

**APPROVED MINUTES  
VILLAGE OF LAKE ZURICH**

**Board of Trustees  
70 East Main Street**



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**Tuesday, September 5, 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 William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, Trustee Greg Weider. Trustee Dan Bobrowski was absent and excused. Also in attendance: Village Manager Ray Keller, Village Atty. Scott Uhler, Finance Dir. Amy Sparkowski, Management Services Dir. Michael Duebner, Fire Chief Dave Pilgard, Police Chief Steve Husak, Dir. Of Community Development Sarosh Saher, Asst. Public Works Dir. Steve Paulus, Asst. to the Village Manager Kyle Kordell. Guest: Mike Hilt Fire/Police Commissioner
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**  
There were none.
5. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
  - A. **Proclamation Honoring Fire Inspector Bob Kleinheinz upon His Retirement .**  
Mayor Poynton recognized the retirement of Fire Inspector Bob Kleinheinz upon His Retirement with a plaque and a proclamation which the Mayor read.
  - B. **Oath of Office for Firefighter-Paramedics.** Fire Chief Pilgard gave background information on the two probationary FireFighters/Paramedics. Oath of Office was given by Mike Hilt Fire/Police Commissioner. First Oath was given to Zachary Heiderman who was pinned by his wife. Next Oath was given to Jacob St. John who was pinned by his mother.
6. **CONSENT AGENDA**
  - A. **Approval of Minutes from the Village Board Meeting of August 21 ,2023**
  - B. **Approval of Semi-Monthly Warrant Register Dated September 5, 2023**  
**Totaling \$1,067,227.93**
  - C. **Ordinance Approving a Special Use Permit for CrossFit Lykos at 519 Telser Road ORD. #2023-09-523**  
**Summary:** CrossFit Lykos has filed a zoning application for the property at 519 Telser Road seeking a Special Use Permit to operate a private training facility. The Planning and Zoning Commission held a public hearing on July 20, 2023 to consider this application and voted 5-0 to recommend approval.

**D Resolution to Induce the Redevelopment of Certain Property within the Downtown Tax Increment Financing Redevelopment Project Area for Consume LLC at 133 West Main Street RES. #2023-09-078**

**Summary:** The proposed development inducement resolution allows Consume LLC, a well-established Lake Zurich restaurateur and retailer, to be eligible for certain future TIF reimbursements related to the acquisition and development of vacant acreage in Lake Zurich. Such redevelopment would increase the assessed value of the entire TIF, thus generating future TIF increment. Consume has recently introduced an expanded multi-story restaurant and retail concept to the Village Board of Trustees at the acreage generally known as Block A.

**E. Agreement to Purchase One Bulk Water Fill Station from Elemech Inc in the Amount Not-to-Exceed \$50,000**

**Summary:** The Village currently uses a fire hydrant in the industrial park to provide water to contractors, swimming pool fill companies and landscapers, with water volume being billed to a Finance account. In efforts to more accurately track water consumption and pinpoint water loss, the proposed water fill station is a small, galvanized steel enclosure with a backflow device, operating vales, and a meter system. The lowest quote received for this equipment is from Elemech Inc at \$32,000, with the remaining not-to-exceed authorized amount to be used for site preparation.

**F. First Amendment to Utilities Services Easement and Development Agreement by and between the Village of Lake Zurich and Bradford Kildeer LLC and the Accompanying Plat of Easement Dedication**

**Summary:** In 2021, Lake Zurich entered into an agreement with The Pulte Home Corporation to provide drinking water and sanitary sewer services to service its 42-acre Kildeer Crossings subdivision within the Village of Kildeer. Churchill Associates, Inc. had retained a 5.6-acre, three-lot commercial property along Rand Road that has since been conveyed to Bradford. Bradford has re-subdivided the property into four lots, necessitating an amendment to the Utilities Services Easement and Development Agreement to serve the reconfigured property with water and sewer services.

The agreement amendment also references a plat of easement dedication (Exhibit C), which would establish perpetual easements over Lake Zurich's utilities extending along the periphery of the commercial property. This easement configuration and language were developed to particularly accommodate Buona Beef's (Lot 1) site design, which extends paved parking areas over the Village's water main, which is normally not allowed. The easement language clarifies the property owner's and Lake Zurich's rights and responsibilities for restoration should the site be disrupted for utility repair.

The existing 2015 intergovernmental agreement between Lake Zurich and Kildeer that establishes a 50-50 sharing of sales and municipal property taxes between the two villages will continue to remain in place.

**G. Ordinance Approving Budget Amendment #2 for Fiscal Year 2023 Budget to Adjust Staffing Positions in the Village Manager's Office ORD. #2023-09-524**

**Summary:** Approval of this amendment reclassifies the Assistant Village Manager position from Grade 18 to Grade 20 in the Authorized Full Time Personnel section of the FY 2023 budget. The grade change reflects the updated job description for and the assumption of additional duties by the new Assistant Village Manager.

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

AYES: 5 Trustees Euker, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 1 Trustee Bobrowski.

MOTION CARRIED.

**7. NEW BUSINESS**

**A. Ordinance Authorizing Temporary Vehicle Purchases in the Amount Not-to-Exceed \$707,000 to be Executed by the Village Manager ORD #2023-09-525**

**Summary:** The current state of the automotive and medium truck industries has created extremely long lead times to deliver vehicles and equipment. Order windows are extremely short, as little as one day in some cases. Currently there are no joint purchasing contracts available that would provide the standard process for staff to purchase municipal vehicles.

A procedural change to allow the Village Manager to approve certain vehicle purchases such as pickups, squads, and small dump trucks prior to Board approval would give the staff the flexibility to act within the limited ordering time frames. Custom built vehicles, and equipment such as, a fire apparatus, ambulance and larger construction equipment would still follow the current purchasing procedure.

Village Manager Keller explained the situation and he thanked the Asst. Public Works Dir. Steve Paulus and staff for his research and work on this issue.

**Recommended Action:** A motion was made by Trustee Spacone, seconded by Trustee Riley, to approve Ordinance #2023-09-525 Authorizing Temporary Vehicle Purchases in the Amount Not-to-Exceed \$707,000 to be Executed by the Village Manager.

AYES: 5 Trustees Euker, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 1 Trustee Bobrowski.

MOTION CARRIED.

**8. TRUSTEE REPORTS**

Trustee Euker reminded residents of Rock The Block this Saturday, Sept. 9<sup>th</sup> from 4-11.30

**9. VILLAGE STAFF REPORTS**

V. M. Keller stated that there is still a need for volunteers for Rock The Block on 9/9/23.

10. ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Euker, seconded by Trustee Spacone.

AYES: 5 Trustees Euker, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 1 Trustee Bobrowski.

MOTION CARRIED.

Meeting adjourned at 7.23pm

Respectfully submitted:

Kathleen Johnson, Village Clerk.

Approved by:

  
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Mayor Thomas M. Poynton

9-7-2023  
Date.