

VILLAGE OF LAKE ZURICH

**Board of Trustees
70 East Main Street**



Monday, August 15, 2022 7:00 p.m.

AGENDA

1. CALL TO ORDER

- 2. ROLL CALL:** Mayor Thomas Poynton, Trustee Dan Bobrowski, Trustee Mary Beth Euker, Trustee Janice Gannon, Trustee Marc Spacone, Trustee Jonathan Sprawka, Trustee Greg Weider.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

This is an opportunity for residents to comment briefly on matters included on the agenda and otherwise of interest to the Board of Trustees. Public Comment is limited to 30 minutes total and up to 5 minutes per speaker.

5. PRESIDENT'S REPORT / COMMUNITY UPDATE

(This is an opportunity for the Mayor to report on matters of interest to the Village.)

A. Swear In New FF/PM Ethan Dahl and Jairo Portillo

6. CONSENT AGENDA

(These titles will be read by the Village Clerk and approved by a single Roll Call Vote. Any item may be pulled from the Consent Agenda for discussion by any member of the Board).

A. Approval of Minutes of the Village Board Meeting, August 1, 2022

B. Approval of Semi-Monthly Warrant Register Dated August 15, 2022 Totaling \$753,116.05

C. Five-Year Agreement with Cintas Corporation for Uniform and Floor Mat Cleaning Services for an Estimated Annual Cost of \$11,000 Per Year

Summary: The Public Works Department provides uniforms to its Staff, which are rented and cleaned on a weekly basis. Floor mats in the Community Services facility, Village Hall, Fire Station #1, and Parks and Recreation facilities are also rented and cleaned on a periodic basis. The Village participates in a pre-negotiated agreement via the State of Illinois to secure competitive pricing for these cleaning services. A new five-year agreement with Cintas is recommended that will cost approximately \$11,000 per year for the next five years, depending on employee staffing levels.

- D. Ordinance Amending Title 3 of Chapter 3 of the Village of Lake Zurich Municipal Code to Increase Authorized *Class B – Retail Sales and Delivery* Liquor Licenses for Sun and Stars, Inc. Doing Business as Exotic Smoke Shop at 580 West Illinois Route 22** (Assign Ord. #2022-08-473)

Summary: Sun and Stars, Inc. dba/Exotic Smoke Shop located at 580 West Route 22 has requested a Class-B liquor license for on-premises retail sale and delivery of alcoholic beverages in original packaging. The business has successfully completed all requisite documents and background checks.

- E. Ordinance Amending Title 3 of Chapter 3 of the Village of Lake Zurich Municipal Code to Increase Authorized *Class A1 – Restaurant Outdoor Café Full Service* Liquor Licenses for LFT Club Operations Company, Inc. Doing Business as Life Time at 400 North Rand Road** (Assign Ord. #2022-08-474)

Summary: LTF Club Operations Company, Inc. dba/Life Time located at 400 North Rand Road has requested a Class-A1 liquor license for on-premises sale and service of alcoholic beverages in an indoor and outdoor restaurant. The business has successfully completed all requisite documents and background checks.

- F. Ordinance Granting a Planned Unit Development, Zoning Map Amendment and Final Plat of Subdivision for the Solowiej Subdivision at 545 Buesching Road** (Assign Ord. #2022-08-475)

Summary: The Applicant and Owner of the property at 545 Buesching Road is seeking approval of a Planned Unit Development to construct a new two-lot single-family residential subdivision, including a Zoning Map Amendment to rezone the property from R-1/2 to R-5. This rezoning of the property will reduce the minimum lot width to 70.25 feet and reduce the minimum lot size to 7,000 square feet. The Planning and Zoning Commission held a public hearing on March 16, 2022 and voted unanimously to recommend approval of this project without any further conditions for approval.

- G. Approval to Purchase Paulus Park Chalet Deck Replacement Materials from the Home Depot in the Amount Not-to-Exceed \$55,211.69**

Summary: The FY 2022 budget includes \$150,000 in the Capital Improvement Fund for the replacement of the deck on the Paulus Park Chalet. The Village

intends to complete this deck replacement with Public Works staff using wolmanized lumber for the framing and composite materials of all of the decking and railings. In June 2022, the Village received three proposals for deck replacement materials, with the Lake Zurich Home Depot providing the most competitive proposal for \$55,211.69.

Recommended Action: A motion to approve the Consent Agenda as presented.

