



AGENDA PACKET
VILLAGE OF LAKE ZURICH
Village Board of Trustees Meeting

February 18, 2025
07:00 pm

VILLAGE OF LAKE ZURICH

VILLAGE BOARD OF TRUSTEES MEETING

FEBRUARY 18, 2025

07:00 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Mayor Thomas Poynton, Trustee Mary Beth Euker, Trustee Jake Marx, Trustee William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, Trustee Greg Weider.

3. PLEDGE OF ALLEGIANCE

4. PRESIDENT'S REPORT / COMMUNITY UPDATE

Police Promotion for Sergeant Ryan Butler

Lake Zurich Green Business Award for Pure Organics Spa

Advice and Consent to Reappoint Mike Moran to the Police Pension Board for a Two-Year Term

5. 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.

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 February 3, 2025

Attachment: [6a.pdf](#)

B. Approval of Executive Session Minutes from the Village Board Meeting of January 6, 2025

C. Approval of Semi-Monthly Warrant Register Dated February 18, 2025 Totaling \$1,386,872.25

Attachment: [6c.pdf](#)

D. 2025 Parks and Recreation Special Event Requests at Paulus and Breezewald Parks with External Organizations

Summary: Village staff recommends the approval of the external special events to be held at Paulus and Breezewald Parks in 2025. These events include the Purple Plunge, Water Lantern Festival, Gigi's Playhouse 5k, Worship on the Water, Unplugged Fest, Alpine Races, Bushel of Apples Fest, Jack O' Lantern World, and My Density Matters Paint the Lake Pink Walk. The Park Advisory Board has reviewed the list of events and concurs with staff's recommendation.

Attachment: [6d.pdf](#)

E. Ratification of Collective Bargaining Agreement between the Village of Lake Zurich and the Illinois Fraternal Order of Police Labor Council representing Lake Zurich Emergency Telecommunicators for January 1, 2025 -- December 31, 2025

Summary: The Village of Lake Zurich has entered into an agreement to consolidate its dispatch operations with the Lake County Regional Operations Center in Libertyville. Staff anticipate that the transition will occur around June 30, 2025. Ratification of the provided agreement extends the current collective bargaining agreement for one year, including appropriate incentives to retain the Village's dispatchers until the LakeComm transition is complete.

Attachment: [6e.pdf](#)

F. Stay Agreement Between the Village of Lake Zurich and Lake Zurich Communications Supervisors

Summary: The Village of Lake Zurich has entered into an agreement to consolidate its dispatch operations with the Lake County Regional Operations Center in Libertyville, which is planned for around June 30, 2025. Staff recommend approval of the provided stay agreement, which memorializes appropriate incentives to retain the Village's two Communication Supervisors through the completion of the LakeComm transition.

Attachment: [6f.pdf](#)

G. Resolution Approving an Intergovernmental Agreement between the Village of Lake Zurich and the Village of Kildeer for Vehicle Servicing (Resolution #2025-02-091)

Summary: Since 2013, Lake Zurich has supported Kildeer municipal operations with access to quality repairs and fleet maintenance by Lake Zurich mechanics familiar with emergency response vehicles in a secured location. Staff from both municipalities have agreed to a two-tier cost structure to cover the next two years of this intergovernmental agreement, with Lake Zurich charging Kildeer \$115 per hour in Year 1 and \$130 per hour in Year 2.

Attachment: [6g.pdf](#)

H. Resolution Approving an Intergovernmental Agreement between the Village of Lake Zurich and the Village of Kildeer regarding the Use of Lake Zurich Gas Pumps and Fuel (Resolution #2025-02-092)

Summary: Since 2003, Lake Zurich has supported Kildeer municipal operations by providing 24-hour access to tax-free fuel for its fleet. Staff from both municipalities have agreed to a new cost-sharing fee of 20% of Kildeer fuel usage to extend this arrangement for two more years.

Attachment: [6h.pdf](#)

7. NEW BUSINESS

A. Ordinance Approving Budget Amendment #1 For Fiscal Year 2024 Budget (Assign Ord. #2025-02-603)(Trustee Riley)

Summary: Upon evaluation of the financial projections for the 2024 fiscal year, a number of necessary budget amendments have been identified. These amendments are based on either actual figures or best estimates for projected year-end results. The amended budget for the General Fund reflects no change to the fund balance. The largest adjustments to revenue are Sales Tax, Ambulance Service Fees, and Investment Income, with an amended net increase in budget revenue of \$934,000 to the adjusted grant revenue. General Fund adjustments include transferring an additional \$1.2 million to the Capital Improvement Fund and an additional \$200,000 to the Equipment Replacement Fund.

Recommended Action: Motion to approve Ordinance #2025-02-603 approving budget amendment #1 for fiscal year 2024 budget.

Attachment: [7a.pdf](#)

8. TRUSTEE REPORTS

9. VILLAGE STAFF REPORTS

A. Monthly Data Metric Reports

Attachment: [Community Development.pdf](#)

Attachment: [Finance.pdf](#)

Attachment: [Fire Department.pdf](#)

Attachment: [Parks and Rec.pdf](#)

Attachment: [Police.pdf](#)

Attachment: [Public Works.pdf](#)

Attachment: [Village Managers Office.pdf](#)

10. EXECUTIVE SESSION called for the purpose of:

5 ILCS 120 / 2 (c) (21) review of executive session minutes

5 ILCS 120 / 2 (c) (5) purchase of lease of real estate

11. ADJOURNMENT

The next regularly scheduled Village Board meeting is on Monday, March 3, 2025.

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



Monday, February 3, 2025 7:00 p.m.

- . **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 Jake Marx was absent and excused. Also in attendance: Village Manager Ray Keller, Asst. Village Manager Michael Duebner, Village Atty. Scott Uhler, Police Chief Steve Husak, Fire Chief Dave Pilgard, Dir. Of Community Development Sarosh Saher, Public Works Dir. Mike Brown, Planner Colleen McCauley, Building Super. David Modrzejewski and Fire and Police Commissioners, Mike Hilt, John Kelly and Marty Bush.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
There were none.
5. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
Advice and Consent of Trustees to reappoint for a 3-year term to the Board of Fire and Police, Commissioners Mr. John Kelly and Mr. Marty Bush. Mayor Poynton gave background information on the two Commissioners and asked the Board for consent on the candidates.
A motion was made by Mayor Poynton, seconded by Trustee Weider, to approve the reappointment of Fire and Police Commissioners with terms ending in 4/2027 for John Kelly and 4/2028 for Marty Bush.
AYES: 5 Trustees Euker, Riley, Spacone, Sugrue, Weider.
NAYS: 0
ABSENT: 1 Trustee Marx.
MOTION CARRIED
Promotion of Lieutenant Clayton Booth to Captain/Shift Commander. Fire Chief Pilgard introduced Clayton Booth and Mayor Poynton gave the Oath of Office. Cpt. Booth was pinned by his wife.
Promotion of Firefighter/Paramedic Jason Kraus to Lieutenant/Paramedic. Lt. Jason Kraus was given the Oath of Office by Mayor Poynton and he was pinned by his wife.
Swearing in of Jason O'Donnell as Firefighter/Paramedic. Fire Chief Pilgard welcomed FF/PM O'Donnell and the Oath of Office was given by Mayor Poynton and he was pinned by his mother.

Village of Lake Zurich Board of Trustees Regular Meeting, Monday, February 3rd, 2025. 2

6. **CONSENT AGENDA**

- A. Approval of Minutes from the Village Board Meeting of January 21, 2025
- B. Approval of Executive Session Minutes from the Village Board Meeting of December 2, 2024
- C. Approval of Semi-Monthly Warrant Register Dated February 3, 2025 Totaling \$1,103,618.00

- D. Ordinance for Variation Granting Relief from the Maximum Fence Height Requirements in the Interior Side and Rear Yard at 1265 Country Club Road ORD. #2025-02-601

Summary: The applicants Mr. Wiktor Kolanko and Ms. Aleksandra Kopania request a zoning variation to allow for a six-foot (6') high fence for the property at 1265 Country Club Road. The Planning and Zoning Commission held a public hearing on January 15, 2025 and voted 6-0 in favor of approval of the variation. Staff recommends approval of the ordinance for the variation granting a relief from the maximum fence height.

- E. Agreement with Milieu Landscaping for the 2025 Landscape Bed Maintenance Program in the Amount Not-to-Exceed \$114,300

Summary: The FY 2025 budget includes \$114,300 in funding for the annual Landscape Bed Maintenance Program for Village owned facilities and landscaped areas. Staff solicited bids in November 2024 for the Landscape Program and received five bids. Staff recommend a contract with Milieu Landscaping in total expenditure amount not-to-exceed \$114,300.

- F. Agreement with Yellowstone Landscape for the 2025 Mowing Program in the Amount Not-to-Exceed \$246,700

Summary: The FY 2025 budget includes \$246,700 in funding for the Mowing Program for Village owned facilities and grounds. Staff solicited bids for the Mowing Program and received five bids. Staff recommend a contract with Yellowstone Landscape in total expenditure amount not-to-exceed \$246,700.

- G. Authorization to Purchase an Ambulance from Foster Coach in the Amount Not-to-Exceed \$379,548

Summary: The Fire Department operates four front line prime response ambulances within the Village and Rural Fire Protection District. The 2025 Community Investment Plan (CIP) identifies \$500,000.00 for replacement of the oldest ambulance in FY2028. Due to the expected delivery of a fire engine in FY2028, the ambulance has been moved to FY2027. Staff requests the authorization to purchase a 2025 Ford F-550/Horton 623 ambulance from Foster Coach in the amount not-to-exceed \$379,548.

- H. Authorization to Purchase Two Ford Police Interceptor Utility Vehicles from Curie Motors in the Amount Not-to-Exceed \$122,000

Summary: The FY 2025 budget contains \$122,000 to replace and equip two police vehicles. Currently, two vehicles have met the replacement criteria and have been planned for replacements in the Community Investment Plan. Staff requests the approval to purchase two 2025 Ford Police Interceptor Utility vehicles in the amount of \$92,000 from Curie Motors, with the total purchase not-to-exceed \$122,000.

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I. Authorization to Purchase Five 2025 Ford Pickup Trucks from Currie Motors in the Amount Not-to-Exceed \$338,000

Summary: The FY 2025 budget contains \$338,000 to replace and equip three pickup trucks and add equipment to two additional pickup trucks in the Public Works Department. The three trucks being replaced have met the replacement criteria per the Community Investment Plan and will be sent to auction. Staff requests the approval to purchase five 2025 Ford pickup trucks and equipment from Currie Motors in the amount not-to-exceed \$338,000.

J. Resolution Approving Public Release of Executive Session Meeting Minutes of the Lake Zurich Village Board of Trustees RES. #2025-01-090

Summary: The Village is obligated to periodically review Executive Session minutes to determine if any can be released for public access. On January 20, 2025, the Village Board convened in an executive session to review these minutes. Staff proposes to approve the proposed Resolution that specifies which Executive Session minutes the Board has agreed to either keep confidential or release to the public.

K. Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Lake Zurich ORD. #2025-02-602

Summary: Staff has identified pieces of equipment that are not in working order, would require repairs in excess of present market value, or are obsolete.

Trustee Spacone enquired about the Agenda Item #6D and staff answered the question.

Recommended Action: A motion was made by Trustee Riley, seconded by Trustee Sugrue, to approve the Consent Agenda as presented.

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

NAYS: 0

ABSENT: 1 Trustee Marx.

MOTION CARRIED.

7. OLD BUSINESS

A. Ordinance Granting Approval of a Planned Unit Development, Amendment to the Official Zoning Map, Preliminary Plat, Development Concept plan, Special Use Permits and Modifications to the Zoning and Land Development Code for a Residential Subdivision Known as Meadow Wood East Ord. #2025-01-600

Summary: Applicants Mr. Mike Naumowicz with Mr. Kirk Rustman requests approval to amend their petition for a Planned Unit Development associated with the subdivision known as Meadow Wood East located at Manchester Road. The PZC had recommended approval of the petition at the conclusion of their public hearing process on October 16, 2024.

This request is provided as an amendment to the report discussed at the January 6, 2025 Village Board meeting. The application was continued to allow the developer to address issues raised by the Village Board regarding the impacts on the existing residential neighborhood to the south.

The Applicant has submitted a revised site plan to address the Village Board's questions. Changes include repaving Manchester Road; improving storm water management in compliance with current Lake County requirements; adding a six-foot high composite fence with landscaping to screen the residences to the

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south, and building new homes with designs focusing on energy efficiency and sustainability.

After reaching out to area builders and developers, the Applicant determined that building the homes themselves was the best approach to controlling design consistency and scheduling. The Applicant provided five (5) new single-family models to be offered for construction on the 15 lots. Aspect Design Inc. has been retained for their architectural services to work with potential buyers to finalize the design of each home, prepare permit documents and coordinate construction until completion. The designs for the models are attached with their proposal.

The Applicant proposes completing the site work and road resurfacing within two years of the issuance of the Site Improvement Engineering Permits. The Applicant then anticipates completing the construction of the 15 new single-family homes within two years after the completion of the site improvements.

The approval ordinance has been updated to reflect the changes to the development proposed by the Applicant as reflected in the conditions for approval. For reference, the updated conditions for approval of the PUD are reiterated below.

Dir. Of Community Development Sarosh Saher introduced Mike Naumowicz and Kirk Rustman, developers and Jeffrey Letzter of Aspect Design Inc. Mr. Naumowicz gave a brief PowerPoint update on the changes and Mr. Letzter highlighted the five designs being presented. Mayor Poynton asked about the possibility of having the majority of ranch homes of the 15 lots. Mr. Letzter stated that the exteriors designs of ranch homes can be modified to avoid "look alike". The developers were asked about start date, conclusion time, price line, basements, contacting neighbours. Mike Naumowicz stated that they will start on infrastructure, prices will be \$600k +, have 24 months from issuance of 1st permit, there will be walkout basements. Dir. Saher assured the Board that the same design is avoided being repetitive.

Recommended Action: A motion was made by Trustee Spacone, seconded by Trustee Riley, to approve Ord. #2025-01-600 Granting a Planned Unit Development for the Residential Subdivision Meadow Wood East.

AYES: 4 Trustees Riley, Spacone, Sugrue and Mayor Poynton.

NAYS: 2 Trustees Euker, Weider.

ABSENT: 1 Trustee Marx.

MOTION CARRIED.

8. **NEW BUSINESS – no items**

9. **TRUSTEE REPORTS**

No reports.

10. **VILLAGE STAFF REPORTS**

Community Services Dir. Saher introduced Building Super. David Modrzejewski who recently joined the Village of Lake Zurich staff.

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11. ADJOURNMENT

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

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

NAYS: 0

ABSENT: 1 Trustee Marx.

MOTION CARRIED.

The meeting adjourned at 7.49pm

Respectfully submitted:

Kathleen Johnson, Village Clerk.

Approved by:

Mayor Thomas M. Poynton

Date.

