permit application along Long Grove Road and at 521 Rue Chamonix by AT&T. This site was identified as a future permit, but none has been filed at this time. I have advised the LCDOT that the Village wishes to review the buildout details upon receipt of the permit application.

vi) Connect-CTY Grant Status

Enclosed is an October 25, 2007 letter from NWMC Executive Director Fowler advising that the distribution of the IMF litigation funds may be approved at the December 4, 2007 court hearing. Deer Park is listed as receiving full funding at \$17,610.

l) Village Clerk Report (enclosed)

10) Investment Report (enclosed)

11) Cash Disbursements (enclosed)

12) Request to Release Building Bond Funds for Units 4 & 5 in Deer Park Place

Included in the cash disbursements for October was the release of the building bonds for units #4 and #5 in Deer Park Place Development. Both are \$5,000.00 and had been approved for release by Village Inspector Holmes. At that time the Board did not approve the bonds' release do to a request from the Deer Park Place Homeowners' Association. Mr. Jouzapatias of United Land Development (ULD) has requested their release. Enclosed are copies of emails from ULD, the Deer Park Place Homeowners' Association, and Village Inspector Holmes. Representatives of the homeowner's association and Mr. Jouzapatias are expected to attend the November 19, 2007 meeting.

13) Kildeer Police Reports (enclosed)