

VILLAGE OF LAKE ZURICH

Board of Trustees
70 East Main Street



Monday, August 21, 2023 7:00 p.m.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Dan Bobrowski, Trustee Mary Beth Euker, Trustee William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, 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**
 - A. **Proclamation Honoring Fire Inspector Bob Kleinheinz**
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 Village Trustee.
 - A. **Approval of Minutes from the Village Board Meeting of August 7 ,2023**
 - B. **Approval of Semi-Monthly Warrant Register Dated August 21, 2023 Totaling \$2,008,090.62**
 - C. **Ordinance Granting a Planned Unit Development and Final Plat of Subdivision for NorthStar Pickle Company at 629 Rose Road (Assign Ord. #2023-08-521)**

Summary: NorthStar Pickle Company requests approval of a Planned Unit Development to construct a new 83,600 square-foot food manufacturing facility at 629 Rose Road. NorthStar Pickle is expanding from its existing facility on Donata Court due to recent success and growing operations. The Planning and Zoning Commission held a public hearing on July 20, 2023, recommending approval of this development to the Village Board.

D. Ordinance Adopting by Reference the Lake County Watershed Development Ordinance (Assign Ord. #2023-08-522)

Summary: In July 2023, the Lake County Board adopted 35 amendments to the Watershed Development Ordinance (WDO). The WDO is now effective and includes the minimum county-wide standards for regulated development. Municipalities are required to adopt the revised WDO to qualify for funding from the Federal Emergency Management Agency and National Flood Insurance Program.

E. Agreement to Purchase One Henry J. Paulus Park Entry Sign and Message Board with Michael's Signs in the Amount Not-to-Exceed \$92,850

Summary: The existing entry sign and community information board at Paulus Park are dated and no longer meet the needs of the community. A request for proposals in June 2023 for new signage resulted in ten proposals received, ranging in prices from \$29,853 to \$219,980. The proposal from Michael's Signs received positive feedback from members of the Parks and Recreation Advisory Board meeting on August 8, 2023.

The purchase price of \$85,350 is almost completely funded from revenue sharing from the 2021 and 2022 Jack-o-Lantern World events held at Paulus Park. The requested not-to-exceed amount of \$92,850 includes the costs related to upgrading electrical connections for the increased power usage. The FY 2023 budget does not have funds dedicated for this expense, but Staff plans to reallocate funds originally intended for the band shelter.

F. Motion to Waive the Competitive Bid Process and Purchase One Replacement Well Pump Motor from Layne Christensen Company in the Amount Not-to-Exceed \$34,150

Summary: The Village's designated spare well pump motor was recently utilized to replace a failed motor at a pumping facility. This purchase replaces the spare well pump motor. Layne Christensen Company is the Village's designated deep well contractor and sole-source provider for Byron Jackson submersible well pumping equipment. The FY 2023 budget includes \$50,000 for this purpose.

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. Fiscal Year 2022 Audit Results with Baker Tilley (Trustee Riley)

Summary: State law requires the Village to publish a complete set of financial statements presented in conformity with generally accepted auditing standards by a firm of licensed certified public accountants. The Village has completed the annual audit with Baker Tilly, who has issued an unmodified clean opinion on Village finances for the fiscal year ended December 31, 2022.

Overall, Village finances fared well during Fiscal Year 2022. The General Fund surplus balance increased by \$962,000, bringing the total fund balance to \$14 million, of which \$1.7 million are non-spendable. The General Fund unstructured balance sits at 36% of Fund expenditures as of the end of 2022, a significant accomplishment that allows for top bond ratings and lower interest rates for tax payers. The Village's official General Fund balance target is 40%.

Long-term bonded debt decreased \$1.9 million to a total of \$19.3 million outstanding as of December 31, 2022. Ten years ago, in 2013, this bonded debt was at \$34 million.

For business-type activities related to the Water and Sewer Fund, total net position increased by \$2.6 million, mostly due to water system infrastructure improvements. Net position for the Water and Sewer Fund mostly includes funds invested in capital assets. As municipal infrastructure continues to age, infrastructure improvements will continue to be a large drain of resources for the Water and Sewer Fund.

By the end of 2022, the total net position of the Village as a whole increased by \$9.9 million, compared to a \$14.8 million increase in 2021. Total net position includes all assets and liabilities held by the Village, which includes capital assets that depreciate over time as well as real estate.

Due to the long-term financial planning of the Village coupled with the strength of the local economy and private-sector investment, municipal finances remain on solid footing for the foreseeable future.

Recommended Action: A motion to approve and accept the Comprehensive Annual Financial Report for the fiscal year ended December 31, 2022.

B. Illinois Department of Natural Resources Resolution of Authorization to Apply for \$600,000 in OSLAD Grant Funds for Paulus Park Phase 2 Improvements in the Amount Not-to-Exceed \$3.8 Million and Presentation from Hitchcock Design Group (Trustee Weider)

Summary: The Village has contracted with Hitchcock Design Group for continued improvements at Paulus Park via the Open Space Lands Acquisition and Development grant. In 2019, the Village received \$400,000 in OSLAD funding for Paulus Park improvements and is now seeking another \$600,000 for Phase 2 improvements.

Staff has worked with Hitchcock Design Group to determine the scope of Phase 2 improvements, which include renovation of the splash pad, a bandshell for the new stage, shoreline restoration on the northern end of the park, baggo courts, and enhanced landscaping.

These park enhancements were presented to the community through open houses held at Village Hall on Tuesday, August 8th and at the August 11th Farmers Market, receiving support and mostly positive feedback from residents.

Recommended Action: A motion to approve a Resolution of Authorization to Apply for \$600,000 in OSLAD Grant Funds for Paulus Park Phase 2 Improvements in the Amount Not-to-Exceed \$3.8 Million.

C. **Courtesy Review for Proposed Development by Consume at 183 West Main Street commonly referred to as Block A (Trustee Bobrowski)**

Summary: Consume is requesting a Courtesy Review to consider a proposal to redevelop the property commonly referred to as Block A on West Main Street, which is owned by the Village of Lake Zurich. Consume is proposing to redevelop Block A with a new two-story, approximately 11,540 square foot retail/restaurant building accompanied by a parking lot. This potential development would include Village TIF assistance and a future public hearing by the Planning and Zoning Commission to consider zoning relief.

Consume intends to move from their current location on Rt 22 to occupy the upper floor of the new building. They also intend to set up a market space within one of the three ground-floor tenant spaces offering higher end meats, cheeses, craft beer, liquor and wine. The second tenant space will be occupied by Swiss Mountain Coffee. An operator for the third tenant space has yet to be determined.

Recommended Action: This is a non-voting item at this time. The developer and Village Staff seek to understand the Board's preferences towards the proposed use at this site.

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 Village Staff to report on matters of interest to the Board of Trustees.

- A. **Fiscal Year 2023 Budget Update – Manager Keller & Director Sparkowski**
- B. **Monthly Data Metric Reports**

10. ADJOURNMENT

The next regularly scheduled Village Board meeting is on *Tuesday*, September 5, 2023.

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.