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\$1,386,872.25

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<i>Item</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
Fund 101 GENERAL				
Dept 00000				
1	101-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0020 - 36 PARK AVE	719.92
2	101-00000-25201	BUILDING PERMIT DEPOSITS	MEADOW WOOD EAST	2,668.75
		Total For Dept 00000		<u>3,388.67</u>
Dept 11006 LEGISLATIVE MAYOR & BOARD				
1	101-11006-53211	OTHER SUPPLIES	ITEM #19-0319 MINUTE BOOK PAPER	116.95
		Total For Dept 11006 LEGISLATIVE MAYOR & BOARD		<u>116.95</u>
Dept 12001 VILLAGE ADMIN ADMINISTRATION				
1	101-12001-52111	OTHER PROFESSIONAL SVCS	COUNTY PROPERTY TAX APPEALS REVIEW	1,236.37
2	101-12001-52111	OTHER PROFESSIONAL SVCS	PUBLIC OFFICIAL BONDS	391.00
3	101-12001-53208	OFFICE SUPPLIES	COPY PAPER	33.16
		Total For Dept 12001 VILLAGE ADMIN ADMINISTRATION		<u>1,660.53</u>
Dept 12120 VILLAGE ADMIN HUMAN RESOURCES				
1	101-12120-52203	LABOR ATTORNEY	LEGAL SERVICES - DEC	887.50
2	101-12120-54303	LEGAL NOTICE/PUBLISHING	FINANCE DIRECTOR JOB POSTING	200.00
3	101-12120-54303	LEGAL NOTICE/PUBLISHING	FINANCE DIRECTOR JOB POSTING	250.00
4	101-12120-54303	LEGAL NOTICE/PUBLISHING	JOB AD POSTING - FINANCE DIRECTOR	50.00
5	101-12120-54303	LEGAL NOTICE/PUBLISHING	JOB POSTING AD - FINANCE DIRECTOR	150.00
		Total For Dept 12120 VILLAGE ADMIN HUMAN RESOURCES		<u>1,537.50</u>
Dept 12180 VILLAGE ADMIN ECONOMIC DEVELOPMENT				
1	101-12180-54308	TAX REBATES	TAX REBATE - OCTOBER 2024	14,371.61
2	101-12180-54308	TAX REBATES	TAX REBATE - OCTOBER 2024	4,475.84
3	101-12180-54308	TAX REBATES	TAX REBATE - OCTOBER 2024	8,951.68
		Total For Dept 12180 VILLAGE ADMIN ECONOMIC DEVELOPMENT		<u>27,799.13</u>
Dept 13001 FINANCE ADMINISTRATION				
1	101-13001-51654	MEMBERSHIPS & SUBSCRIP	ANNUAL MEMBERSHIP DUES	500.00

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2	101-13001-53208	OFFICE SUPPLIES	STAMP	24.90
3	101-13001-53208	OFFICE SUPPLIES	STENO BOOKS	9.99
4	101-13001-53208	OFFICE SUPPLIES	TAPE, ENVELOPES	20.25
5	101-13001-53208	OFFICE SUPPLIES	COPY PAPER, CALCULATOR TAPE	38.22
		Total For Dept 13001 FINANCE ADMINISTRATION		593.36
		Dept 17001 TECHNOLOGY ADMINISTRATION		
1	101-17001-52111	OTHER PROFESSIONAL SVCS	MS CLOUD SERVICES - JAN	103.72
2	101-17001-52111	OTHER PROFESSIONAL SVCS	DOCUWARE SUPPORT - FEB	435.01
3	101-17001-52118	SOFTWARE MAINTENANCE	WORK ORDERS - ANNUAL SERVICE/SUPPORT	1,753.00
4	101-17001-52704	MAINT-EQUIPMENT	LENOVO THINKPAD	384.70
5	101-17001-52704	MAINT-EQUIPMENT	COPIES - NOV/DEC 24	1,436.57
6	101-17001-52704	MAINT-EQUIPMENT	COPIES - JAN 25	718.30
7	101-17001-53203	TELEPHONE & DATA SVCS	INTERNET - 133 N OLD RAND	151.90
8	101-17001-53203	TELEPHONE & DATA SVCS	BARN ELEVATOR PHONE - FEB	73.59
9	101-17001-53203	TELEPHONE & DATA SVCS	ANALOG LINES 2025 - FEB	1,332.80
10	101-17001-53203	TELEPHONE & DATA SVCS	ANNUAL FEE - HR/BARN VIRTUAL FAX	995.22
11	101-17001-53407	EQUIP MAINT PART&SUPPLIE	USB CABLES, THINKPAD BATTERY	77.87
12	101-17001-56601	CAPITAL LEASE	FIRE & PD - COPIER LEASE	164.73
		Total For Dept 17001 TECHNOLOGY ADMINISTRATION		7,627.41
		Dept 24001 POLICE ADMINISTRATION		
1	101-24001-51654	MEMBERSHIPS & SUBSCRIP	IACP MEMBERSHIPS - HUSAK, GAFFNEY, GRUNDER	660.00
2	101-24001-52111	OTHER PROFESSIONAL SVCS	CALEA ANNUAL CONTINATION	4,595.00
3	101-24001-52111	OTHER PROFESSIONAL SVCS	RED LIGHT CAMERA FEE	5,250.00
4	101-24001-53203	TELEPHONE & DATA SVCS	CABLE - PD	65.41
5	101-24001-53209	UNIFORMS	REIMB: SHOES	78.14
6	101-24001-53401	CUSTODIAL SUPPLIES	PAPER TOWELS/TOILET PAPER/GARBAGE BAGS	278.78
		Total For Dept 24001 POLICE ADMINISTRATION		10,927.33
		Dept 24210 POLICE OPERATIONS		
1	101-24210-51652	TRAINING AND MEETINGS	CPR RECERTIFICATION - BEREZA	90.00

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2	101-24210-51654	MEMBERSHIPS & SUBSCRIP	OUTDOOR RANGE USAGE FEE	800.00
3	101-24210-51654	MEMBERSHIPS & SUBSCRIP	OUTDOOR RANGE USAGE FEE - 2024	800.00
4	101-24210-52204	OTHER LEGAL	PROSECUTORIAL SERVICES - JAN	6,666.67
5	101-24210-52204	OTHER LEGAL	ADJUDICATION SERVICES - JAN	150.00
6	101-24210-53207	PRINTING-STATIONERY/FORM	OFFICE NAMEPLATE - BUTLER	33.50
7	101-24210-53209	UNIFORMS	NAMETAG - BUTLER	33.48
8	101-24210-53209	UNIFORMS	FLEECE BALACLAVA - HEER	9.08
9	101-24210-53209	UNIFORMS	MUFFS - HEER	64.14
10	101-24210-53209	UNIFORMS	REIMB: PATCHES	52.00
11	101-24210-53209	UNIFORMS	REIMB: EAR PIECE	183.99
12	101-24210-54305	EMPLOYEE EXAMS	PSYCHOLOGICAL TEST - FERNANDEZ	725.00
13	101-24210-54305	EMPLOYEE EXAMS	PRE-EMPLOYMENT POLYGRAPHS (3)	630.00
Total For Dept 24210 POLICE OPERATIONS				10,237.86
Dept 24230 POLICE CRIME PREVENTION				
1	101-24230-52111	OTHER PROFESSIONAL SVCS	CRITICAL REACH ANNUAL FEE	605.00
2	101-24230-52111	OTHER PROFESSIONAL SVCS	INVESTIGATIVE SEARCH ENGINE	85.90
3	101-24230-52111	OTHER PROFESSIONAL SVCS	INVESTIGATIVE SEARCH ENGINE	252.20
4	101-24230-52118	SOFTWARE MAINTENANCE	ANNUAL BEAST SUPPORT	710.00
5	101-24230-53209	UNIFORMS	CAP - SIEBER	19.74
6	101-24230-53209	UNIFORMS	REIMB: CID CLOTHING	48.54
7	101-24230-53209	UNIFORMS	REIMB: CID CLOTHING	53.99
8	101-24230-53211	OTHER SUPPLIES	EVIDENCE BAGS	154.42
9	101-24230-53211	OTHER SUPPLIES	BIOHAZARD WASTE REMOVAL	214.02
Total For Dept 24230 POLICE CRIME PREVENTION				2,143.81
Dept 25001 FIRE ADMINISTRATION				
1	101-25001-51654	MEMBERSHIPS & SUBSCRIP	MEMBERSHIP #3617-AF-047 - PILGARD	80.00
2	101-25001-51654	MEMBERSHIPS & SUBSCRIP	MEMBERSHIP RENEWAL - KELLY	89.58
3	101-25001-51654	MEMBERSHIPS & SUBSCRIP	MEMBERSHIP RENEWAL - PILGARD	89.58
4	101-25001-51655	EMPLOYEE RECOGNITION	CREAMER, SPLENDIA, COFFEE	52.54
5	101-25001-52111	OTHER PROFESSIONAL SVCS	FIRE LOCATION STUDY	27,334.00

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6	101-25001-52203	LABOR ATTORNEY	LEGAL SERVICES - DEC	3,498.20
7	101-25001-52704	MAINT-EQUIPMENT	COPIES - NOV/DEC 24	429.13
8	101-25001-52704	MAINT-EQUIPMENT	COPIES - JAN 25	214.55
9	101-25001-53203	TELEPHONE & DATA SVCS	ANALOG LINES 2025 - FEB	185.58
10	101-25001-53204	MOBILE VOICE & DATA	CELL PHONES - FIRE	35.54
11	101-25001-53208	OFFICE SUPPLIES	POUCHES, REFILL PENS	25.48
12	101-25001-53209	UNIFORMS	CAP, SHIRTS, JACKET, NAMEPLATE - KRAUS	458.50
13	101-25001-53209	UNIFORMS	CAPS, JACKET, SHIRTS, BOOTS - O'DONNELL	909.50
14	101-25001-53209	UNIFORMS	CAP, SHIRTS - ST JOHN	144.00
15	101-25001-53209	UNIFORMS	CAP, BOOTS - BOECKMANN	215.00
16	101-25001-53209	UNIFORMS	CAP, PANTS, SHIRTS, BELT - SIMMONS	460.50
17	101-25001-53209	UNIFORMS	SHIRTS - KINSLEY	75.00
18	101-25001-53211	OTHER SUPPLIES	DETERGENT, TISSUE, LINERS	103.97
19	101-25001-53211	OTHER SUPPLIES	DETERGENT	32.97
20	101-25001-53211	OTHER SUPPLIES	TOWELS, DETERGENT, TISSUE	145.91
21	101-25001-54305	EMPLOYEE EXAMS	PSYCHOLOGICAL ASSESSMENT - NOWAK	700.00
22	101-25001-56601	CAPITAL LEASE	FIRE & PD - COPIER LEASE	164.74
		Total For Dept 25001 FIRE ADMINISTRATION		35,444.27
		Dept 25320 FIRE FIRE SUPPRESSION		
1	101-25320-52704	MAINT-EQUIPMENT	UNIFORMS - TURNOUT GEAR	4,977.00
2	101-25320-52707	MAINT-OTHER	REPAIRS	991.00
3	101-25320-53209	UNIFORMS	UNIFORMS - TURNOUT GEAR	21,906.00
4	101-25320-53209	UNIFORMS	FLASHLIGHTS & ACCESSORIES	2,407.76
5	101-25320-53209	UNIFORMS	FLASHLIGHTS & ACCESSORIES	269.97
		Total For Dept 25320 FIRE FIRE SUPPRESSION		30,551.73
		Dept 25330 FIRE EMS		
1	101-25330-52118	SOFTWARE MAINTENANCE	VIDEO INTERPRETATION - JAN 2025	13.65
2	101-25330-53211	OTHER SUPPLIES	MEGA MOVERS, THERMOMETERS	1,563.40
3	101-25330-53211	OTHER SUPPLIES	OXYGEN RENTAL	159.18
4	101-25330-53211	OTHER SUPPLIES	OXYGEN RENTAL	79.72

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<i>Item</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
5	101-25330-53211	OTHER SUPPLIES	EMS EQUIPMENT REPLACEMENT PARTS	67.52
6	101-25330-53211	OTHER SUPPLIES	RESTRAINT STRAP, CHEST, GREEN	43.40
7	101-25330-53211	OTHER SUPPLIES	EZ IO POWER DRIVES	600.00
		Total For Dept 25330 FIRE EMS		2,526.87
		Dept 25340 FIRE SPECIAL RESCUE		
1	101-25340-55254	MACHINERY & EQUIPMENT	TRS EQUIPMENT	2,970.93
2	101-25340-55254	MACHINERY & EQUIPMENT	DECENDERS	4,282.80
3	101-25340-55254	MACHINERY & EQUIPMENT	SRT EQUIPMENT	1,227.42
		Total For Dept 25340 FIRE SPECIAL RESCUE		8,481.15
		Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION		
1	101-28001-52111	OTHER PROFESSIONAL SVCS	RECORDING DOCUMENTS	438.00
2	101-28001-52113	ENGR/ARCHITECTURAL	REGAL REDEVELOPMENT - 755 S RAND RD	1,485.00
3	101-28001-52113	ENGR/ARCHITECTURAL	629 ROSE RD	851.50
4	101-28001-52113	ENGR/ARCHITECTURAL	1177 SYCAMORE	168.50
5	101-28001-52113	ENGR/ARCHITECTURAL	1170 SYCAMORE LN	168.50
6	101-28001-52113	ENGR/ARCHITECTURAL	255 QUENTIN RD	396.00
7	101-28001-52113	ENGR/ARCHITECTURAL	166 PARKWAY AVE	83.25
8	101-28001-52113	ENGR/ARCHITECTURAL	442 S RAND RD	956.50
9	101-28001-52113	ENGR/ARCHITECTURAL	865 TELSER	362.50
10	101-28001-52113	ENGR/ARCHITECTURAL	504 N OLD RAND RD	390.00
11	101-28001-52113	ENGR/ARCHITECTURAL	148 OAK	96.00
12	101-28001-52113	ENGR/ARCHITECTURAL	880 S RAND RD	3,600.00
13	101-28001-52113	ENGR/ARCHITECTURAL	SEC US 12 & N OLD RAND RD	1,923.00
14	101-28001-52113	ENGR/ARCHITECTURAL	BUILDING PERMIT REVIEWS - 2024	2,911.75
15	101-28001-52113	ENGR/ARCHITECTURAL	572 W MAIN ST	1,376.50
16	101-28001-52113	ENGR/ARCHITECTURAL	1275 ENSELL	758.50
17	101-28001-52113	ENGR/ARCHITECTURAL	550 ENTERPRISE	693.00
18	101-28001-52113	ENGR/ARCHITECTURAL	455 S RAND RD	297.00
19	101-28001-52113	ENGR/ARCHITECTURAL	629 ROSE RD	560.50

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20	101-28001-53209	UNIFORMS	JACKETS, FLEECE	235.00
		Total For Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION		17,751.00
		Dept 36001 PUBLIC WORKS ADMINISTRATION		
1	101-36001-51654	MEMBERSHIPS & SUBSCRIP	COMMUNITY WATERSHED PARTNERSHIP	1,500.00
2	101-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 01/30	30.81
3	101-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 02/06	30.81
4	101-36001-52113	ENGR/ARCHITECTURAL	2024 LZ GENERAL ENGINEERING	2,629.50
5	101-36001-52602	WASTE REMOVAL	2025 O AND M FEE	9,077.50
6	101-36001-52603	LAKE/WATER QUALITY MGMT	2024 LZ MS4 PROGRAM	2,246.25
7	101-36001-52701	MAINT-BLDGS & GROUNDS	VILLAGE HALL PEST CONTROL - JAN	75.00
8	101-36001-52701	MAINT-BLDGS & GROUNDS	FIRE STA #1 PEST CONTROL - JAN	83.00
9	101-36001-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 01/30	59.21
10	101-36001-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 02/06	95.25
11	101-36001-52701	MAINT-BLDGS & GROUNDS	505 SENSOR FAIL	377.50
12	101-36001-52701	MAINT-BLDGS & GROUNDS	HAZARD TREE REMOVAL	4,250.00
13	101-36001-52701	MAINT-BLDGS & GROUNDS	PD PEST CONTROL - JAN	93.00
14	101-36001-52702	MAINT-LAWN & LANDSCAPING	2025 SUPPLEMENTAL TRIMMING	1,840.00
15	101-36001-53208	OFFICE SUPPLIES	SIGNATURE STAMP	28.00
16	101-36001-53401	CUSTODIAL SUPPLIES	AIR FRESH	120.68
17	101-36001-53405	BLDG & GROUNDS SUPPLIES	505 ELEVATOR KEYS	6.78
18	101-36001-53405	BLDG & GROUNDS SUPPLIES	505 VENTILATOR BELTS	18.14
19	101-36001-53405	BLDG & GROUNDS SUPPLIES	505 PAINT	223.89
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		22,785.32
		Dept 36420 PUBLIC WORKS PARK MAINTENANCE		
1	101-36420-52701	MAINT-BLDGS & GROUNDS	CREDIT - MAT RETURNS	(102.10)
2	101-36420-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 02/06	116.83
3	101-36420-53201	ELECTRICITY	200 S RAND RD	161.32
4	101-36420-53201	ELECTRICITY	7 E MAIN ST	42.10
5	101-36420-53210	SMALL TOOLS & EQUIP	TOOL CART	58.46
6	101-36420-53405	BLDG & GROUND MAINT SUPP	OUTLETS	15.66

