

APPROVED MINUTES  
VILLAGE OF LAKE ZURICH

Board of Trustees  
70 East Main Street



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

1. **CALL TO ORDER** by Mayor Thomas M. Poynton at 7 pm.
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Mary Beth Euker, Trustee Janice Gannon, Trustee Marc Spacone, Trustee Jonathan Sprawka, Trustee Greg Weider. Trustee Dan Bobrowski is absent tonight due to a work-conflict out-of-state. Also in attendance: Village Manager Ray Keller, Village Attorney Scott Uhler, Fire Chief Pilgard, Police Chief Husak, Director Sparkowski, Director Brown, Director Duebner, Director Gibson, and Assistant to the Village Manager Kordell.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**  
There were none.
5. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
  - A. **Swear In New FF/PM Ethan Dahl and Jairo Portillo**  
Fire Chief David Pilgard introduced incoming firefighter/paramedics Ethan Dahl and Jairo Portillo, who were then sworn into office by Board of Fire and Police Commissioner Mike Hilt.
6. **CONSENT AGENDA**
  - 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.

**Actions:** Trustee Euker requested item “6D – *Class B Liquor License for Exotic Smoke Shop*” be pulled from the Consent Agenda. A motion to approve the Consent Agenda absent item 6D was made by Mayor Poynton, seconded by Trustee Sprawka.

**AYES:** Trustees Weider, Sprawka, Spacone, Gannon, Euker.

**NAYS:** 0

**ABSENT:** Trustee Bobrowski

**MOTION CARRIED**

Trustee Euker asked if the Class B liquor license being proposed for Exotic Smoke Shop was a new liquor license category, which Director Duebner informed it was not.

**Actions:** A motion was made by Trustee Sprawka, seconded by Trustee Spacone, to approve item 6D, an 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

AYES: Trustees Weider, Sprawka, Spacone, Gannon.

NAYS: Trustee Euker

ABSENT: Trustee Bobrowski

**MOTION CARRIED**

**7. NEW BUSINESS**

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

**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.

Director Sparkowski provided an overview of village year-to-date finances and projections to the Board via a slide presentation. Trustee Spacone asked if the new IT Coordinator position is sustainable moving into future years, as he thinks it is an important position to fund for the foreseeable future. Director Sparkowski answered it would be included in the budget for 2023.

**Actions:** Trustee Sprawka made a motion to approve Ordinance #2022-08-472 Approving Budget Amendment #1 for Fiscal year 2022 Budget, seconded by Trustee Euker

AYES: Trustees Weider, Euker, Gannon, Sprawka, Spacone.

NAYS: 0

ABSENT: Trustee Bobrowski

**MOTION CARRIED**

**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**

**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.

**Actions:** Trustee Spacone made a motion to approve an 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, seconded by Trustee Weider.

AYES: Trustees Gannon, Weider, Euker, Sprawka, Spacone.

NAYS: 0

ABSENT: Trustee Bobrowski

**MOTION CARRIED**

**C. Adoption of 20-Year Lake Zurich Community Investment Plan**

**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.

**Actions:** Trustee Spacone made a motion to approve the 2023 – 2042 Community Investment Plan, seconded by Trustee Sprawka

AYES: Trustees Sprawka, Gannon, Weider, Euker, Spacone.

NAYS:

ABSENT: Trustee Bobrowski

**MOTION CARRIED**

**8. TRUSTEE REPORTS**

Trustee Sprawka talked about how good the Main Street area of Lake Zurich is looking with the progress on Vault 232, the LZ Florist construction project, Korean BBQ restaurant, as well as Life Time and Andy's Deli seeing visible progress on Rand Road.

Trustee Spacone pleaded for safety as school starts tomorrow in Lake Zurich.

**9. VILLAGE STAFF REPORTS**

A. Monthly Data Metric Reports

**10. EXECUTIVE SESSION called for the purpose of:**

**Actions:** Motion was made by Trustee Sprawka seconded by Trustee Spacone, to move to Executive Session for the purpose of: 5 ILCS 120 / 2 (c) (21) review of executive session minutes and 5 ILCS 120 / 2 (c) (1) appointment, employment, compensation, discipline, performance or dismissal of specific employees.

AYES: Trustees Sprawka, Gannon, Weider, Euker, Spacone.

NAYS: 0

ABSENT: Trustee Bobrowski

**MOTION CARRIED**

The meeting adjourned into Executive Session at 7:43 pm, with no further business being addressed in Open Session.

**11. ADJOURNMENT** was made at the close of Executive Session.

**Actions:** Motion to adjourn from Executive Session and Open Session was made by Trustee Sprawka, seconded by Trustee Euker.

AYES: Trustees Gannon, Weider, Euker, Sprawka, Spacone.

NAYS: 0

ABSENT: Trustee Bobrowski

**MOTION CARRIED**

Meeting adjourned at 8:06 pm.

Respectfully submitted:

Kyle Kordell, Deputy Village Clerk

Approved by:



Thomas M. Poynton, Mayor

9-9-2022

Date

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