

TO: Village President and Board of Trustees
FROM: Village Administrator
RE: October 15, 2007, Village Board Meeting Agenda
DATE: October 12, 2007

- 4) **Regular Meeting Minutes of September 17, 2007 (enclosed).**
- 5) **Public Comments**
- 6) **Vehe Farm**
 - A) **Approval of payment to HPZS- \$16,166.38**

Enclosed is the October 9, 2007 invoice from HPZS for architectural services, copying costs, and a podium.
 - B) **Approval of Service Agreement with Oak Brook Mechanical-Vehe Barn**

Enclosed is a Service agreement for \$1,450 for quarterly inspections of the HVAC system. Jim Peterson requested this proposal to provide the Village with proper maintenance of the HVAC equipment at the barn. The filters are currently clogged with construction dust and should be changed in October. This will cover the first year as due to the construction delays, the warranty period has expired. In future years can be either continued with Oakbrook or bids can be solicited from other companies.
 - C) **Approval of Payments to Pepper Construction**

Enclosed are the invoices and waivers for \$54,893.00 and \$103,402.00 with an October 9, 2007 cover memo from Jim Peterson explaining the payments to Pepper and Overhead Door Solutions, Inc.
 - D) **Approval of Payment to Overhead Door Solutions, Inc. - \$4,795.00 (enclosed)**
 - E) **Foundation update**
- 7) **Village 50th Anniversary Report**

Trustee Pratscher will make a summary report on the recent event. Enclosed are some newspaper articles provided by the Vehe Foundation.
- 8) **Village Attorney- Ordinances**
 - A) **Lots 9 &10 Deer Park Town Center (Grace Communities-Office Condominiums)**

Enclosed is the Ordinance and which combines Lots 9 7 10 into Lot 1 of the new "Offices of Deer Park Town Center Subdivision". Enclosed separately is the Plat of Consolidation.
 - B) **Lot 4 in Deer Park Office Center (Hampton Inn)**

Enclosed is the Ordinance approving a Plat of Resubdivision of Lot 4 for the Hampton Inn site which will be located on newly created Lot 101? Enclosed separately is the Plat.
 - C) **Tax Referendum**

Enclosed is an Ordinance which will ask the voters on February 5, 2008 if they approve of a non-home rule retailers' occupation tax and service occupation tax increase up to 1%.
 - D) **Smoke Free Illinois Ordinance**

Enclosed is an Ordinance implementing the Smoke Free Illinois Act and would allow the Village to retain the fine revenue.

9) Reports

A) **President Gifford**

i) **General information**

ii) **BACOG dinner on November 3, 2007**

The 3rd annual BACOG social Event is scheduled for November 3rd in the evening. The cost is \$45.00 per person and the Village President is requesting approval by the Village to pay for this cost for the Board of Trustees, Administrator, Clerk, and their spouses.

iii) **Report on purchase of EJ&E by Canadian National**

President Gifford will make a report on BACOG's involvement.

iv) **Dedication of Vehe Barn Museum**

President Gifford is requesting consideration of dedication the Museum area in honor of former Village President Clarence Voras.

B) **Trustee Kellermann - Roads and Public Utilities (enclosed)**

Trustee Kellermann will report on the items listed on the agenda.

C) **Trustee Kizior- Finance**

i) **Municipal software report and recommendations**

Enclosed is a cost summary of the three companies that were solicited for municipal software proposal. All three proposals meet the minimum need for the general ledger. The building permit program by Civic systems is by far the best, while the other two firms' building permit programs are either underdeveloped or in development. The Village Treasurer has very helpful in collecting, summarizing and evaluating this information.

While each proposal would fill the need, it is recommended that the Village pursue an agreement with Civic Systems based on the overall performance and capability of the program, support and technical assistance and satisfactory reference checks. A further report will be made at the meeting. If the Village Board accepts the recommendation, then staff will further negotiate the cost and finalize an agreement.

ii) **Reports on telecommunication and utility tax revenues and engineering and planning fees (enclosed)**

iii) **Approval of the Sewer Service charges in SSA**

Enclosed are the service charges for the sewer service in the Special Service Area (Triangle). This schedule has not changes since for three years. Unless there is a recommended change, it will no longer be annually placed on the agenda.