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7	101-36420-53405	BLDG & GROUND MAINT SUPP	CEILING TILES, PAINT, GRILLE, RATCHET STRAP	841.44
8	101-36420-53405	BLDG & GROUND MAINT SUPP	TOILET VALVE	8.98
9	101-36420-53405	BLDG & GROUND MAINT SUPP	PLUNGER	63.52
10	101-36420-53405	BLDG & GROUND MAINT SUPP	PAULUS SHOWER CURTAINS	79.84
11	101-36420-53405	BLDG & GROUND MAINT SUPP	CHALET DECK RAILING	459.26
12	101-36420-53407	EQUIP MAINT PART&SUPPLIE	STAPLES PARK SLIDE	3,996.17
13	101-36420-54306	EQUIPMENT RENTAL	PAULUS PARK PORT-O-POTTY	180.49
Total For Dept 36420 PUBLIC WORKS PARK MAINTENANCE				5,921.97
Dept 36471 PUBLIC WORKS FLEET SERVICES				
1	101-36471-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 01/30	31.02
2	101-36471-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 02/06	31.02
3	101-36471-53210	SMALL TOOLS & EQUIP	VAC HOSE	82.00
4	101-36471-53210	SMALL TOOLS & EQUIP	CABLE	79.31
5	101-36471-53211	OTHER SUPPLIES	BATTERY	27.96
6	101-36471-53211	OTHER SUPPLIES	JIGSAW BLADES	14.09
7	101-36471-53211	OTHER SUPPLIES	FASTENERS	9.51
8	101-36471-53211	OTHER SUPPLIES	TIRE REPAIR SUPPLIES	84.59
9	101-36471-53211	OTHER SUPPLIES	CABLE	209.93
10	101-36471-53406	AUTO PARTS & SUPPLIES	START MODULE	250.00
11	101-36471-53406	AUTO PARTS & SUPPLIES	BRAKE PARTS	447.01
12	101-36471-53406	AUTO PARTS & SUPPLIES	HOLD OPEN	89.67
13	101-36471-53406	AUTO PARTS & SUPPLIES	ROD	8.49
14	101-36471-53406	AUTO PARTS & SUPPLIES	FLAT BAR	15.29
15	101-36471-53406	AUTO PARTS & SUPPLIES	DRAIN VALVES	1,128.95
16	101-36471-53406	AUTO PARTS & SUPPLIES	DRAIN REPAIR KIT	49.29
17	101-36471-53406	AUTO PARTS & SUPPLIES	DOOR SWITCH	212.66
18	101-36471-53406	AUTO PARTS & SUPPLIES	PRESSURE GAUGE	196.03
19	101-36471-53406	AUTO PARTS & SUPPLIES	CREDIT - PARTS RETURN	(196.03)
20	101-36471-53406	AUTO PARTS & SUPPLIES	GAUGE	201.03
21	101-36471-53406	AUTO PARTS & SUPPLIES	TRIM	168.23
22	101-36471-53406	AUTO PARTS & SUPPLIES	CREDIT - CORE RETURN	(108.00)

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23	101-36471-53406	AUTO PARTS & SUPPLIES	CREDIT TAKEN IN ERROR - REPAY BACK	36.00
24	101-36471-53406	AUTO PARTS & SUPPLIES	WIPER BLADES	116.50
25	101-36471-53406	AUTO PARTS & SUPPLIES	DEF	110.24
26	101-36471-53406	AUTO PARTS & SUPPLIES	BATTERIES 210	678.12
27	101-36471-53406	AUTO PARTS & SUPPLIES	FUSES	20.70
28	101-36471-53406	AUTO PARTS & SUPPLIES	BULBS	23.97
29	101-36471-53406	AUTO PARTS & SUPPLIES	ALTERNATOR 210	2,947.44
30	101-36471-53407	EQUIP MAINT PART&SUPPLIE	PREWET PARTS	115.08
31	101-36471-53415	FUELS	DIESEL & FUEL #1889847	4,693.44
32	101-36471-53415	FUELS	DIESEL & FUEL #1889846	7,940.40
33	101-36471-53418	LUBRICANTS & FLUIDS	DEF	153.48
		Total For Dept 36471 PUBLIC WORKS FLEET SERVICES		19,867.42
		Dept 67001 RECREATION ADMINISTRATION		
1	101-67001-53206	POSTAGE & SHIPPING	SPRING BROCHURE - JAN	2,674.46
2	101-67001-53207	PRINTING-STATIONERY/FORM	SPRING SUMMER BROCHURE PRINTING	7,819.55
		Total For Dept 67001 RECREATION ADMINISTRATION		10,494.01
		Dept 67920 RECREATION SPECIAL RECREATION		
1	101-67920-52116	SRA PROGRAMS	PARK PICNIC BENCHES	9,152.45
		Total For Dept 67920 RECREATION SPECIAL RECREATION		9,152.45
		Total For Fund 101 GENERAL		229,008.74
		Fund 202 MOTOR FUEL TAX		
		Dept 36001 PUBLIC WORKS ADMINISTRATION		
1	202-36001-52701	MAINT-BLDGS & GROUNDS	TRAFFIC SIGNAL MAINT IDOT - 2024	9,905.49
2	202-36001-52701	MAINT-BLDGS & GROUNDS	MAIN ST SIGNAL MAINT	216.74
3	202-36001-53201	ELECTRICITY	STREETLIGHT ELECTRIC	649.71
4	202-36001-53201	ELECTRICITY	STREETLIGHT ELECTRIC	67.64
5	202-36001-53405	BLDG & GROUND MAINT SUPP	ROAD SALT 360 TON	6,478.68
6	202-36001-53405	BLDG & GROUND MAINT SUPP	ROAD SALT 360 TON	18,699.47

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7	202-36001-55253	INFRASTRUCTURE IMPROVEMT	2025 SIGN PROGRAM	271.15
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		36,288.88
Total For Fund 202 MOTOR FUEL TAX				36,288.88
Fund 207 SPECIAL EVENTS FUND				
Dept 67604 RECREATION FOURTH OF JULY FESTIVAL				
1	207-67604-52115	RECREATION PROGRAM SERV	JAMIE ON THE FARM	700.00
		Total For Dept 67604 RECREATION FOURTH OF JULY FESTIVAL		700.00
Total For Fund 207 SPECIAL EVENTS FUND				700.00
Fund 214 TIF #2 DOWNTOWN				
Dept 10490 GENERAL GOVERNMENT TIF				
1	214-10490-55253	INFRASTRUCTURE IMPROVEMT	S OLD RAND UTILITY RELOCATION	334.00
		Total For Dept 10490 GENERAL GOVERNMENT TIF		334.00
Total For Fund 214 TIF #2 DOWNTOWN				334.00
Fund 401 VILLAGE CAPITAL PROJECTS				
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	401-36001-55251	LAND IMPROVEMENTS	IDNR - OSLAD	65,220.00
2	401-36001-55251	LAND IMPROVEMENTS	2024 PARKING LOT, PATH DESIGN, SURVEY	1,045.00
3	401-36001-55251	LAND IMPROVEMENTS	2025 SEALCOAT BID AD #2246674	101.20
4	401-36001-55252	BLDG & BLDG IMPROVEMENTS	GUN RANGE VENTILATION REPLACEMENT	55,000.00
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		121,366.20
Dept 36470 PUBLIC WORKS STORM WATER CONTROL				
1	401-36470-55253	INFRASTRUCTURE IMPROVEMT	STORM WATER IMPROVEMENTS	238,846.19

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2	401-36470-55253	INFRASTRUCTURE IMPROVEMT	BUFFALO CREEK IMPROVEMENTS	5,264.50
		Total For Dept 36470 PUBLIC WORKS STORM WATER CONTROL		244,110.69
Total For Fund 401 VILLAGE CAPITAL PROJECTS				365,476.89
Fund 405 NHR CAPITAL PROJECTS				
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	405-36001-55253	INFRASTRUCTURE IMPROVEMT	MAIN ST STREETScape	46,083.50
2	405-36001-55253	INFRASTRUCTURE IMPROVEMT	MAIN/WHITNEY BID AD #2254832	170.20
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		46,253.70
Total For Fund 405 NHR CAPITAL PROJECTS				46,253.70
Fund 501 WATER & SEWER				
Dept 00000				
1	501-00000-21204	LC CONNECTION FEES PAYABLE	LC CONNECTION FEE - 189 S RAND RD	7,334.60
2	501-00000-21204	LC CONNECTION FEES PAYABLE	LC CONNECTION FEE - KILDEER CROSSING	12,090.00
3	501-00000-21205	LC TREATMENT CHARGE PAYABLE	2024 4TH QTR COLLECTIONS	585,062.61
4	501-00000-21206	WATER BILLING REFUNDS	UB REF - A/C #006810-04 - FINAL	46.94
		Total For Dept 00000		604,534.15
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	501-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 01/30	29.25
2	501-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 02/06	28.80
3	501-36001-53203	TELEPHONE & DATA SVCS	CORRECT PYMNT POSTING ON ANALOG LINES	(94.29)
4	501-36001-53203	TELEPHONE & DATA SVCS	ANALOG LINES 2025 - FEB	168.70
5	501-36001-53203	TELEPHONE & DATA SVCS	SCADA CELLPHONE/MODEM CONNECTION - JAN	109.20
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		241.66
Dept 36530 PUBLIC WORKS WATER BILLING				
1	501-36530-52111	OTHER PROFESSIONAL SVCS	WATER BILL PROCESSING - JAN 2025	598.69

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2	501-36530-53206	POSTAGE & SHIPPING	WATER BILL PROCESSING - JAN 2025	2,770.26
		Total For Dept 36530 PUBLIC WORKS WATER BILLING		3,368.95
		Dept 36550 PUBLIC WORKS WATER SERVICE		
1	501-36550-52111	OTHER PROFESSIONAL SVCS	REIMB: PW REPAIR SVCS CONNECT - MAIN ST 01/22/25	178.20
2	501-36550-52607	WATER SAMPLE ANALYSIS	2024 ROUTINE MONITORING ANALYSIS	496.00
3	501-36550-52708	MAINT-PUMPS	WELL 9 REPAIRS	2,654.60
4	501-36550-53211	OTHER SUPPLIES	WORKZONE LIGHTING BATTERIES	127.00
5	501-36550-53405	BLDG & GROUND MAINT SUPP	REPLACEMENT THERMAL EXP TANK/WELL 10	49.96
6	501-36550-53407	EQUIP MAINT PART&SUPPLIE	COPPER UNIONS, 1" BALL VALVE - WELL 12 CHLORINE FEED	100.41
7	501-36550-53410	METERS PARTS & SUPPLIES	REPLACEMENT 3" WATER METER REGISTERS	2,025.00
8	501-36550-53413	DISTRIBUTION SYS REPAIR	STAINLESS STEEL NUTS & BOLTS	461.20
9	501-36550-53413	DISTRIBUTION SYS REPAIR	WTR SVC FITTINGS, REP CLAMPS, B-BOX LIDS, SEWER SRVC COUPLINGS	3,566.00
10	501-36550-53413	DISTRIBUTION SYS REPAIR	10" PIPE REPAIR COUPLINGS	976.00
11	501-36550-53414	CHEMICALS	BULK WTR COND SALT - WELL #10	3,071.54
12	501-36550-53414	CHEMICALS	BULK WTR COND SALT - WELL #12	2,459.52
13	501-36550-53414	CHEMICALS	WATER TREATMENT CHEMICALS/CHLORINE	3,090.00
14	501-36550-55253	INFRASTRUCTURE IMPROVEMT	MAIN, CHURCH, LIONS WATERMAIN REPLACEMENT	1,165.00
15	501-36550-55253	INFRASTRUCTURE IMPROVEMT	WHITNEY, LZ DR WATER MAIN	8,758.50
16	501-36550-55253	INFRASTRUCTURE IMPROVEMT	LEAD SERVICE LINE INVESTIGATION	4,875.00
17	501-36550-55253	INFRASTRUCTURE IMPROVEMT	116 E MAIN ST EMERGENCY REPAIR	32,173.50
		Total For Dept 36550 PUBLIC WORKS WATER SERVICE		66,227.43
		Dept 36560 PUBLIC WORKS SEWER SERVICE		
1	501-36560-52111	OTHER PROFESSIONAL SVCS	GIS STAFFING SERVICES	10,016.51
2	501-36560-52111	OTHER PROFESSIONAL SVCS	HYDROGEN SULFIDE REDUCT PRGM QUENTIN/NW PUMP STA	5,306.00
3	501-36560-52111	OTHER PROFESSIONAL SVCS	HYDROGEN SULFIDE REDUCT PRGM QUENTIN/NW PUMP STA	5,460.00
4	501-36560-53201	ELECTRICITY	ELECTRICITY/SANITARY VACUUM PRIMING STRUCTURES	46.77
5	501-36560-53201	ELECTRICITY	ELECTRICITY/SANITARY FLOW CONTROL	56.27
6	501-36560-53210	SMALL TOOLS & EQUIP	TOOL CART	58.47
7	501-36560-53408	LIFT STATION PARTS & SUP	LIFT STATION TRANSDUCER/PROTECTION SPACER ASSY	175.00
8	501-36560-53408	LIFT STATION PARTS & SUP	SUMP PUMP REPLACE/CHECK VALVE PITS/BRAEMAR, KNOLLWOOD LIFT STAS	219.43

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9	501-36560-53412	SEWER SYST REPAIR	WTR SVC FITTINGS, REP CLAMPS, B-BOX LIDS, SEWER SRVC COUPLINGS	101.00
10	501-36560-55253	INFRASTRUCTURE IMPROVEMT	2025 SANITARY SEWER LINING	2,992.00
		Total For Dept 36560 PUBLIC WORKS SEWER SERVICE		24,431.45
		Total For Fund 501 WATER & SEWER		698,803.64
		Fund 601 MEDICAL INSURANCE		
		Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		
1	601-10001-48651	RETIRED/COBRA INSURANCE	REIMB: INS PREMIUM OVERPYMNT	600.00
		Total For Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		600.00
		Total For Fund 601 MEDICAL INSURANCE		600.00
		Fund 603 RISK MANAGEMENT		
		Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		
1	603-10001-52114	LIABILITY INSURANCE CLAIMS	SKATE RAMP GRAFFITI SUPPLIES	81.29
2	603-10001-52114	LIABILITY INSURANCE CLAIMS	SIGNAGE FOR VANDALIZING IN OLD MILL GROVE AREA	431.50
		Total For Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		512.79
		Total For Fund 603 RISK MANAGEMENT		512.79
		Fund 615 EQUIPMENT REPLACEMENT		
		Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		
1	615-10001-55254	MACHINERY & EQUIPMENT	APPLE IPAD	330.71
2	615-10001-55254	MACHINERY & EQUIPMENT	DELL MONITORS	804.96
		Total For Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		1,135.67
		Total For Fund 615 EQUIPMENT REPLACEMENT		1,135.67

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Fund 710 PERFORMANCE ESCROW				
Dept 00000				
1	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0001 - 230 HOBBLE BUSH	500.00
2	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0021 - 926 MARCH ST	500.00
3	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0644 - 547 PRAIRIE LN	300.00
4	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0570 - 28 NORTHCREST RD	300.00
5	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0639 - 1147 O'MALLEY DR	500.00
6	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0027 - 487 CAROLIAN DR	500.00
7	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0645 - 953 MARCH ST	500.00
8	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0250 - 562 PRAIRIE LN	500.00
9	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0609 - 365 SURRYSE RD	1,000.00
10	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0615 - 8 NEWGATE CT	500.00
11	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0460 - 1278 TRACIE DR	500.00
12	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0277 - 255 THISTLE LN	500.00
13	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0247 - 48 E HARBOR DR	500.00
14	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0546 - 1335 CONRAD LN	500.00
15	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0571 - 193 ALPINE DR	500.00
Total For Dept 00000				7,600.00
Total For Fund 710 PERFORMANCE ESCROW				7,600.00
Fund 720 PAYROLL CLEARING				
Dept 00000				
1	720-00000-22301	DENTAL / VISION BENEFITS	VISION INSURANCE - DEC ADJ	1.94
2	720-00000-22404	SUPPLEMENTAL LIFE INS PAYABLE	GROUP LIFE INSURANCE - FEB	156.00
Total For Dept 00000				157.94
Total For Fund 720 PAYROLL CLEARING				157.94

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Fund Totals:				
			Fund 101 GENERAL	229,008.74
			Fund 202 MOTOR FUEL TAX	36,288.88
			Fund 207 SPECIAL EVENTS FUND	700.00
			Fund 214 TIF #2 DOWNTOWN	334.00
			Fund 401 VILLAGE CAPITAL PROJECTS	365,476.89
			Fund 405 NHR CAPITAL PROJECTS	46,253.70
			Fund 501 WATER & SEWER	698,803.64
			Fund 601 MEDICAL INSURANCE	600.00
			Fund 603 RISK MANAGEMENT	512.79
			Fund 615 EQUIPMENT REPLACEMENT	1,135.67
			Fund 710 PERFORMANCE ESCROW	7,600.00
			Fund 720 PAYROLL CLEARING	157.94
PRIOR YEAR 2024	\$	1,029,869.61		
CURRENT YEAR 2025	\$	357,002.64		
		<u>\$ 1,386,872.25</u>		<u>\$ 1,386,872.25</u>

*At the Heart of Community*

PARKS AND RECREATION DEPARTMENT

200 South Rand Road
Lake Zurich, Illinois 60047(847) 438-5146
LakeZurich.org

MEMORANDUM

Date: February 18, 2025
To: Ray Keller, Village Manager *PK*
From: Bonnie Caputo, Recreation Director
Subject: FY25 External Special Event Requests

AGENDA ITEM

*6d***Issue:**

The Park and Recreation Department would like consideration to partner with a variety of organizations to offer special events for our community in the upcoming year. This would continue to meet the Village's Strategic Goal to enhance our community image and positive interactions through special events. According to Special Events guidelines, private events requiring only Park/Facility use with attendance over 100 must be reviewed and approved by the Park and Recreation Advisory Board and then the Village Board of Trustees.

