

VILLAGE OF LIBERTYVILLE
SPECIAL PROJECTS COMMITTEE

May 10, 2016
Village Hall Board Room
118 W. Cook Avenue
7:00 p.m.

AGENDA

- 1) Call to Order
- 2) Approval of Minutes – September 15, 2015
- 3) Discussion of Potential E-waste collection
- 4) Media storage recommendation
- 5) Adjournment

Any individual who would like to attend this meeting but because of disability needs some accommodation to participate should contact the ADA Coordinator at 118 West Cook Avenue, Libertyville, Illinois 60048 (847) 362-2430. Assistive listening devices are available.

item # 2

VILLAGE OF LIBERTYVILLE
Special Projects Committee

Minutes
Tuesday, September 15, 2015

A meeting of the Special Projects Committee was held on Tuesday, September 15, 2015 at 6:00 p.m. at the Libertyville Village Hall. Those in attendance included Chairperson (Trustee) Peter Garrity and committee members Trustee Jay Justice and Trustee Scott Adams. Others attending were Village Administrator Kevin Bowens, Deputy Administrator Kelly Amidei, Police Chief Clint Herdegen, Recreation Manager Julie Ludwig, Libertyville Township Supervisor Kathleen O'Connor, Ashley Lucas and Emily Karry from Lake County Department of Transportation.

Approval of Minutes

Trustee Justice made a motion to approve the Committee minutes of June 23, 2015. Trustee Adams seconded the motion and the minutes were approved by a 3-0 vote.

Dial-a-Ride Program-Demonstration Grant

Supervisor O'Connor provided a presentation on the upcoming grant which includes expanded benefits however does increase a fare increase. The cost of providing a ride is \$24-\$26/per ride and the dial-a-ride riders pay \$1. This rate has not increased in over 30 years and is proposed to be \$3 which is consistent with other similar paratransit fares in Lake County. The goal is to have services that eventually serve all of Lake County so making fares standardized is an important component of the expansion.

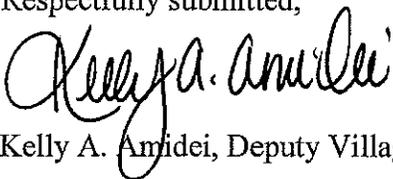
Trustee Adams expressed a concern over the increased costs. Trustee Garrity supported the concept and motioned approval with Trustee Adams seconded the motion. The motion approved with a 3-0 vote.

Cable Franchise Renewal

Deputy Administrator Amidei presented the draft Cable franchise renewal from Comcast. It is based on a template from the Northwest Municipal Conference. The committee members had a few follow-up questions and also requested an audit of the franchise fees be considered. Trustee Justice motioned the recommendation of approval to the full Village Board pending verification of the remaining questions and Trustee Adams seconded the motion. The motion was approved by a 3-0 vote.

Trustee Garrity made a motion which was seconded by Trustee Justice, to adjourn the meeting at 6:58 p.m.

Respectfully submitted,



Kelly A. Amidei, Deputy Village Administrator



item #3

MEMORANDUM

Date: May 10, 2016
To: Special Projects Committee
From: Paul Kendzior, P.E., C.F.M., Director of Public Works
Kelly Amidei, Deputy Village Administrator
Subject: Potential Village Electronics Recycling Options

Background: In order to comply with a mandated State Law for electronics recycling, the Solid Waste Agency of Lake County (SWALCO) currently picks up and processes applicable items from five collection sites in Lake County. The nearest such site to the Village is in Grayslake. SWALCO's electronics recycling program is currently facing funding challenges. SWALCO member communities have now contributed the necessary funding to continue SWALCO's pick-up service until the end of 2016 and Trustee Garrity has asked if the Village should consider creating and staffing a satellite collection site. Staff prepared an Agenda Supplement for the April 26th Board meeting to begin discussion of this topic.

If Staff were to undertake a satellite collection site, after a predetermined volume of materials are collected, these items would then be transported to the larger collection site in Grayslake. The Village did previously administer an electronics recycling site at our Public Works Streets & Utilities facility, which is located at 600 North Avenue. This previous site was coordinated by SWALCO and did generate some revenue. SWALCO dropped off and picked a trailer that only needed to be loaded by Staff. The site was open during the hours of 7:00 AM to 3:30 PM Mon. – Fri. and only during the months of April thru October in order to not interfere with Village ice control and snow removal operations. The Streets & Utilities facility would most likely be the location for the proposed satellite site, but would have to be operated under these same limitations.