D) **Trustee Plautz – Health and Sanitation**

i) **Recycling opportunities at Village Complex**

ii) **Skunk issue**

The Village received a complaint of excessive number of skunks in the Swansway subdivision and Trustee Plautz requested the Village Administrator to contact the Lake County Animal Control for advice. Listed below are their alternatives:

- Hire a professional and licensed trapper
- Village obtain a license from Illinois Dept. of Natural Resources to trap and dispose of skunks

- Put mothballs or ammonia around yard which seems to deter such animals

The estimated cost for a trapper was \$100 per animal, and since we really do not have the staff, option #2 is not too feasible unless there was a trained employee or volunteer willing to perform this work. The Village would also need to purchase traps.

E) Trustee Pratscher-Planning and Zoning

Trustee Pratscher will report on the recent meeting between the Plan Commission and the ZBA concerning accessory uses and structures. Also enclosed are the draft minutes.

F) Trustee Rotter- Parks and Recreation

Update on upcoming October 18th Open House and Public Forum

G) Trustee Thrun- Public Safety

A special meeting of the Village Board is requested for October 29th at 7:00 pm to discuss the proposed contract with the Village of Kildeer for police services. Copies of the proposed Agreement with information about the levels of services offered by the Kildeer Police Department will be ready for distribution on October 17th. Laurie Schreiber, Kildeer Village Administrator and Chief Jeff Lilly will be present at the Special Meeting.

H) Administrator Connors

i) Teska Agreement

Enclosed is a proposed Agreement with Teska associates for continuing planning services. The proposal is very similar to that which was approved in June 2005 but in early 2006, a new Agreement was delayed largely due to a provision allowing Teska to charge travel time and the cost to rent a car. The revised agreement removed the cost of rental but includes reimbursement for mileage based on IRS rates. Travel time is still included. Listed below are the changes in hourly rates:

	<u>2006</u>	<u>2007</u>
Principal	\$125-195	\$145-180
Associates	\$85-120	\$85-130
Administrative	\$50-60	\$45- 55

ii) Vehe Barn rental rates

Currently the rental policy requires a Police officer present for any serving of alcohol in the barn and two officers if there are more than 75 guests (see enclosed). The cost is \$55.00 per officer and it should be reviewed for the following reasons:

- It is an additional fee that increases the cost for potential renters
- Since the Village is not dispensing the alcohol, the liquor license holder needs to of Dram insurance for liability purposes
- There will always be a Village representative on the premises during such events
- Police Department would be given 48 notice of any event having alcohol.
- Staffing to fill this requirement would always be based on the availability and willingness of the Police Department or other agencies' off duty officers. There is no contract with the Village of Kildeer to perform this service.
- It is not a legal requirement
- It is not seen as a necessity by Kildeer Police Department.

It is recommended that the policy be changed to eliminate this requirement. This provision is not known to be used by other private or public banquet or event facilities.

iii) 2008-2009 Vehicle Stickers

It is time to purchase vehicle stickers for the next two years. Enclosed is a cost proposal from Scott Decal Company (who provided the stickers before) for 1,500 at a cost of \$567.50. Another cost quotation was solicited but not received.

The Village does require residents to possess stickers and no information is recorded on the vehicle. It is my understanding that residents use them in order NOT to get tickets in Chicago. Residents cannot get tickets unless their car is registered in Chicago. I have discussed this matter with the Village Attorney. However, the program does provide the Village with a list of those participating residents by address which has been helpful. When the CTY-Connect program is implemented in 2008, a complete list will be provided and updated monthly.

If the Village Board wishes to continue this program, then the proposal should be accepted and reviewed again in two years.

iv) Lake County DOT- AT&T Project Lightspeed

Enclosed is a September 26, 2007 letter from Lake County Department of transportation Buehler notifying municipalities that there will be an opportunity to negotiate for screening/ landscaping on County ROW in regards to the installation of AT&T cabinets as part of Project Lightspeed. The County will have the final approval and any requested amenities will be maintained by the respective municipality. The installation should begin in early 2008. The IML model right-of-way ordinance is also being reviewed for possible adoption.

10) Investment Report (enclosed)

11) Cash Disbursements (enclosed)

Included in the cash disbursements are the release of the building bonds for Units #4 and #5 in Deer Park Place Development. Both are \$5,000.00 and have been approved for release by Building Official Holmes. The Deer Park Place Home Owners Association has been notified.

12) Kildeer Police Reports (enclosed)