Analysis:

Below are additional external special event requests the Park and Recreation Department is requesting approval for in FY25:

Event	Date(s) and Time(s)	Location	Estimated Attendance
Purple Plunge	3/1/25 10:30am-12:30pm	Breezewald Park/Beach	1000+
Water Lantern Festival	5/17/25 5-9:30pm	Paulus Park	5,000
Gigi's Playhouse 5K	6/14/25 7am-12pm	Paulus Park	450
Worship on the Water	7/27/25 7am-12pm	Paulus/Breezewald Park	100+

Unplugged Fest	8/10/25 11am-3pm	Paulus Park	400
Alpine Races	8/17/25 5am-12pm	Breezewald Park	700+
Phase Three Brewing Bushel of Apples Fest	9/27/25-4-9pm 9/28/25- 10am-9pm	Paulus Park	2,000+
Jack O Lantern World (All Community Events)	9/26-11/2/25 TH-SUN 6:30pm- 10:30pm	Paulus Park	30,000+
My Density Paint the Lake Pink Walk	10/5/25 9:30am-12pm	Paulus Park	250+

Peace Lutheran Church, the new request for FY25, has applied to host their event, Worship on the Water, at Breezewald Park on Sunday, July 27th from 9-10am requesting use of the nonmotorized boat launch area at Paulus Park and beach at Breezewald Beach to provide a church service on the water to their congregation. The event will be promoted to their congregation but also open to the public. Their anticipated attendance is approximately 100 event goers. Event goers are welcome to launch and attend the service from their nonmotorized craft or attend by land at Breezewald Beach.

In addition to the new application and park usage fees, the Department is requiring the applicant to absorb the add on fees associated with the Marina Unit as well as two lifeguards for the Breezewald Beach location.

To provide the service to their Church members on the water and land, the Department anticipates the usage of some sort of PA system (to be provided by the applicant). The usage of any sort of equipment will be limited to hour of the service with instructions on where to point speakers. The Department will require the applicant to reach out to any immediate neighbors to Breezewald Park to make them aware of the event. As the event utilizes Lake Zurich, the department will require the applicant to reach out to the LPOA to make them aware of the event application and provide them the opportunity to ask any questions or to provide feedback.

All other event applications are consistent with years past.

Recommendation:

Staff recommends accepting the above external special event requests for FY25 with all applicable fees to be collected.

w/Attachments: External Special Events Applications

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	PURPLE PLUNGE
New or Returning Event	RETURNING
Organization Name	PURPLE PLUNGE INC.
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input checked="" type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input type="checkbox"/> Public
Event Date(s) and Time(s)	3/1/25 10:30 - 12:30
Set Up Date(s) and Time(s)	TENTS GO UP 2/27/25 @ 8:00 AM
Event Location	BRAZZERWALD PARK
Approximate Attendance	1,000
Are you charging an admission or suggested donation fee? Price?	NO
Applicant's Name/Responsible Party	JOE BORDENAVE
Organization/Applicant Address/City/State/Zip	804 WOODBINE CIR. LAKE ZURICH, IL 60047
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	YES 81-1859187
Applicant Phone Numbers	224-715-4545
Applicant E-Mail Address	JBORDENAVE@COMCAST.NET
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	JOE BORDENAVE 224-715-4545

ADDITIONAL DESCRIPTION OF EVENT

PARTICIPANTS RUN INTO LAKE ZURICH

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input type="checkbox"/>	
Will there be food vendors at the event?	<input type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input type="checkbox"/>	
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>	<input checked="" type="checkbox"/>	
Will you be Serving Alcohol?	<input type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input type="checkbox"/>	
Will there be live music at your event?	<input type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input checked="" type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input checked="" type="checkbox"/>	
Will you be using electric provided or bringing in generators?	<input checked="" type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input type="checkbox"/>	
Will you be bringing in outside security?	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>	✓	OFFICE USE ONLY
Event COI	<input checked="" type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input checked="" type="checkbox"/>	
Final Walk Through Scheduled	<input type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>	✓	
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input checked="" type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input type="checkbox"/>	
Liquor License	<input type="checkbox"/>	
External Parking Agreement <i>For Events Over 500 attendees</i>	<input type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input checked="" type="checkbox"/>	
Sign Permit	<input type="checkbox"/>	
Raffle Permit	<input checked="" type="checkbox"/>	
Emergency and Crisis Management Plan	<input type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE  DATE 12/9/24

APPLICATION FEES

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

PROFESSIONAL REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL



EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	Water Lantern Festival
New or Returning Event	Returning
Organization Name	Water Lantern Festival
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public
Event Date(s) and Time(s)	Saturday, May 24, 2025 5:30PM-9:30PM May 17.
Set Up Date(s) and Time(s)	Saturday, May 24, 2025 8:00AM-11:30PM
Event Location	Paulus Park
Approximate Attendance	5,000
Are you charging an admission or suggested donation fee? Price?	No admission, just a participation fee. About \$30 per person
Applicant's Name/Responsible Party	Sydney Head
Organization/Applicant Address/City/State/Zip	Water Lantern Festival; Sydney Head 881 W 700 N, ST 102 Logan UT 84321
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	N/A
Applicant Phone Numbers	541-419-4529
Applicant E-Mail Address	sydney@waterlanternfestival.com
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Sydney Head 541-419-4529

DETAILED DESCRIPTION OF EVENT:

The Water Lantern Festival is an incredible event that promotes peace, community, connection, and love. This is a time that we can come together, love one another, and heal ourselves. There is music from the stage, food trucks, artisans, and fun games in the festival area where participants take in the environment leading up to the lantern launch. With our highly experienced event execution team, detailed event coordination plan, and our commitment to safety and excellence, this is truly an inspiring event.

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input type="checkbox"/>	
Will there be food vendors at the event?	<input checked="" type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input checked="" type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input type="checkbox"/>	
Do you require Safety Personnel Assistance? <i>Police, Fire, First Aid</i>	<input checked="" type="checkbox"/>	
Will you be Serving Alcohol?	<input type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input checked="" type="checkbox"/>	
Will there be live music at your event?	<input checked="" type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input checked="" type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input type="checkbox"/>	
Will you be using electric provided or bringing in generators?	<input checked="" type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input type="checkbox"/>	
Will you be bringing in outside security?	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>		OFFICE USE ONLY
Event COI	<input type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input checked="" type="checkbox"/>	
Final Walk Through Scheduled	<input type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>		
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input type="checkbox"/>	
Liquor License	<input type="checkbox"/>	
External Parking Agreement <i>For Events Over 500 attendees</i>	<input type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input type="checkbox"/>	
Sign Permit	<input type="checkbox"/>	
Raffle Permit	<input type="checkbox"/>	
Emergency and Crisis Management Plan	<input type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE: Sydney Head

DATE: 12/5/2024

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

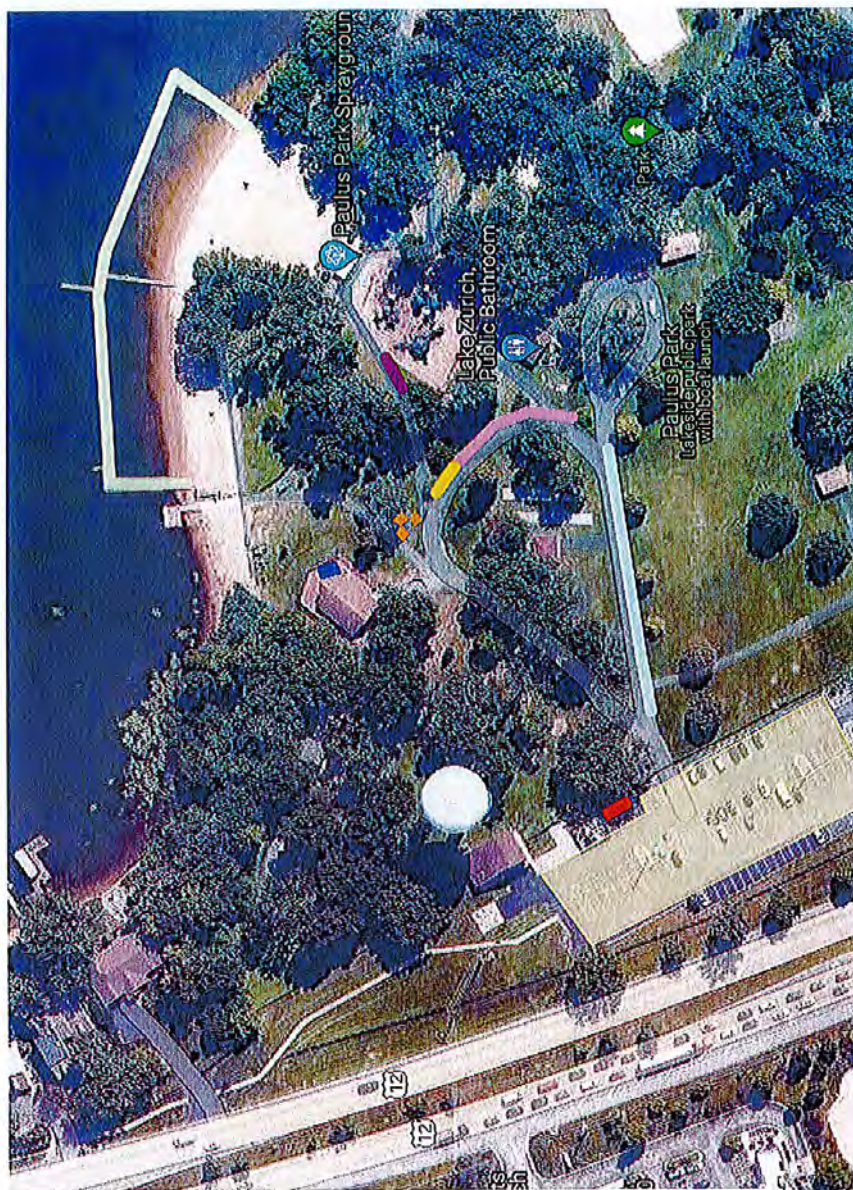
Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL



24

Individual styles

Stage

Dumpster

Food Trucks

Non Food Vendors

Merchandise

Check In

Check In

Check In

Buoy Line

Portable Toilets

rkling

Individual styles

Parking

Parking

Parking

se map



EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	GiGiFIT Acceptance Challenge 5K Run, 1-Mile Inspiration Walk, and Dash for Down syndrome
New or Returning Event	Returning
Organization Name	GiGi's Playhouse Deerfield & GiGi's Playhouse McHenry
Event Type/Purpose <i>Check all that apply</i>	<input checked="" type="checkbox"/> Ticketed <input checked="" type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input type="checkbox"/> Public
Event Date(s) and Time(s)	June 14th, 2025 7am - Noon
Set Up Date(s) and Time(s)	June 14th, 2025 6am-7am
Event Location	Paulus Park
Approximate Attendance	450
Are you charging an admission or suggested donation fee? Price?	Runners must register. \$30 for adults, \$15 for kids. All proceeds benefit the playhouse.
Applicant's Name/Responsible Party	Shannon Kerin
Organization/Applicant Address/City/State/Zip	750 Estate Drive, Suite 100 Deerfield, IL 60015
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	Yes. 83-1975036
Applicant Phone Numbers	Cell 630-204-5446 Work 847-964-9604
Applicant E-Mail Address	SKerin@gigisplayhouse.org
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Shannon Kerin 630-204-5446.

DETAILED DESCRIPTION OF EVENT:

GiGi's Playhouse Deerfield and McHenry will be hosting our annual 5K run, 1-Mile Walk, and Kids Dash

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input type="checkbox"/>	
Will there be food vendors at the event?	<input type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input type="checkbox"/>	
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>	<input type="checkbox"/>	
Will you be Serving Alcohol?	<input type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input type="checkbox"/>	
Will there be live music at your event?	<input checked="" type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input checked="" type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input type="checkbox"/>	
Will you be using electric provided or bringing in generators?	<input type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input type="checkbox"/>	
Will you be bringing in outside security?	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>	✓	OFFICE USE ONLY
Event COI	<input type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input type="checkbox"/>	
Final Walk Through Scheduled	<input type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>	✓	
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input type="checkbox"/>	
Liquor License	<input type="checkbox"/>	
External Parking Agreement <i>For Events Over 500 attendees</i>	<input type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input type="checkbox"/>	
Sign Permit	<input type="checkbox"/>	
Raffle Permit	<input type="checkbox"/>	
Emergency and Crisis Management Plan	<input type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE _____

DATE

12.5. 2024

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

*received
1/3/25*

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	Worship on the Water
New or Returning Event	New
Organization Name	Peace Lutheran Church
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public
Event Date(s) and Time(s)	First Choice, 7/27, second 8/3
Set Up Date(s) and Time(s)	
Event Location	Paulus Park + Breezewald Park
Approximate Attendance	100
Are you charging an admission or suggested donation fee? Price?	No - will probably collect normal free will church offering
Applicant's Name/Responsible Party	Brian Madsen, Connections Director
Organization/Applicant Address/City/State/Zip	1050 South Old Rand Road Lake Zurich, Illinois, 60047
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	Yes, non-profit
Applicant Phone Numbers	847-438-4400
Applicant E-Mail Address	connections@peacelutheranlz.com
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Brian Madsen; 847-393-5339


DETAILED DESCRIPTION OF EVENT:

Peace Lutheran intends to hold a worship service on Lake Zurich with part of the congregation using non

EXTERNAL SPECIAL EVENTS

VIOLATION	PENALTY
Damage to park property.	Loss of security deposit and recover costs of repair.
Unauthorized vehicles in park.	Loss of security deposit.
Failure to Pay Service Fees: Not paying Village service or public safety fees within 30 days post-event.	Loss of security deposit and denial of future requests.
Non-compliance with Laws and Ordinances	Loss of security deposit and denial of future requests.
Use of Unapproved Vendors	Removal of vendor by Village staff, and denial of future requests.
Unauthorized Attractions: Including unapproved attractions or failing to relocate attractions after three days.	Removal/shutdown of attraction by Village staff, and denial of future requests.
Non-compliance with Park Rules: Event staff or vendors not following park rules, endangering safety, or damaging park facilities.	Loss of security deposit and denial of future requests.
Misrepresentation of Non-Profit Status	Loss of security deposit and denial of future requests.
Misrepresentation of Event	Loss of security deposit and denial of future requests.
Failure to provide appropriate quantity/ratio of toilets and/or accessible toilets.	Loss of security deposit.
Failure to observe approved route.	Loss of security deposit and denial of future requests.
Failure to obtain required permits by deadline.	Cancellation of event, and loss of security deposit and denial of future events.