7. NEW BUSINESS

(This agenda item includes matters coming to the Board of Trustees for discussion and possible action).

A. Ordinance Approving Budget Amendment #1 for Fiscal Year 2022 Budget (Assign Ord. #2022-08-472) (Trustee Sprawka)

Summary: Upon evaluation of the financial projections and mid-year results for Fiscal Year 2022, a number of necessary budget amendments have been identified based on actual figures or best estimates to date.

The largest adjustments to General Fund revenue are Income Tax and Sales Tax receipts. The proposed budget amendment includes raising the expected Income Tax revenue by \$511,435 and Sales Tax revenue by \$542,077.

Some larger adjustments to expenditures include:

- \$198,200 for an expansion of municipal building security
- \$145,000 increase in fuel to account for the elevated costs of gasoline and diesel
- \$38,005 for technology productivity upgrades
- \$110,115 added for a new full-time IT Coordinator position
- \$125,500 for public safety equipment
- \$50,000 for an independent consultant to update the Village's Comprehensive Plan
- \$15,000 for a TIF-funded small business facade improvement pilot program.
- \$275,000 transferred into the Capital Projects Fund for 2023

A listing of all proposed General Fund amendments impacting revenue and expenditures in multiple departments has been included in the proposed Ordinance.

Recommended Action: A motion to approve Ordinance #2022-08-472 Approving Budget Amendment #1 for Fiscal year 2022 Budget.

B. Agreement with Chicagoland Paving for Parking Lot Improvements at Village Hall, Buffalo Creek Park, and the Quentin Road Lift Station in the Amount Not-to-Exceed \$566,955.50 (Trustee Spacone)

Summary: The FY 2022 budget includes \$600,000 in the Capital Improvement Fund and \$20,000 in the Water and Sewer Fund for pavement rehabilitation and improvements for municipal parking lots at Village Hall, Buffalo Creek Park, and the Quentin Road lift station. Drainage and sidewalk improvements are included for Village Hall and Buffalo Creek locations to help direct rainfall more efficiently and improve ADA accessibility.

A bid opening on July 27, 2022 resulted in four bids received, with Chicagoland Paving of Lake Zurich providing the lowest responsible bid. The requested not-to-exceed amount of \$566,955.50 includes the Chicagoland Paving bid of \$488,755.50 and \$78,200 for additional engineering and project contingency expenses.

Recommended Action: A motion to approve agreement with Chicagoland Paving for Parking Lot Improvements at Village Hall, Buffalo Creek Park, and the Quentin Road Lift Station in the Amount Not-to-Exceed \$566,955.50.

C. Adoption of 20-Year Lake Zurich Community Investment Plan (Trustee Spacone)

Summary: The Community Investment Plan is the long-term capital spending plan for the Village of Lake Zurich, providing a 20-year forecast of all proposed municipal capital demands including infrastructure, land improvements, equipment, technology and the municipal fleet. Even with ongoing maintenance, these assets have varying service lives.

Replacing these items as they age can be a financial drain on the financial resources of the Village, especially when they compete for limited resources against more immediate service needs. Emergency repairs and replacement costs are significantly more expensive than planned purchases, proving a fiscally prudent necessity to maintain financial stability.

The 2023-2042 Community Investment Plan has identified infrastructure and capital needs of more than \$291 million over the next 20 years, including approximately \$4.5 million in capital projects and equipment for the upcoming 2023 fiscal year. Village Staff has evaluated and prioritized the capital needs of the community for the next 20 years to better plan for these costs and when possible, set aside resources to provide minimal impact to the operations budget.

Recommended Action: A motion to approve the 2023 – 2042 Community Investment Plan.

8. TRUSTEE REPORTS

(This is an opportunity for Trustees to report on matters of interest to the Board of Trustees).

9. VILLAGE STAFF REPORTS

(This is an opportunity for the Village Manager or Department Heads to report on matters of interest to the Board of Trustees).

A. Monthly Data Metric Reports

10. EXECUTIVE SESSION called for the purpose of:

- 5 ILCS 120 / 2 (c) (21) review of executive session minutes.
- 5 ILCS 120 / 2 (c) (1) appointment, employment, compensation, discipline, performance or dismissal of specific employees.

11. ADJOURNMENT

(Next regularly scheduled Village Board meeting on *Tuesday*, September 6, 2022)

The Village of Lake Zurich is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at 847.438.5141 (TDD 847.438.2349) promptly to allow the Village to make reasonable accommodations for those individuals.