The proposed satellite site will not generate any revenue and we currently do not have the resources included in the FY 2016/17 Budget to manage such a site, which would involve staff and equipment time to collect, store and then transport the materials to Grayslake. In speaking with the staff at Grayslake, they devote over 30-hours a week related to their collection site. We should expect a similar time commitment if not slightly more, especially when figuring the transportation of the items to Grayslake and then unloading them. Since we do not have these hours currently allocated in our programmed responsibilities, and without additional resources being provided, administering the proposed satellite collection site would have to come at the expense of, or delay/defer other current responsibilities. However, following the discussion at

Public Works Department

Administration and Engineering Division (847) 918-2100 (847) 918-9439 fax
Streets and Utilities Division (847) 362-3434 (847) 918-2122 fax
Fleet Services Division (847) 362-3434 (847) 918-2122 fax
Waste Water Treatment Plant (847) 918-2007 (847) 362-4256 fax
200 East Cook Avenue Libertyville, Illinois 60048
www.libertyville.com

the April 26th Board meeting, this matter was referred to the Special Projects Committee for further review and to evaluate possible options.

Option 1: Operate a satellite collection site one Saturday a month. This would result in an estimated overtime labor costs of \$350 (assuming one Staff member). The customer's expectations will be that we assist them with the unloading and placement of materials in their respective containers. The site will have to be kept clean and organized because the available space at the Streets & Utilities facility is limited. We will also have to be diligent in monitoring the site to address any security concerns associated with possible scavengers and overnight drop-off of materials when the site is not open and be sure to limit the drop-off of items to homeowners only.

Option 2: Operate the satellite collection site the same as Option 1, with the exception that the one day a month is on a week day during normal business hours (7:00 AM to 3:30 PM).

Option 3: Contract with our current refuse collection provider Groot to collect televisions once a month, in which the Village would pay for at an estimated cost is \$50.00 each. We could then exclude the drop-off of televisions at the satellite collection site.

Option 4: Negotiate a contract extension with Groot that would include a free once a month electronics waste pick-up for residents. The proposed satellite facility would not be needed with this option. Groot has expressed interest in extending their contract with the Village.

If is decided to undertake the one weekend a month satellite collection site (Options 1, 2 or 3), we should re-assess every few months to better determine the actual labor commitment and impact to other provided services.



item#4

Memorandum

To: Special Projects Committee
From: Kevin KJ. Bowens, Village Administrator
Kelly Amidei, Deputy Village Administrator
Date: May 4, 2016
Subject: Retention of Village Board Meeting Videos

At the February budget workshop, Trustee Garrity inquired about the \$1000 annual fee we pay to CivicPlus for media storage of our Village Board meeting videos. This is a "cloud-based" service that allows us to archive the videos and provide access to the public in date order.

The Village's State of Illinois application for Authority to Dispose of Local Records requires the retention of audio recordings for sixty (60) days after adoption of minutes, and retention of video recordings thirty days (30) after the date of meeting.

Therefore the staff recommendation would be that we keep the current year and two years prior available online, with removal at end of calendar year.

We currently have audio recordings from CY 2012 and 2013 and videos from CY 2014-present available on the Village's website.

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 16:066

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(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
71.	<p data-bbox="305 405 867 436"><u>RECORDINGS OF MEETINGS/MINUTES</u></p> <p data-bbox="305 478 967 617">Dates: May 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="305 659 1390 835">Recommendation: Retain audio recordings for sixty (60) days after adoption of minutes, then dispose of. Retain video recordings thirty (30) days after date of meeting, then dispose of.</p>
72.	<p data-bbox="293 877 899 909"><u>RE-INTERMENT AND TRANSIT PERMITS</u></p> <p data-bbox="293 951 906 1089">Dates: 1930- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="293 1131 1430 1188">Recommendation: Retain for three (3) years, then dispose of.</p>
73.	<p data-bbox="289 1236 1062 1268"><u>RENTAL PERMITS/CONTRACTS, AND RENTAL LOGS</u></p> <p data-bbox="289 1310 954 1449">Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="289 1491 1422 1587">Recommendation: Retain for two (2) years following completion of terms of usage, then dispose of.</p>