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS		OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input type="checkbox"/>	
Will there be food vendors at the event?	<input type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input type="checkbox"/>	
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>	<input checked="" type="checkbox"/>	
Will you be Serving Alcohol?	<input type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input type="checkbox"/>	
Will there be live music at your event?	<input checked="" type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input type="checkbox"/>	
Will you be using electric provided or bringing in generators?	<input checked="" type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input type="checkbox"/>	
Will you be bringing in outside security?	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>	✓	OFFICE USE ONLY
Event COI	<input type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input type="checkbox"/>	
Final Walk Through Scheduled	<input type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>	✓	
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input type="checkbox"/>	
Liquor License	<input type="checkbox"/>	
External Parking Agreement <i>For Events Over 600 attendees</i>	<input type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input type="checkbox"/>	
Sign Permit	<input type="checkbox"/>	
Raffle Permit	<input type="checkbox"/>	
Emergency and Crisis Management Plan	<input type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE: Brian Madsen Digitally signed by Brian Madsen
Date: 2025.01.12 16:19:04
+08'00' **DATE:** 12-Jan-2025

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SUPPLY MATERIAL

EVENT INFORMATION	
Event Name	Unplugged fest
New or Returning Event	Returning
Organization Name	Unplugged fest
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public
Event Date(s) and Time(s)	Sunday 8/10/2025 11Am-3pm
Set Up Date(s) and Time(s)	8/10/2025 8Am-11Am
Event Location	Paulus Park
Approximate Attendance	400
Are you charging an admission or suggested donation fee? Price?	Free
Applicant's Name/Responsible Party	Alexis Alt Jodi Alt
Organization/Applicant Address/City/State/Zip	728 Spencer Lane Lake Zurich, IL 60047
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	NO
Applicant Phone Numbers	847-530-7778
Applicant E-Mail Address	JodiAlt@gmail.com @ Unplugged fest 21@gmail.com
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Alexis and Jodi Alt 847-530-7778

DETAILED DESCRIPTION OF EVENT

A free festival where families can unplug from their electronic devices and connect with each other through fun activities provided by local businesses in our Lake Zurich community.

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OTHER DEPT
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>		
Will there be food vendors at the event?	✓	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc</i>	✓	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc</i>		
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>		
Will you be Serving Alcohol?		
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>		
Will there be live music at your event?		
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i> 10x10 only	✓	
Will there be raffle items? <i>Raffle Permit will be required</i>	✓	
Will you be using <u>electric provided</u> or bringing in generators?	✓	
Will you be bringing in large decorations, and/or decorating the trees?		
Does the applicant/organization owe any outstanding invoices to the Village?		
Will you be bringing in outside security?		

EVENTS FOR ALL VENDOR/ORGANIZED PERMITS APPROVED FOR ALL PERMITS AND SPECIAL EVENTS PLEASE FORWARD TO PARK AND RECREATION DEPARTMENT	✓	COMPLETION ONLY
Event COI <i>will submit once approved</i>		
Event Map/Site Plan <i>Please attach to application</i>		
Final Walk Through Scheduled <i>will schedule once approved</i>		
Emergency and Crisis Management Plan Submitted <i>?</i>		

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>if applicable</i>	✓	
Lake County Health Department contacted <i>will contact once approved</i> <i>Please forward all Food Permits to Park and Recreation Team</i>		
JULIE contacted <i>For any stakes longer than 6 inches</i> <i>N/A</i>		
Property and Business owners along route notified <i>Events with street closures</i> <i>N/A</i>		
Liquor License <i>N/A</i>		
External Parking Agreement <i>will obtain once approved</i> <i>For Events Over 500 attendees</i>		
External Vendor List <i>will obtain once we have vendors</i>		
Tent Permit <i>N/A</i>		
Sign Permit <i>will obtain once approved</i>		
Raffle Permit <i>will obtain once approved</i>		
Emergency and Crisis Management Plan		
IDOT Approval <i>N/A</i>		
Revenue Reports <i>N/A</i>		

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE Jodi Alet DATE 1/3/2025

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	Alpine Races
New or Returning Event	Returning
Organization Name	Alpine Runners
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public
Event Date(s) and Time(s)	Sunday august 17th 2025
Set Up Date(s) and Time(s)	Same
Event Location	Breezewald Park
Approximate Attendance	700
Are you charging an admission or suggested donation fee? Price?	Registration fee
Applicant's Name/Responsible Party	Alpine Runners
Organization/Applicant Address/City/State/Zip	830 W IL-22 #202 Lake Zurich, IL 60047-2349
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	Yes
Applicant Phone Numbers	8478484827
Applicant E-Mail Address	Louis.BaigorriaJr@cdw.com
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Louis Baigorria ; 847-848-4827

DETAILED DESCRIPTION OF EVENT

5k and 10mile races

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input checked="" type="checkbox"/>	
Will there be food vendors at the event?	<input type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input type="checkbox"/>	
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>	<input checked="" type="checkbox"/>	
Will you be Serving Alcohol?	<input type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input checked="" type="checkbox"/>	
Will there be live music at your event?	<input type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input type="checkbox"/>	
Will you be using electric provided or bringing in generators?	<input checked="" type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input checked="" type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input type="checkbox"/>	
Will you be bringing in outside security?	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>	✓	OFFICE USE ONLY
Event COI	<input type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input checked="" type="checkbox"/>	
Final Walk Through Scheduled	<input type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>	✓	
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input checked="" type="checkbox"/>	
Liquor License	<input type="checkbox"/>	
External Parking Agreement <i>For Events Over 500 attendees</i>	<input type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input type="checkbox"/>	
Sign Permit	<input checked="" type="checkbox"/>	
Raffle Permit	<input type="checkbox"/>	
Emergency and Crisis Management Plan	<input checked="" type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE: Louis Baigorria Digitally signed by Louis Baigorria
Date: 2025.01.02 13:08:21 -05'00' **DATE:** _____

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

received 1/2/25

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	A Bushel of Apples Fall Fest
New or Returning Event	Returning
Organization Name	Phase Three Brewing / GiGi's Playhouse
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input checked="" type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public
Event Date(s) and Time(s)	9/27 4pm - 9pm and 9/28 10am - 9pm
Set Up Date(s) and Time(s)	Week of 9/23
Event Location	Paulus Park
Approximate Attendance	2,000
Are you charging an admission or suggested donation fee? Price?	Suggested donation of \$10 per person
Applicant's Name/Responsible Party	Evan Morris / Phase Three Brewing / GiGi's Playhouse
Organization/Applicant Address/City/State/Zip	932 Donata Court, Lake Zurich, IL 60047 750 Estate Dr Ste 100, Deerfield, IL 60015
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	83-1975036
Applicant Phone Numbers	847-338-0071
Applicant E-Mail Address	evan@phasethreebrewing.com
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Evan Morris - 847-338-0071

DETAILED DESCRIPTION OF EVENT

5th Yr! Community forward event featuring local vendors, music, activities benefiting GiGi's Playhouse

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input type="checkbox"/>	
Will there be food vendors at the event?	<input checked="" type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input checked="" type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input type="checkbox"/>	
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>	<input type="checkbox"/>	
Will you be Serving Alcohol?	<input checked="" type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input checked="" type="checkbox"/>	
Will there be live music at your event?	<input checked="" type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input checked="" type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input type="checkbox"/>	
Will you be using electric provided or bringing in generators?	<input checked="" type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input type="checkbox"/>	
Will you be bringing in outside security?	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>	✓	OFFICE USE ONLY
Event COI	<input type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input type="checkbox"/>	
Final Walk Through Scheduled	<input type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>	✓	
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input type="checkbox"/>	
Liquor License	<input type="checkbox"/>	
External Parking Agreement <i>For Events Over 500 attendees</i>	<input type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input type="checkbox"/>	
Sign Permit	<input type="checkbox"/>	
Raffle Permit	<input type="checkbox"/>	
Emergency and Crisis Management Plan	<input type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE: Evan Morris DATE: 1/3/2025

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	Jack O'lantern World
New or Returning Event	Returning Event
Organization Name	All Community Events
Event Type/Purpose <i>Check all that apply</i>	<input checked="" type="checkbox"/> Ticketed <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input type="checkbox"/> Public
Event Date(s) and Time(s)	9/26/25 - 11/2/25
Set Up Date(s) and Time(s)	9/10/25 - 9/25/25
Event Location	Paulus Park
Approximate Attendance	30,000 - 40,000
Are you charging an admission or suggested donation fee? Price?	Yes (\$15-\$24 per ticket)
Applicant's Name/Responsible Party	Bobby Jaenicke
Organization/Applicant Address/City/State/Zip	1152 Ensell Road Lake Zurich IL 60047
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	No
Applicant Phone Numbers	630-656-0804
Applicant E-Mail Address	bobby@allcommunityevents.com
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Bobby Jaenicke 630-656-0804

DETAILED DESCRIPTION OF EVENT:

3/4 long trail walk through thousands of hand carved pumpkins with a beer garden and inflatables.

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input type="checkbox"/>	
Will there be food vendors at the event?	<input checked="" type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input checked="" type="checkbox"/>	
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>	<input type="checkbox"/>	
Will you be Serving Alcohol?	<input checked="" type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input checked="" type="checkbox"/>	
Will there be live music at your event?	<input type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input type="checkbox"/>	
Will you be using electric provided or bringing in generators?	<input checked="" type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input checked="" type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input type="checkbox"/>	
Will you be bringing in outside security?	<input checked="" type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>		OFFICE USE ONLY
Event COI	<input checked="" type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input checked="" type="checkbox"/>	
Final Walk Through Scheduled	<input checked="" type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input checked="" type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>		
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input checked="" type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input type="checkbox"/>	
Liquor License	<input checked="" type="checkbox"/>	
External Parking Agreement <i>For Events Over 500 attendees</i>	<input checked="" type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input type="checkbox"/>	
Sign Permit	<input type="checkbox"/>	
Raffle Permit	<input type="checkbox"/>	
Emergency and Crisis Management Plan	<input type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE: Robert Jaenicke Digitally signed by Robert Jaenicke
Date: 2024.12.11 10:30:26 -06'00' **DATE:** 12/11/24

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	Paint the Lake Pink Walk
New or Returning Event	Returning
Organization Name	My Density Matters
Event Type/Purpose <i>Check all that apply</i>	<input checked="" type="checkbox"/> Ticketed <input checked="" type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input type="checkbox"/> Public
Event Date(s) and Time(s)	Sunday, Oct. 5th, 2025
Set Up Date(s) and Time(s)	8:30 Set-up, 9:30 Pre-party, 10:30 Walk
Event Location	Paulus Park
Approximate Attendance	250-300
Are you charging an admission or suggested donation fee? Price?	Approximately \$30.00 for adults - Discounts for Seniors, Kids, & Students
Applicant's Name/Responsible Party	Laura Matuszewski
Organization/Applicant Address/City/State/Zip	50 S. Rand Rd. Lake Zurich, IL 60047
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	86-3477428
Applicant Phone Numbers	(847) 312-0884
Applicant E-Mail Address	laura.matuszewski@mydensitymatters.org
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	Laura Matuszewski / (847) 312-0884

DETAILED DESCRIPTION OF EVENT:

Walkers will join us for a Pre-party at 9:30 a.m. The walkers will depart for the walk around the lake at 10:30 a.m. The event will conclude once the last walker arrives back to Paulus Park.

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>	<input checked="" type="checkbox"/>	
Will there be food vendors at the event?	<input checked="" type="checkbox"/>	
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>	<input checked="" type="checkbox"/>	
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>	<input checked="" type="checkbox"/>	
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>	<input checked="" type="checkbox"/>	
Will you be Serving Alcohol?	<input checked="" type="checkbox"/>	
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>	<input checked="" type="checkbox"/>	
Will there be live music at your event?	<input checked="" type="checkbox"/>	
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>	<input checked="" type="checkbox"/>	
Will there be raffle items? <i>Raffle Permit will be required.</i>	<input checked="" type="checkbox"/>	
Will you be using electric provided or bringing in generators? <i>Provided</i>	<input checked="" type="checkbox"/>	
Will you be bringing in large decorations, and/or decorating the trees?	<input checked="" type="checkbox"/>	
Does the applicant/organization owe any outstanding invoices to the Village?	<input checked="" type="checkbox"/>	
Will you be bringing in outside security?	<input checked="" type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>		OFFICE USE ONLY
Event COI	<input type="checkbox"/>	
Event Map/Site Plan <i>Please attach to application</i>	<input type="checkbox"/>	
Final Walk Through Scheduled	<input type="checkbox"/>	
Emergency and Crisis Management Plan Submitted	<input type="checkbox"/>	

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>		
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>	<input type="checkbox"/>	
JULIE contacted <i>For any stakes longer than 6 inches</i>	<input type="checkbox"/>	
Property and Business owners along route notified <i>Events with street closures</i>	<input type="checkbox"/>	
Liquor License	<input type="checkbox"/>	
External Parking Agreement <i>For Events Over 500 attendees</i>	<input type="checkbox"/>	
External Vendor List	<input type="checkbox"/>	
Tent Permit	<input type="checkbox"/>	
Sign Permit	<input type="checkbox"/>	
Raffle Permit	<input type="checkbox"/>	
Emergency and Crisis Management Plan	<input type="checkbox"/>	
IDOT Approval	<input type="checkbox"/>	
Revenue Reports	<input type="checkbox"/>	

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE:

Marisa Namagjewski

DATE:

12-6-24

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL



At the Heart of Community

OFFICE OF THE VILLAGE MANAGER
Human Resources Division

70 East Main Street
Lake Zurich, Illinois 60047

(847) 438-5141
LakeZurich.org

MEMORANDUM

Date: February 12, 2025
To: Ray Keller, Village Manager *PK*
From: Douglas Gibson, Human Resources Director *DG*
Subject: **Fraternal Order of Police (FOP II) - Telecommunicators**

Issue: The Village of Lake Zurich plans to consolidate its dispatch operations with other jurisdictions. Consequently, employment for the Telecommunicators may terminate on or before June 30, 2025. In addition, the collective bargaining agreement (CBA) with the Fraternal Order of Police - Telecommunicators expired December 31, 2024. The Village wishes to provide employees an incentive to continue their employment through the consolidation date in the form of a one-year contract extension and the stay benefits listed below. In January of 2025, members of the FOP II accepted a new one-year contract and the stay benefits listed.

Contract Changes:

Title Page

Change dates to reflect one year contract from January 1, 2025 to December 31, 2025

Article XII

Section 1. Hourly Wages for Telecommunicators – Modified dates to reflect new one year contract January 1, 2025 – December 31, 2025 and effective January 1, 2025 increase base pay by 3.5%.

Article XVIII

Change date to 2025.

MOU

Extend the existing MOU regarding training for 1 year in alignment with the contract.

Stay Benefits:

One week of pay for each year of employment, not to be less than 5 weeks.
A Letter of reference.
Frontloaded vacation time from January 1, 2025 to June 30, 2025.
Paid health insurance for up to 4 months if no other insurance is available.

Recommendation: Approve the attached Collective Bargaining Agreement between the Village of Lake Zurich and FOP II Local 190-2, the attached letter of agreement regarding training pay, and the attached stay agreements.

W/Attachments:

- Collective Bargaining Agreement (CBA) with the Fraternal Order of Police Local 190-2
- Special Stay Agreement.
- Sample Letter of Reference
- Separation Agreement and General Release
- Letter of Agreement between the Village of Lake Zurich and the Lake Zurich Telecommunicators regarding training incentives.

AGREEMENT

Between

VILLAGE OF LAKE ZURICH

And

**THE LAKE ZURICH
TELECOMMUNICATORS**

**AND THE ILLINOIS FOP LABOR
COUNCIL**

*January 1, ~~2022-2025~~ – December
31, ~~2024~~2025*

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AGREEMENT

This Agreement is made and entered into by and between the Village of Lake Zurich (hereinafter referred to as the "Village", the Lake Zurich Telecommunicators, and the FOP Labor Council (hereinafter referred to as the "Council").

