

APPROVED MINUTES  
VILLAGE OF LAKE ZURICH  
Board of Trustees  
70 East Main Street



Tuesday, February 21, 2023 7:00 p.m.

1. **CALL TO ORDER** by Mayor Thomas M. Poynton at 7.00pm.
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Mary Beth Euker, Trustee Marc Spacone, Trustee Jonathan Sprawka, Trustee Greg Weider. Trustee Dan Bobrowski and Trustee Janice Gannon were absent and excused. Also in attendance: Village Manager Ray Keller, Village Atty. Carmen Forte Jr., Finance Dir. Amy Sparkowski, Management Services Dir. Michael Duebner, Police Chief Steve Husak, Dir. Of Community Development Sarosh Saher, Public Works Dir. Mike Brown, Park and Rec. Dir. Bonnie Caputo, H.R. Dir. Doug Gibson.
3. **PLEDGE OF ALLEGIANCE**
4. **PRESIDENT'S REPORT / COMMUNITY UPDATE**

Presentation from "Techno Warrioz" on Environmental Sustainability. The group introduced themselves and then gave a PowerPoint presentation giving examples around the community.
5. **PUBLIC COMMENT**

Eric Dubiel, 25 N. Pleasant Rd., addressed the Board on many issues.
6. **CONSENT AGENDA**
  - A. Approval of Semi-Monthly Warrant Register Dated February 21, 2023 Totaling \$1,060,408.39.
  - B. Approval of 2023 External Special Event Requests for Purple Plunge on March 4, Unplugged Fest on August 6, Brazilian Festival on August 12, Alpine Races on August 20, Bushel of Apples Fest on September 22 – 24, My Density Matters 5k Walk on October 15 and Jack O' Lantern World every Thursday – Sunday from September 29 – October 31, 2023 plus Halloween Day  
Summary: The Park and Recreation Advisory Board have reviewed and recommend approval of these 2023 special events managed and organized by external organizations seeking to hold their events within Lake Zurich.
  - C. Approval of 2023 Internal Village-sponsored Special Event Requests for the Egg Hunt on April 1, Tween Egg Dash on April 7, Arbor Day on April 29, Food Truck Socials every Wednesday June – August, Farmers Market every Friday from June 2 – September 8, Movies in the Park on June 16 and July 14, Family Fishing Derby on June 18, Groove Grove on June 28, July 26, and August 23, Independence Day on July 4, Rock the Block on September 9, and Miracle on Main on December 2

**Summary:** The Park and Recreation Advisory Board have reviewed and recommend approval of these 2023 special events managed and organized by the Village of Lake Zurich.

**D. Ordinance Approving the Annual Official Zoning Map of the Village of Lake Zurich ORD 2023-02-499**

**Summary:** Illinois requires all municipalities publish an updated zoning map by March 31 of each year. Changes for 2023 include rezoning one parcel on Buesching Road from R-1/2 Single-Family Residential to R-5 Single-Family Residential, reconfiguring lots at 444 South Rand Road to create a new outlot in the B-3 Regional Shopping Business District, and consolidation of two lots related to the Alpha Tekniko development in the I-Industrial District.

**E. Resolution Requesting Temporary Closure of Lake County Jurisdiction on Old McHenry Road on August 20, 2023 for Annual Alpine Races RES. #2023-02-072**

**Summary:** The proposed Resolution authorizes a request to the Lake County Department of Transportation to close a portion of Old McHenry Road from the hours of 6:30 am – 1:00 pm on August 20, 2023 to support the annual Alpine Races.

**F. Agreement to Purchase Bulk Rock Salt from Compass Minerals America Inc. in the Amount Not-to-Exceed \$169,200**

**Summary:** The FY 2023 budget includes \$169,200 from the Motor Fuel Tax Fund for the purchase of road salt. On October 28, 2022, a contract was approved by the Illinois Department of Central Management Services with Compass Minerals America Inc. for the purchase of bulk road salt at \$80.57 per ton with the term of the contract to expire on September 30, 2023.