It is the intent and purpose of this Agreement to set forth the parties' entire agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of the Village; to encourage and improve efficiency and productivity; and to provide procedures for the prompt and peaceful adjustment of grievances as provided herein.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I
RECOGNITION AND REPRESENTATION

Section 1. Recognition.

The Village recognizes the Council as the sole bargaining representative for all full-time telecommunicators, (hereinafter referred to as "employees"), but excluding all managerial, supervisory, confidential and professional employees, and all other employees of the Village, as defined by the Illinois State Labor Relations Act, as amended.

Section 2. Council's Duty of Fair Representation.

The Council agrees to fulfill its duty to fairly represent all employees in the bargaining unit.

ARTICLE II
NON-DISCRIMINATION

Section 1. Non-Discrimination.

In accordance with applicable law, neither the Village, nor the Council shall discriminate against any employee covered by this Agreement because of race, sex, age, religion, creed, color, national origin, sexual orientation, gender identity, or Council membership. Other than Council membership, any dispute concerning the interpretation and application of this paragraph shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement. Notwithstanding any other provisions of this Agreement, the parties agree that the Village may take whatever reasonable steps are needed to comply with the provisions of the Americans with Disabilities Act.

ARTICLE III
DUES CHECKOFF, INDEMNIFICATION
AND COUNCIL RIGHTS

Section 1. Dues Checkoff.

During the term of this Agreement the Village will deduct from each employee's paychecks each month, the uniform, regular Labor Council dues for each employee in the bargaining unit who has filed with the Village a lawfully written authorization from, a copy of which is attached as Appendix A, and shall forward such amount to the Fraternal Order of Police Labor Council, Attn: Accounting 974 Clock Tower Drive, Springfield, Illinois 62704, by the 10th day of the month following the month in which the deduction was made, together with a list of employees from whom deductions were made.

The actual dues amount deducted, as determined by the Labor Council, shall be uniform for each employee in order to ease the Village's burden in administering this provision. The Labor Council may change the fixed uniform dollar amount once each year during the life of this Agreement by giving the Village at least thirty (30) days' written notice of any change in the amount of the uniform dues to be deducted.

If an employee has no earnings or insufficient earnings to cover the amount of the dues deduction, the Council shall be responsible for collection of dues. The Council agrees to refund to the employee any amounts paid to the Council in error on account of this dues deduction provision.

Section 2. Indemnification.

The Labor Council shall indemnify and hold harmless the Village, its elected representatives, officers, managers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken or not taken by the Village for the purpose of complying with the provisions of this Article, or in reliance on any written checkoff authorization furnished under any of such provisions.

Section 3. Council Use of Bulletin Board.

The Village will make available space on a bulletin board for the posting of official Council notices of a non-political, non-inflammatory nature. The Council will limit the posting of Council notices to such bulletin board.

ARTICLE IV
LABOR-MANAGEMENT COMMITTEE

In the interest of efficient and harmonious management and employee relations, at the request of either party, a bargaining unit employee designated by the Council ("Council spokesperson") and the Police Chief or their designees may meet to discuss matters of mutual concern that do not involve negotiations. The Council spokesperson, or his designee, may invite one on-duty Council bargaining unit member from each classification (not to exceed three) to attend such meetings. The Police Chief, or his designee, may invite other Village representatives (not to exceed three) to attend such meetings. Attendance at Labor Management meetings shall be limited to Village employees, unless otherwise agreed upon in advance of a specific meeting. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least three days prior to the date of the meeting. The Village will be responsible for taking minutes at these meetings. Minutes of such meetings will be presented to the Council spokesman for review. The Council spokesman will advise the Village within 10 days if there is a discrepancy with the minutes. This section shall not be applicable to any matter that is being processed pursuant to the grievance procedure set forth in this Agreement.

ARTICLE V

GRIEVANCE PROCEDURE

Section 1. Definitions.

A "grievance" is defined as a dispute or difference of opinion raised by an employee against the Village involving an alleged violation of an express provision of this Agreement.

A "grievant" is defined as an eligible employee who has a grievance as defined by this Agreement.

A "union steward" is defined as a Village of Lake Zurich employee who has been elected to serve in this capacity by the bargaining unit.

Section 2. Procedure.

STEP 1: Informal Grievance- Prior to initiating a formal grievance, an employee or union steward, has the responsibility of notifying the appropriate supervisor via email. When the procedure calls for an exchange of emails, only the Village email system will be used. All emails sent related to Step 1, Informal Grievance, shall be sent to the grievant, appropriate supervisor, Lake Zurich Police employees who are currently serving as union representatives and the Deputy Chief of Support Services. The Informal Grievance procedure is as follows:

The grievant shall meet, within fourteen (14) days, and try to settle the informal grievance with the appropriate supervisor. The appropriate supervisor for telecommunicators is a 911 supervisor.

If the grievance is not resolved at the meeting between the supervisor and the grievant, the supervisor shall render a written response via email within fourteen (14) calendar days after their meeting.

STEP 2: Formal Grievance-A formal grievance cannot be filed without first going through Step 1, Informal Grievance. If the grievance is not settled at Step 1 and the employee wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing to the Police Chief within fourteen (14) calendar days after receipt of the Village's answer at Step 1. The grievance shall specifically state the basis upon which the grievant believes the grievance was improperly denied at the previous step in the grievance procedure. The Police Chief, or his designee, shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within thirty (30) calendar days with the grievant and, if requested by the employee, an authorized representative of the Council at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the Police Chief, or his designee, shall provide a written answer to the grievant and the Council within thirty (30) calendar days following their meeting.

STEP 3: If the grievance is not settled at Step 2 and the Council desires to appeal, it shall be referred by the Council in writing to the Village Manager within thirty (30) calendar days after receipt of the Village's answer at Step 2. Thereafter, the Village Manager or his designee and the Police Chief or other appropriate individual(s) as desired by the Village Manager, shall meet with the grievant and a Council representative within thirty (30) calendar days of receipt of the Council's appeal, if at all possible. If no agreement is reached, the Village Manager or designee shall submit a written answer to the grievant and Council within thirty (30) calendar days following the meeting.

Section 3. Grievance Arbitration.

If the grievance is not settled in Step 3 and the Council wishes to appeal the grievance procedure from Step 3, the Council may refer the grievance to binding arbitration, as described below, within thirty (30) calendar days of receipt of the Village's written answer as provided to the Council at Step 3:

(a) In the absence of agreement on a neutral arbitrator, the parties shall file a joint request with the Federal Mediation & Conciliation Service ("FMCS") for a panel of seven (7) arbitrators from which the parties shall select a neutral arbitrator. The parties agree to request the FMCS to limit the panel to members of the National Academy of Arbitrators. Both the Village and FOP shall each have the right to reject one panel in its entirety within seven (7) calendar days of its receipt and request that a new panel be submitted. The parties agree to engage in a ranking process for purposes of determining which of the seven (7) arbitrators on the panel shall serve as the neutral arbitrator, provided that each party may strike or cross out not more than two (2) of the arbitrators on the panel before ranking the remaining arbitrators on the panel. Within thirty (30) calendar days from the date the panel list is received from the FMCS the parties shall simultaneously exchange their panel lists with the arbitrators ranked numerically in the order of preference (1 for first choice, 2 for the second choice, etc.). The arbitrator whose name is on both lists and who has the lowest combined number shall be invited to serve as the arbitrator. If two or more arbitrators have the same combined number, the parties shall alternatively strike until only one name remains, with the determination of who strikes first decided by a coin toss. In the event that the arbitrator declines or is unable to serve, the parties shall invite the next arbitrator in designated order of mutual preference to so serve. In the event that he declines or is unable to serve, the parties agree to jointly request a new panel of seven (7) arbitrators from the FMCS and commence the selection process anew.

(b) The arbitrator shall be notified of his selection and shall be requested to set a time and place for the hearing, subject to the availability of Council and Village representatives.

(c) The Village and the Council shall have the right to request the arbitrator to require the presence of witnesses or documents. The Village and the Council retain the right to employ legal counsel.

(d) The arbitrator shall submit his decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.

(e) More than one grievance may be submitted to the same arbitrator where both parties mutually agree in writing.

(f) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the Village and the Council; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 4. Limitations on Authority of Arbitrator.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation, or misapplication of the specific provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the Second Step. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any recommended decision or award, which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Village under law and applicable court decisions. Any recommended decision or award of the arbitrator shall be final and binding.

Section 5. Time Limit for Filing.

No grievance shall be entertained or processed unless it is submitted at Step 1 within fourteen (14) calendar days after the first occurrence of the event giving rise to the grievance or within fourteen (14) calendar days after the employee, through the use of reasonable diligence, could have obtained knowledge of the first occurrence of the event giving rise to the grievance. If a grievance is not presented by the employee within the time limits set forth above, it shall be considered "waived" and may not be pursued further. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Village's last answer. If the Village does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The parties may, by mutual agreement in writing, extend any of the time limits set forth in

this Article or suspend the process for the purpose of holding a labor-management meeting on the topic of the potential grievance.

Section 6. Miscellaneous.

No member of the bargaining unit who is serving in acting supervisory capacity shall have any authority to respond to a grievance being processed in accordance with the grievance procedure set forth in this Article. Moreover, no action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the Village unless and until the Village has agreed thereto in writing.

ARTICLE VI
NO STRIKE - NO LOCKOUT

Section 1. No Strike.

During the term of this agreement neither the Council nor any officers, agents, or employees covered by this Agreement will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sit down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unapproved enforcement procedures or policies or work to the rule situation, mass absenteeism, or any other intentional interruption or disruption of the operations of the Village, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Village. Each employee who holds the position of officer or steward of the Council occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article, the Council agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 2. No Lockout.

The Village will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Council.

Section 3. Penalty.

The only matter which may be made the subject of a grievance concerning disciplinary action imposed for an alleged violation of Section 1 is whether or not the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 4. Judicial Restraint.

Nothing contained herein shall preclude the Village or the Council from obtaining judicial restraint and damages in the event the other party violates this Article.

ARTICLE VII

SENIORITY LAYOFF AND RECALL

Section 1. Definition of Seniority.

Seniority shall be based on the length of time from the last date of beginning continuous full-time employment within the bargaining unit classification. Conflicts of seniority shall be determined on the basis of the employee's hiring date within the bargaining unit, with the employee hired first being the more senior. Seniority shall not accrue during any unpaid leave of absence in excess of thirty (30) consecutive days and in such event the employee's seniority date shall be adjusted accordingly.

Section 2. Probationary Period.

All new employees and those hired after loss of seniority shall be considered probationary employees until they complete a probationary period of twelve (12) months of work within a classification. This probationary period may be extended, at the sole discretion of the Police Chief, in six (6) month intervals not to exceed a total probationary period of twenty-four (24) months. During an employee's probationary period the employee may be suspended, laid off, or terminated at the sole discretion of the Village. No grievance shall be presented or entertained in connection with the suspension, layoff, or termination of a probationary period.

There shall be no seniority among probationary employees. Upon successful completion of the probationary period, an employee shall acquire seniority, which shall be retroactive to his last date of hire with the Village.

Section 3. Seniority List.

Upon request, the Village will provide the Council with a seniority list setting forth each employee's seniority date by classification. The Village shall not be responsible for any errors in the seniority list unless such errors are brought to the attention of the Village in writing within fourteen (14) calendar days after the Council's receipt of the list.

Section 4. Layoff.

The Village, in its discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary in a classification, employees covered by this Agreement will be laid off in accordance with their length of service in a classification.

Except in an emergency, no layoff will occur without at least thirty (30) calendar days' notification to the Council and the employee (s). The Village agrees to consult with the Council, upon request, and afford the Council

an opportunity to propose alternatives to the layoff, though such consultation shall not be used to delay the layoff.

Section 5. Recall.

Employees who are laid off shall be placed on a recall list for a period of two (2) years from the effective date of the layoff. If there is a recall within a classification, employees who are on the recall list shall be recalled in the inverse order of their layoff from said classification. Employees who are eligible for recall shall be given fourteen (14) calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Council, provided that the employee must notify the Police Chief or his designee of his intention to return to work within three (3) days after receiving notice of recall. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Police Chief or his designee with his latest mailing address. If an employee fails to respond to a recall notice in a timely manner, his name shall be removed from the recall list.

Section 6. Termination of Seniority.

Seniority and the employment relationship shall be terminated for all purposes if the employee:

- (a) Quits
- (b) Is discharged for cause (probationary employees without cause);
- (c) Retires (or is retired should the Village adopt and implement a legal mandatory retirement age);
- (d) Falsifies the reason for a leave of absence, or is found to be working during a leave of absence without the written approval of the Village Manager;
- (e) Fails to report to work at the conclusion of an authorized leave of absence or vacation;
- (f) Is laid off and fails to report for work on the day ordered to return to work;
- (g) Does not perform work for the Village for a period in excess of twelve (12) months, provided, however, this provision shall not be applicable to absences due to military service, established work-related injury compensable under workers' compensation, disability pension, or a layoff where the employee has recall rights; or

- (h) Is absent for two (2) consecutive working days without notifying the Village.

Employees who establish to the Village's satisfaction that their absence under subsections 6(e) and 6(f) or their failure to notify under subsection 6(h) was clearly due to circumstances beyond their control shall not be terminated under this Section.

ARTICLE VIII
TELECOMMUNICATOR
HOURS OF WORK AND OVERTIME

Section 1. Application of Article.

This article is intended only as a basis for calculating overtime payments, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per day, per week, or per work cycle. For purposes of calculating hourly rate, salaries will be based upon a 2080-hour work year.

Section 2. Scope of the Telecommunicator Role.

The responsibilities of a telecommunicator include, but are not limited to the following: interacting with employees of the Department and members of the public at a service window, communicating on telephones and radios, monitoring an alarm board, operating remote access doors, and monitoring a video surveillance system. Telecommunicators must achieve their Emergency Medical Dispatch certification during their probationary period.

Section 3. Telecommunicator Role in Public Safety.

Telecommunicators are an integral part of the delivery of public safety services. As such, telecommunicators share duties and responsibilities with the Village to ensure the efficient and effective delivery of services. Telecommunicators must work in concert with the Village to achieve this goal.

Section 4. Normal Workday.

The normal workday for telecommunicators shall be 8 hours, including a 30-minute paid lunch period.

A telecommunicator who is relieved for his 30-minute lunch period by another EMD certified telecommunicator may take his break elsewhere within the surrounding area and is subject to immediate recall. If no relief is available, telecommunicators may eat their lunch in the 911 Center. A telecommunicator trained in Emergency Medical Dispatch will remain in the 911 Center at all times.

Section 5. Normal Work Cycle.

The telecommunicator's schedule is based on five (5) days on, two (2) days off, followed by five (5) days on, three (3) days off.

Telecommunicators shall bid each October, by seniority, for shifts that will begin the following January. The Police Chief or his designee will appoint personnel to shift vacancies that occur any other times during the year. Such a re-assignment may be required for training purposes to ensure proper staffing or to prevent conflicts of interest that diminish job

performance. The Department will have the sole authority to assign probationary employees to any shift regardless of the impact to shift bidding.

The normal work cycle for telecommunicators covered by this Agreement shall be assigned by the Police Chief or his designee. Forty-eight (48) hour notice shall be given if conditions permit, for change of work cycle. Excluding a Village emergency, telecommunicators who have only one day off in their block of scheduled days off due to working overtime for staffing shortages, shall not be ordered in on their only day off unless all other overtime assignment methods have been exhausted.

Generally, when Department personnel represented under this Agreement are assigned to employment-related training by the Department, the provisions of Article VIII, Section 4, 5, and will not apply. The training day will be an eight-hour day with an unpaid one-half hour lunch period. Travel time will be calculated based on travel to the point of training and from the point of training to the Lake Zurich Police Department that results in an excess of eight and one-half (8.5) hours when combined with the time actively engaged in the training assignment. If an employee voluntarily drives from their residence, he will not be entitled to travel pay unless the employee was directed to use their personal vehicle due to the unavailability of a Department-owned vehicle and will be reimbursed for mileage. When taking a Lake Zurich vehicle, travel time shall start when the employee departs from the Police Department and ends when the employee returns to the Police Department.

In cases where Department employees are assigned to scheduled training on a regularly scheduled duty day over four hours, but less than eight hours, employees will not be required to report for duty during the remaining time to achieve an eight and one-half hour work day. When attending training on a regularly scheduled day off, employees will receive overtime pay for the actual hours worked less a one-half hour unpaid lunch. However, if an employee reports for a training course that is subsequently canceled for unforeseen reasons, the employee must immediately contact his supervisor and advise that the training course was canceled. The employee will be required to report for their regularly scheduled tour of duty to satisfy the work cycle requirement. In this case, the employee will be entitled to travel time or call-in pay (2-hours) whichever is greater.

Section 6. Staffing Levels.

When the Village hires additional patrol officers for special duties (e.g. Alpine Fest, Triathlon, or Village emergencies)- the Village shall consider increasing the on-duty telecommunicator staff as well.

Section 7. Overtime Pay.

A telecommunicator will be paid 1-1/2 times his regular straight-time hourly rate of pay for all hours worked in excess of 8 hours in the employee's normal work day. No overtime shall be paid which is caused by shift transitions unless such transitions are caused by the Department.

Section 8. Holidays.

Telecommunicators who work on July 4th, Thanksgiving Day, Christmas Day, or President's Day will be paid twice his regular straight-time hourly rate.

Section 9. Personal Days.

Telecommunicators receive four personal days on January 1st of each calendar year. Newly-hired telecommunicators receive four personal days upon employment. Personal days not used during a calendar year shall be forfeited. Personal days will be taken at the discretion of the employee with prior written approval from his supervisor. Employees wishing to take a personal day, shall submit a completed Benefit Pay Request form to his supervisor and request the day in the Village payroll system at least three days prior to the day requested. However, under exigent circumstances, the minimum notice can be waived by the Police Chief or his designee. Personal days may be taken in four or eight-hour blocks. Personal days will not be approved if another telecommunicator on the same shift is already off on a vacation or personal day on the date requested. Personal days will not be approved if two telecommunicators are already off, one on a vacation day and one on a personal day on the date requested. Approval for personal days shall not be unreasonably denied provided that the work schedule and manpower needs of the Department are not adversely affected.

Section 10. Call-in Pay.

An employee who is called in to work before or called in after his normal hours of work (i.e., hours not contiguous to his normal shift) will be paid 1-1/2 times his regular straight-time hourly rate of pay for all hours worked outside his normal hours of work, with a minimum of two (2) hours' compensation or his actual time, whichever is greater, at the employee's applicable rate of pay. This section shall not be applicable for a callback where an employee is called back to correct an error or omission which is reasonably determined by the Police Chief or his designee to require correction/completion before the employee's next scheduled shift. This section shall apply to mandatory meetings, training, and/or emergencies.

Section 11. Shift Trades.

Telecommunicators will be permitted to request permission to trade duty hours, subject to the approval of a 911 supervisor. If denied, the telecommunicator may appeal the supervisor's decision to the Deputy

Chief of Support Services. No less than three (3) day's notice must be given to the 911 supervisor. This requirement may be waived by the 911 supervisor with written notice from both telecommunicators. While a request may be made to trade partial shifts, such a request will only be allowed for one (1) telecommunicator per shift. Shift trades must be completed within ninety (90) days and shall not result in the Village being obligated to pay overtime to either of the two employees involved in the trade. For the purposes of FLSA and any other federal/state wage-hour law, the hours that an employee would have worked except for a shift trade shall be considered as hours worked and the hours that an employee actually works as a result of a shift trade shall not be considered as hours worked.

Section 12. Compensatory Time.

Telecommunicators covered by this Agreement shall not accrue compensatory time.

Section 13. Communication Training Pay.

Any employee assigned or acting as a Communication Training Telecommunicator shall receive one half (.5) hour at 1 ½ times his regular rate of pay for each two (2) hour block the employee is training a telecommunicator.

Section 14. Use of Subcontract or Part-time employees.

The parties agree that part-time employees and contract employees may be utilized when it is in the best interest of the Village of Lake Zurich and the Police Department to do so. Consideration shall be given first to all full-time employees covered under this contract taking into consideration the duration and number of hours that need to be filled in relation to the work schedule of each employee.

Section 15. No Pyramiding.

Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

Section 16. Court Time.

Employees shall be paid one-and-one-half (1 ½) times their regular straight-time hourly rate of pay for work-related required attendance if not working their assigned shift. Court attendance outside the telecommunicator's normal hours of work will be computed from the time the employee leaves the employer's site. Employees shall be paid a minimum of two (2) hours, or actual time, whichever is greater.

Section 17. Off-Duty Contact.

- a) Notification of vacant shift positions which occur after overtime has been posted will be accomplished by the Village's mass notification system provided the vacant slot is no more than one (1) week in

advance of the notification. Shift vacancies that occur after the monthly overtime list has been posted and are more than one (1) week in advance will be assigned by a 911 supervisor when the request for benefit time is received. Employees scheduled for duty contiguous to the affected shift will have the right of first refusal for such overtime coverage as well as the responsibility to cover these vacancies should no other telecommunicator(s) want the overtime. Any employee wishing to work the vacant shift position should respond to the notification message. Assignments will be made to the first employee to respond to the notification message.

- b) Employees receiving an electronic message transmitted by the Police Chief, Deputy Police Chief, sergeant, officer in charge, or 911 supervisor are expected to respond in an appropriate and reasonable manner. Such response includes calling or complying with the message.

ARTICLE IX

SICK LEAVE

Section 1. Accrual and Procedures.

The availability of the sick leave buyback program described herein is subject to approval on a yearly basis by the Village Manager. Availability is determined by the financial condition of the Village to provide this program, as determined by the Village Manager. This program is administered on a Village-wide basis; the program will be available to all Village employees or none. The Village will identify each fiscal year (by October 1) if the program will be in place for that year.

Each employee shall earn sick leave with pay at a rate of approximately 3.69 hours per pay period, equal to twelve (12) sick days per year. Prior to February 1 of each year, the Village shall calculate how many sick days above sixty (60) days have been credited to and remain unused by an employee as of December 31 of the previous year. If, between December 31 of the previous year and January 15 following, the employee shall have notified his Department Director and the Finance Department in writing on forms provided and has indicated thereon his desire to continue to accumulate such additional days above sixty (60), then such employee shall be allowed to accumulate those additional days up to the allowed maximum. Prior to May 1 of each year, the Village shall compensate the employee at the rate of fifty percent (50%) of the present years' time accumulated; provided that the employee had sixty (60) days accrued as of January 1 of the year. Up to fifty percent (50%) of those sick days accrued in that following year would be compensated.

Unused sick leave may accumulate up to a maximum number of two hundred-and-forty (240) days. Any uncompensated days may be converted at retirement as additional time in the IMRF system.

Employees other than 24/48 shift personnel accrue sick days initially at the rate of 1 sick day for each month worked up to a maximum of 12 sick days per year. The employee may accumulate these sick days for an indefinite period; however, the maximum number of sick days is not to exceed 240 Days.

Sick leave can be taken in one-hour increments.

Section 2 Use of Sick Leave.

If an employee is unable to work due to an illness, the employee must inform his supervisor, if at all possible, two (2) hours before the beginning of his shift, but no later than at least an hour before his assigned shift. Employees shall comply with reasonable reporting rules as may be established by the Police Chief.

Definition: Sick Time

Use of sick time is defined as any absence from work for the employee's personal illness or doctor's appointment which cannot be scheduled during a non-duty time. Sick leave is also defined as any absence from work due to the illness of a member of the employee's household--significant other (as defined herein) or dependent who resides in the same household or a doctor's appointment, which cannot be scheduled during a non-duty time. The number of sick time hours shall be calculated on a calendar year basis.

Employees may take paid sick leave under the following conditions:

- Signed verification by the attending physician ("Medical Report Form - Duty Status Report") shall be required of any absence due to illness or injury after a continuous absence of three (3) days or more.
- The Village does not authorize an employee using paid sick day benefits to work secondary employment while unable to work for the Village unless authorized by the employee's Department Director.
- Paid sick days are for any bona fide personal illness or injury or because of pregnancy.
- Paid sick days are because of quarantine for contagious disease.
- Paid sick days or half-day portions thereof are for doctor/dental appointments.
- In accordance with Public Act 99-0841, an employee may use personal sick leave benefits provided by the employer for absences due to an illness, injury, or medical appointment of the employee's child, step child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury, or another relative at the discretion of the Police Chief.

Section 3. Sick Leave Compensation.

An employee receiving sick leave benefits shall be paid the equivalent of straight-time earnings. Sick leave compensation shall be paid in no less than one hour increments.

ARTICLE X LEAVES OF ABSENCE

Section 1. Funeral Leave.

In the event of the death of a spouse, child, step-child, adopted child, parent, step-parent, parent-in-law, sibling, step-sibling, adopted sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, or any relative permanently residing in the employee's household, employees may be granted up to three (3) scheduled work days off for attending the related memorial and funeral services. All full-time employees are paid their regular base pay for such days, upon submission of supporting documentation (*e.g.*, an obituary notice or death certificate). The Village may grant additional time off without pay in appropriate circumstances. An employee may use accrued but unused paid time off for additional funeral leave, excluding sick time.

Section 2. Jury Leave.

Jury leave shall be in accordance with the jury duty provision in the Village of Lake Zurich Policy Manual, as the same may be changed from time to time by the Village for other non-represented employees generally. Notice of call for jury duty shall be given to the Village within five (5) days of the employee receiving notice.

Section 3. Military Leave.

Military leave, including reserve duty and training, shall be in accordance with applicable federal and state law.

Section 4. Educational Leave.

Subject to the discretionary approval of both the Police Chief and the Village Manager, an employee may be granted, upon written request, an unpaid leave of absence.

ARTICLE XI VACATIONS

Section 1. Amount of Vacation.

Vacation accruals shall begin at the first pay period of the employee's start date and end on the last full pay period of employment according to the schedule listed below. Any changes to the accrual rate shall occur on the first full pay period following the employee's anniversary date. The amount of vacation accrued will not exceed the amount allocated for years of service.

Completed years of service	Vacation hours awarded per pay period
0-5	3.08
6-10	4.62
11	4.92
12	5.23
13	5.54
14	5.85
15	6.15
16	6.46
17	6.77
18	7.08
19	7.38
20+	7.69

Employees may carry over a maximum of two years accumulation of vacation days per year upon approval of the Police Chief

Section 2. Vacation Pay.

Vacation pay shall be paid at the rate of the employee's regular straight-time hourly rate of pay in effect for the employee's regular job classification on the payday immediately preceding the employee's vacation.

Section 3. Vacation Scheduling.

Vacation may be taken in four or eight hour blocks. Vacations shall be scheduled insofar as practicable at times desired by each employee, with the determination of preference within each work unit being made on the basis of an employee's length of continuous service. Only one telecommunicator may be on vacation at any one time. In November, each telecommunicator, beginning with the senior telecommunicator shall be allowed one (1) consecutive calendar day to make his first vacation selection. Second and third vacation selections shall follow in a similar manner. Vacation selection shall be conducted in the following manner:

- First selection: Each telecommunicator may, in turn, select up to ten (10) whole vacation days. Each telecommunicator may only

select two blocks of vacation during the first selection. A single block may consist of one to five contiguous days.

- Second selection: Each telecommunicator may, in turn, select up to ten (10) whole vacation days. Each telecommunicator may only select two blocks of vacation during the second selection. A single block may consist of one to five contiguous days.
- Third selection: Each telecommunicator may, in turn, select remaining additional vacation days. Each telecommunicator may only select two blocks of vacation during the third selection. A single block may consist of one to five contiguous days.

Submission of any additional benefit time for the following calendar year will not be accepted until after the vacation sign-up process has been completed.

Telecommunicators may hold over vacation days for later in the year to be used on a first come first served basis. It is expressly understood that the final right to designate vacation periods and the maximum number of employee(s) who may be on benefit time at any time is exclusively reserved by the Police Chief in order to ensure the orderly performance of the services provided by the Village.

Section 4. Limitation on Accumulation of Vacation.

Earned vacation shall normally be taken within one year after it is earned. Under no circumstances may more than two years' vacation time be accumulated.

Section 5. Pay for Unused Vacation Upon Termination.

Except with respect to an employee covered by Section 4 above, if at time of termination an employee has earned but unused vacation time, said vacation time shall be paid at the employee's rate of pay at time of termination. In the event of death, any vacation earned but unused shall be paid to the designated beneficiary of the deceased employee. Employees with less than 12 months of continuous service at termination shall not receive any vacation pay. Except as provided in this section, there shall be no salary payment made in lieu of vacation.

Employees who retire and are eligible to receive a pension from the Illinois Municipal Retirement Fund will receive payment for accrued, unused vacation time in the first regular payroll during the second calendar month after the employee retires. For example, if an employee retires on June 15, the employee will receive payment for their accrued, unused vacation time on the first regular payroll after August 1.

Section 6. Vacation Buy Back.

By January 22 of each year, employees who have accrued more than two (2) weeks of vacation may submit a written request to the Village to accept payment for up to 40 hours of unused vacation time, provided that at least two (2) weeks of vacation have been utilized by the employee during the twelve (12) months of the prior calendar year. The payment, if any, shall be paid on a separate check/direct deposit on the first full pay period in February of each year.

ARTICLE XII

SALARIES

Section 1. Hourly Wages for Telecommunicators.

Employees still on the active payroll as of the date this bargaining agreement is signed by all parties shall receive retroactive payment.

		-2.5%	-2.5%	-2.5%
	<u>1-Jan-</u>			
	<u>2125</u>	<u>1-Jan-22</u>	<u>1-Jan-23</u>	<u>1-Jan-24</u>
	26.86			
Step 1	<u>29.94</u>	<u>27.53</u>	<u>28.22</u>	<u>28.93</u>
	27.99			
Step 2	<u>31.21</u>	<u>28.69</u>	<u>29.41</u>	<u>30.15</u>
	29.52			
Step 3	<u>32.91</u>	<u>30.26</u>	<u>31.02</u>	<u>31.80</u>
	30.83			
Step 4	<u>34.36</u>	<u>31.60</u>	<u>32.39</u>	<u>33.20</u>
	32.33			
Step 5	<u>36.04</u>	<u>33.14</u>	<u>33.97</u>	<u>34.82</u>
	34.12			
Step 6	<u>38.03</u>	<u>34.97</u>	<u>35.84</u>	<u>36.74</u>
	36.06			
Step 7	<u>40.19</u>	<u>36.96</u>	<u>37.88</u>	<u>38.83</u>

At the sole discretion of the Chief of Police, newly hired telecommunicators with at least one (1) year of experience may be assigned up to Step two (2) in the salary schedule.

Telecommunicators having completed one (1) year through five (5) years of continuous service shall be eligible to receive one thousand dollars (\$1,000.00) for the fiscal year. Telecommunicators having completed six (6) years through seven (7) years of continuous service shall be eligible to receive one thousand two hundred and fifty dollars (\$1,250) for the fiscal year. Telecommunicators having completed eight (8) years of continuous service or more shall be eligible to receive one thousand five hundred dollars (\$1,500.00) for each fiscal year thereafter. Payment shall be made on the second payroll in July of each year on a separate direct deposit.

Section 2. Step Advancement.

Employees who are not at the top step of the foregoing salary schedule shall be eligible to advance to the next step twelve (12) months from the date they initially move to the preceding step provided they have been evaluated by the Police Chief as meeting departmental standards during the preceding year.

ARTICLE XIII INSURANCE

Section 1. Health and Life Insurance Coverage.

The health insurance plans may require a premium contribution by the employee (as listed below), co-pays, deductibles, reimbursement for being out of network, out-of-pocket maximum for being out of network etc. Employees may select single, single plus spouse, single plus child(ren), or family coverage in one of the health programs offered by the Village during the enrollment period established by the Village. The insurance plan year typically commences on January 1 of each year. The Village shall provide group health insurance benefits to employees, with such benefits to be provided in the group insurance policy(s) applicable to all Village employees at the rates assessed under such policy(s) which the Village shall enter from time to time.

Employee contribution to medical insurance premiums.

PPO Plan

Not to exceed 20% of the total premium.

HMO Plan

Not to exceed 10% of the total premium.