**G. Agreement with Apex Landscaping Inc. for 2023 Landscape Maintenance in the Amount of \$214,297 with a Not-to-Exceed Amount of \$260,000 for Additional Landscaping Maintenance as Needed**

**Summary:** The FY 2023 budget includes \$260,000 for landscaping that includes mowing and flower bed maintenance at municipal facilities, State right-of-ways, and public parks. Staff opened competitive bids on January 28, 2022, which revealed Apex Landscaping as the lowest competitive rate. The Village has historically bid landscaping maintenance as a three-year contract due to the extensive training needed to familiarize the contractor with Village parcels and maintenance requirements.

**H. Ordinance Amending Title 7, Chapter 6 of the Lake Zurich Municipal Code Concerning the Regulations of Trees ORD. #2023-02-500**

**Summary:** The existing tree ordinance was last comprehensively amended in October 2007 with minor text amendments in 2012 and 2019 to update certain procedural provisions. The Tree Commission met on February 7, 2023 to consider the final draft of these proposed amendments and voted unanimously in favor of Village Board approval.

**I. Ordinance Proposing the Establishment of a Backup Special Service Area #20 in the Village of Lake Zurich and Providing for a Public Hearing and Other Procedures in Connection Therewith the Sanctuary of Lake Zurich at the**

**Southeast Corner of North Rand Road and North Old Rand Road ORD. #2023-02-501**

**Summary:** The proposed Public Hearing is for the establishment of a backup Special Service Area #20 for maintaining, repairing, reconstructing and/or replacing certain improvements within the Sanctuary subdivision. Special Service Area #20 is being setup as a backup SSA in the event the owners of residential units, the homeowner's association, or any future parties of interest in the area fail to maintain stormwater management improvements or open space areas. No levy of taxes is proposed at this time.

**Recommended Action:** A motion was made by Mayor Poynton, seconded by Trustee Sprawka, to approve the Consent Agenda as presented.

AYES: 4 Trustees Euker, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 2 Trustees Bobrowski, Gannon.

MOTION CARRIED.

7. **PUBLIC HEARING TO CONSIDER FORMING BACKUP SPECIAL SERVICE AREA #20 FOR MAINTENANCE AND REPAIR OF CERTAIN IMPROVEMENTS WITHIN THE SANCTUARY OF LAKE ZURICH SUBDIVISION AT THE SOUTHEAST CORNER OF NORTH RAND ROAD AND NORTH OLD RAND ROAD**

**Summary:** The Village proposed an ordinance and public hearing for the establishment of a backup Special Service Area for the ongoing maintenance of improvements such as wetland areas, lakefront beaches, lakefront shoreline, underground detention, storm sewer maintenance, retaining walls, and private roadways located within the property commonly referred to as the Sanctuary of Lake Zurich.

Special Service Area #20 is being set up as a backup SSA in the event that the owners of residential units, the homeowners association, the owner of the commercial restaurant property, or any future parties of interest in the property fail to maintain, repair, reconstruct and/or replace these improvements. No levy of taxes to fund this maintenance is proposed at this time.

Community Development Sarosh Saher explained the need for the hearing and the process.

**Recommended Action #1:** A motion was made by Trustee Sprawka, seconded by Trustee Euker, to Open the Public Hearing and receive into record any public comments or concerns on the proposed backup SSA #20. *Voice Vote.*

AYES: 4; NAYS: 0; ABSENT: 2. VOICE VOTE

MOTION CARRIED.

The Hearing opened at 7.25pm

**PUBLIC COMMENT.**

There were none.

**Recommended Action #2:** A motion was made by Trustee Sprawka, seconded by Trustee Euker, to Close the Public Hearing. *Voice Vote.*

AYES: 4; NAYS: 0; ABSENT: 2. VOICE VOTE

MOTION CARRIED.

The Hearing closed at 7.27pm.

8. **NEW BUSINESS**

A. **Ordinance Approving Budget Amendment #2 for Fiscal Year 2022 Budget ORD. #2023-02-502**

**Summary:** An evaluation of the financial projections for the 2022 fiscal year has identified a number of necessary budget amendments based on the actual figures or best estimates for projected year-end results. Finance Dir. Amy Sparkowski reported on the process.

**Recommended Action:** A motion was made by Trustee Sprawka, seconded by Trustee Euker, to approve ordinance 2023-02-502 via a minimum two-thirds majority vote amending the Fiscal Year 2022 Budget.

AYES: 5 Trustees Euker, Spacone, Sprawka, Weider, Mayor Poynton.

NAYS: 0

ABSENT: 2 Trustees Bobrowski, Gannon.

MOTION CARRIED.

**B. Ordinance Approving Budget Amendment #1 for Fiscal Year 2023 Budget ORD. #2023-02-503**

**Summary:** Recognizing the ever-increasing demand for repair and maintenance of public assets, staff is recommending a reorganization of the Public Works Department. Establishing the position of Project Manager in lieu of a Maintenance Worker II position will provide necessary resources for oversight of public improvement projects.

**Recommended Action:** A motion was made by Trustee Sprawka, seconded by Trustee Euker, to approve ordinance 2023-02-503 via a minimum two thirds majority vote amending the Fiscal Year 2023 Budget.

AYES: 5 Trustees Euker, Spacone, Sprawka, Weider, Mayor Poynton.

NAYS: 0

ABSENT: 2 Trustees Bobrowski, Gannon.

MOTION CARRIED.

**C. Agreement with G.E. Riddiford Company for Police Department Roof Replacement in the Amount of \$688,644 with a Total Not-to-Exceed Amount of \$810,000**

**Summary:** The FY 2023 budget includes \$810,000 in the Capital Projects Fund for the replacement of the police department roof, which is the original roof from 2001. A competitive bid opening for this project was conducted on February 2, 2023 with six bids received. G.E. Riddiford Company provided the most competitive bid at \$688,644. The requested not-to-exceed amount of \$810,000 includes another \$121,356 for construction inspections and potential project contingency costs.

**Recommended Action:** A motion was made by Trustee Spacone, seconded by Trustee Weider, to approve an agreement with G.E. Riddiford Company for Police Department Roof Replacement in the Amount of \$688,644 with a Total Not-to-Exceed Amount of \$810,000.

AYES: 4 Trustees Euker, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 2 Trustees Bobrowski, Gannon

MOTION CARRIED.

**D. Agreement with Master Project for Buffalo Creek Park Facility Roof Replacement in the Amount of \$138,200 with a Total Not-to-Exceed Amount of \$230,000**

**Summary:** The FY 2023 budget includes \$230,000 in the Capital Projects Fund for the replacement of the Buffalo Creek facility roof. A competitive bid opening for this project was conducted on February 2, 2023 with eight bids received. Master Project provided the most competitive bid at \$138,200. The requested not-to-exceed amount of \$230,000 includes another \$91,800 for construction inspections and potential project contingency costs.

**Recommended Action:** A motion was made by Trustee Spacone, seconded by Trustee Weider, to approve an agreement with Master Project for Buffalo Creek Park Facility Roof Replacement in the Amount of \$138,200 with a Total Not-to-Exceed Amount of \$230,000

AYES: 4 Trustees Euker, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 2 Trustees Bobrowski, Gannon.

MOTION CARRIED.

9. **TRUSTEE REPORTS**

There were none.

10. **VILLAGE STAFF REPORTS**

Monthly Data Metric Reports

11. **ADJOURNMENT**

Motion to adjourn was made by Trustee Euker, seconded by Trustee Sprawka.

AYES: 4 Trustees Euker, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 2 Trustees Bobrowski, Gannon.

MOTION CARRIED.

The meeting adjourned at 7.41pm

Respectfully submitted:

Kathleen Johnson, Village Clerk.

Approved by:

  
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Mayor Thomas M. Poynton

3-7-2023  
Date