High Deductible PPO Plan

Employees would pay cost as outlined each year by the employer based upon each year's plan.

Should the Village find it necessary, due to financial or other reasons, to change insurance carriers, benefit levels, plan types, self-insurance or other modifications of the policy in effect upon the effective date of this agreement, it may do so, provided the new plans, coverage and benefits, are substantially similar to those in effect upon the effective date of this Agreement.

Section 2. Cost Containment.

The Village reserves the right to institute or modify cost containment measures relative to insurance coverage so long as the basic level of insurance benefits remains substantially the same. Such changes may include, but are not limited to, health maintenance organizations, mandatory second opinions for elective surgery, pre-admissions except in emergency situations, bounty clause, and mandatory outpatient elective surgery for certain designated surgical procedures.

Section 3. Terms of Policies to Govern.

The extent of coverage under the insurance policies referred to in Section 1 of this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement; provided, however, any employee who has a question concerning coverage may present it to the Human Resources Director, Village Manager or the Police Chief, if the Manager shall so designate, and the Manager or Chief, in turn shall make appropriate inquiry and shall advise the employee of the status of the matter.

Section 4. Right to Maintain Coverage While on Unpaid Leave or on Layoff.

An employee who is on an approved unpaid leave of absence shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for employee coverage and, if desired, for dependent coverage. Late payment shall be cause for termination of coverage in accordance with the insurance plan document.

Section 5. IRS 125 Plan.

The Village has made available to employees an IRS Section 125 plan which allows employees to pay for life Insurance, child care and, medical expenses with pre-tax dollars. This benefit shall be made available to employees covered by this contract as long as the plan continues to be allowed by the IRS.

ARTICLE XIV

GENERAL PROVISIONS

Section 1. Gender of Words.

The masculine gender as used herein shall be deemed to include the feminine, masculine, and non-binary genders, unless the feminine or non-binary gender is clearly inappropriate in the context of the provision (s) concerned.

Section 2. Medical Examinations.

If there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence, the Village may require, at its expense, and sole discretion that the employee have a medical examination and/or psychological examination by a qualified and licensed physician and/or psychologist selected by the Village.

Section 3. Precedence of Agreement.

If there is any conflict between the specific provisions of this Agreement and the specific provisions of any Village ordinance or the specific provisions contained in the Village's Personnel Policy and Procedure Manual which may be in effect from time to time, the specific terms of this Agreement, for its duration, shall take precedence.

Section 4. Uniform Allowance.

Each non-probationary employee required to wear a uniform shall receive a uniform allotment of \$400 for telecommunicators per fiscal year (pro rata if employed less than a full fiscal year) which can be used to order uniform replacement items. If there is any money left in an employee's uniform allotment at the end of the fiscal year, then an amount not to exceed \$200 may be carried over into the following fiscal year. It shall be the responsibility of each employee to wear uniforms that meet Village standards as to condition and appearance. No salary or cash payment shall be paid in lieu of any or all of an employee's unused uniform allotment.

Section 5. Secondary Employment.

Permission from the Police Chief or his designee must be obtained prior to accepting or commencing any secondary employment or business venture (including self-employment). Such permission shall be requested in writing citing all the facts of such employment or business venture including location, hours, days and type of work, and such permission shall not be unreasonably denied by the Village. Employees who engage in employment outside of regular duty hours shall be subject to call back at any time to perform the duties and fulfill the responsibilities of their position with the Village. Secondary employment or business ventures of any nature shall not be conducted during duty hours.

Section 6. Access to Village Premises.

A duly authorized FOP Labor Council representative will be permitted access to the premises of the Village for the specific purpose of representing employees pursuant to the provisions of this Agreement. In order to gain access, the FOP Labor Council representative must provide advance notice to the Police Chief, or his designee and receive approval on each occasion so as not to interfere with Village operations. If such approval is granted, the Police Chief, or his designee shall designate the area where such business is to be conducted and the period of item provided for such purpose. The FOP Labor Council representative may visit with employees during their non-work time if such visit does not disturb the work of any employees who may otherwise be on duty. The privileges granted by this section shall at all times be subject to general department rules applicable to non-employees.

Section 7. Non-Sworn Personnel. Access to Exercise Equipment.

The Department will allow non-sworn personnel access to Department-owned exercise equipment. However, it is expressly understood that such use is voluntary. Therefore, non-sworn personnel will not be compensated in any way for any time spent using the equipment. Non-sworn personnel will not be allowed to use the exercise equipment during their normally scheduled duty hours. Finally, personnel electing to use the exercise equipment assume all risk and agree to hold the Village harmless for any injury.

Section 8. Use of Tobacco Products.

In keeping with the Village's intent to provide a safe and healthy work environment and in conformance with the Smoke-Free Illinois act, smoking by employees on Village property is limited to designated smoking areas during the employee's lunch or break periods. Village property includes Village vehicles and equipment.

Section 9. Training Reimbursement Agreements.

The Village reserves the right to require all new employees to enter into an individual training reimbursement agreement, pursuant to which such employee will be required to reimburse the Village for certain expenses, including training, uniforms, and equipment, should such employee terminate his employment within 24 months of date of hire, not to exceed \$2800.00 in any specific instance. The Council waives any objection to the terms of any such agreement, including the enforcement of such agreements.

ARTICLE XV

MANAGEMENT RIGHTS

Section 1. Management Rights.

Except as specifically modified by other articles of this Agreement, the Council recognizes the Village's exclusive right to make and implement decisions with respect to the operation and management of its operations in all respects. Such rights include, but are not limited to the following: to plan, direct, control, and determine all the operations and services of the Village; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to establish specialty positions and to select personnel to fill them; to establish physical and mental fitness standards; to schedule and assign work; to transfer employees; to determine work hours, including shift hours; to establish work and productivity standards and, from time to time, to change those standards; to assign overtime; to determine methods, means, organization, and number of personnel by which operations are conducted; to subcontract or contract out goods and/or services; to determine whether work and/or services are to be provided by employees covered by this Agreement (including which employees) or by other employees or persons not covered by this Agreement; to make, alter, and enforce reasonable rules, regulations, orders and policies; to evaluate employees; to discipline employees for just cause (probationary employees without cause); to determine, change, or eliminate existing methods, facilities, equipment, or facilities; and to carry out the mission of the Village.

Section 2. Emergency Circumstances.

If, in the sole discretion of the President and Board of Trustees or the Village Manager, it is determined that civil emergency conditions exist, including, but not limited to, riots, civil disorders, tornado conditions, floods, or other similar catastrophes, the provisions of this Agreement may be suspended by the President of the Board of Trustees or the Village Manager during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended.

ARTICLE XVI
ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

ARTICLE XVII
SAVINGS CLAUSE

In the event any Article, section, or portion of this Agreement should be held invalid and unenforceable by any board, agency, or court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, such decision or legislation shall apply only to the specific Article, section or portion thereof specifically specified in the board, agency, or court decision or subsequent litigation and the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE XVIII **DURATION AND TERM OF AGREEMENT**

This Agreement shall be effective as of upon execution, and shall remain in full force and effect until 11:59 p.m. on the 31st day of December ~~2024~~2025. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred eighty (180) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than one hundred thirty-five (135) days prior to the anniversary date unless the parties mutually agree otherwise. Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after the expiration date and until a new agreement is reached unless either party gives at least ten (10) days written notice to the other party of its desire to terminate this Agreement, provided such termination date shall not be before the anniversary date set forth in the preceding paragraph.

Executed this day of _____.

VILLAGE OF LAKE ZURICH

LAKE ZURICH
 TELECOMMUNICATORS

Village Manager



Village President

/s/ Robert Meglei on behalf of Ryan Kulig

Telecommunicators

Village Clerk

/s/ Robert Meglei

FOP Representative

ILLINOIS FRATERNAL
 ORDER OF POLICE
 LABOR COUNCIL

Letter of Agreement

Between

Village of Lake Zurich and FOP Labor Council, Lake Zurich Telecommunicators

1. The Village of Lake Zurich and the FOP Labor Council, Lake Zurich Telecommunicators enter into this Letter of Agreement on the date set forth below, to memorialize the terms and conditions surrounding the Village's plans to consolidate the Village's dispatching operations with other jurisdictions. Consequently, a Telecommunicator's employment with the Village may terminate on or before June 30, 2025 ("Changeover Date"), though the date may be extended or shortened based on the needs of the Village.
2. The Village wishes to provide such bargaining unit employees an incentive to continue employment through the Changeover Date. The incentives and incentive conditions are described in Exhibit A (Special Stay Agreement) to this Letter of Agreement.
3. Any employee that wishes to be considered for the incentive must sign the Exhibit A within 14 calendar days following the execution of this Letter of Agreement. Newly hired employees must sign Exhibit A within 14 days of their hire date. Employees who signed an incentive agreement, then left voluntarily, and then returned to work, will not be allowed to sign a new incentive agreement.
4. In order to qualify for the severance benefits stated in the Special Stay Agreement, an employee must meet all of the incentive conditions stated in Paragraph 2 of Exhibit A.
5. Among others, one of the conditions includes, at the time of separation, irrevocably signing a complete waiver and release of claims. The waiver and release of claims will be in substantially the same form as the document attached as Schedule B to Exhibit A, although the Village may change the waiver of age claims to the extent necessary to comply with the Older Worker Benefit Protection Act and make similar changes for purposes of legal compliance.
6. Effective upon the Village approving the consolidation or outsourcing of dispatch operations, the Union agrees that the Village may use part-time employees (less than 20 hours per week) and/or subcontract employees to replace bargaining unit members who leave before the date on which the dispatch center is closed. The Village may also partially consolidate or share services with other Public Safety Answering Points (PSAPs), which may include, for example, hosting PSAP partners' employees at Village facilities or sending Village employees to other PSAP facilities.
7. The Union agrees this agreement fully satisfies the Village's obligations to engage in decisional and/or effects bargaining regarding the potential closure, subcontracting, and/or consolidation of dispatch operations. Upon approval of this agreement, the parties shall have no further bargaining obligations regarding this matter. The Union further agrees it will not file a grievance, unfair labor practice charge, or otherwise initiate litigation regarding the

closure, subcontracting, and/or consolidation of dispatch operations, as long as the Village complies with its obligations under this Agreement. The terms of the current bargaining agreement shall apply while the dispatch center remains open.

8. This Agreement shall be attached to the parties' collective bargaining agreement and shall become a term thereto. It shall be subject to the grievance arbitration mechanism in the collective bargaining agreement.
9. This Agreement shall be effective upon signature of both parties.

VILLAGE OF LAKE ZURICH

**FOP LABOR COUNCIL, LAKE ZURICH
TELECOMMUNICATORS**

Mayor

/s/ Robert Meglel
Union

DATE: _____

DATE: 2/3/2025

EXHIBIT A**SPECIAL STAY AGREEMENT**

This Special Stay Agreement ("**Agreement**"), effective _____, is entered into by and between _____ ("**Employee**") and the **Village of Lake Zurich**, an Illinois municipal corporation in the County of Lake (the "**Village**").

RECITALS

A. Employee is employed by the Village as a Telecommunicator assigned to its dispatch center. The Village is studying plans to consolidate its dispatch operations with other jurisdictions. Consequently, Employee's employment with the Village might terminate on or before June 30, 2025 ("**Changeover Date**") as a result of those consolidation efforts. The Changeover Date may be extended or shortened based on the needs of the Village.

B. The Village wishes to provide Employee an incentive to continue his or her employment throughout the Changeover Date in the form of the Stay Benefits described below pursuant to the terms and conditions of this Agreement.

AGREEMENT

1. Provided Employee meets all of the Incentive Conditions, defined below, Employee shall be entitled to the following benefits (the "**Stay Benefits**"):

a. The Village shall provide Employee with either (i) at least sixty (60) days' notice prior to termination on or before the Changeover Date (the "**Notice Period**"); or (ii) payment of Employee's regular base salary in lieu of all or a portion of the 60-day Notice Period; provided the Changeover Date may extend beyond the 60-day Notice Period and Employee's eligibility for the Stay Benefits remains contingent upon, among other requirements, continuing employment through the Changeover Date.

b. The Village shall pay employee a stay bonus (the "**Stay Bonus**") equal to one (1) week of Employee's regular base salary at the time of termination for each complete year of employment with the Village's Telecommunications Center; provided the Stay Bonus shall in no event be less than five (5) weeks of Employee's regular base salary.

All required payroll tax and other required withholding shall be deducted from the Stay Bonus. The Stay Bonus shall be paid in a single lump sum on the Village's first regularly scheduled payday occurring on the later of (i) the first day of the second calendar month following the termination of Employee's employment with the Village; or (ii) the fourteenth day following Employee's signing of the Separation Agreement and General Release.

c. The Village shall not contest Employee's claim for unemployment benefits, unless the Employee applies for and receives Illinois Municipal Retirement Fund pension benefits, in which case, the Village may contest the Employee's claim for unemployment benefits to the extent that the unemployment benefit amount may be reduced by the Employee's pension amount, in accordance with the Illinois Unemployment Insurance Act.

d. The Village shall provide Employee with a letter of reference substantially similar to the example in Schedule A to this Agreement.

e. The Village shall pay Employee all earned and accrued vacation time at the Employee's Separation Date and vacation will be frontloaded from January 1, 2025 until June 30, 2025 (as noted in the Separation Agreement and General Release the employee signs as an incentive condition). This incentive only applies to employees who are actually separated from employment. Not to employees who transition into another job with the Village after the Changeover Date.

f. The Village shall provide health insurance at the same rate as the employee is currently paying for up to 4 months if no other insurance options are available to the employee after the separation through a future employer.

2. The Incentive Conditions, each of which must be satisfied, are as follows: (a) Employee shall not resign his or her employment prior to the Changeover Date; (b) Employee shall not abuse sick leave; provided, Employee may use more sick days per calendar month if necessary for leave under the Family and Medical Leave Act or if supported by appropriate medical documentation; (c) Employee shall continue to perform his or her or her duties to the reasonable expectations of the Village; and (d) Employee enters into the Separation Agreement and General Release substantially similar to the example in Schedule B to this Agreement.

3. Nothing in this Agreement shall alter the disciplinary standards set forth in the collective bargaining agreement between the Village of Lake Zurich and the Fraternal Order of Police. The Village retains sole discretion to designate the Changeover Date and to modify the Changeover Date.

4. The Village may terminate Employee's employment prior to the Changeover Date. If Employee's employment terminates without Cause, then Employee shall be deemed to have satisfied subpart (a) of paragraph 2 of this Agreement. If Employee's employment terminates for Cause, then Employee shall be deemed not to have satisfied subpart (a) of paragraph 2 of this Agreement. For purposes of this Agreement, "**Cause**" for probationary employees means (i) the failure of Employee to comply with any of the material provisions of this Agreement; (ii) a criminal conviction by a court of competent jurisdiction (other than minor traffic offenses for which a fine is the only available penalty) or entry a plea of guilty or no contest, the effect of which damages the Village's reputation or otherwise interferes with Employee's ability to perform his or her job duties for the Village; (iii) the refusal, failure or neglect of Employee to perform his or her or her services in a manner satisfactory to the Village; or (iv) the engagement by Employee in illegal, unethical or other wrongful conduct. "**Cause**" for non-probationary employees shall mean "just cause" as set forth in the collective bargaining agreement with the Fraternal Order of Police.

5. Employee, for and on behalf of himself or herself or herself and each of his or her or her personal and legal representatives, heirs, devisees, executors, successors and assigns, hereby acknowledges full and complete satisfaction of, and fully and forever waives, releases, acquits, and discharges the Village from any and all claims, causes of action, demands, liabilities, damages, obligations, and debts (collectively referred to as "Claims"), of every kind and nature, whether known or unknown, suspected or unsuspected, or fixed or contingent, which Employee holds as of the date he or she signs this Agreement, or at any time previously held against the Village, or any arising out of any matter whatsoever (with the exception of

breaches of this Agreement), including without limitation, any Claims arising out of a severance pay policy, practice or contractual obligation.

6. This Agreement supersedes all of the Village's policies and practices, and all previous oral and written agreements, understandings and communications between Employee and the Village, only with respect to severance and the Stay Benefits. No change, modification or amendment of any provision of this Agreement shall be valid unless made in writing and signed by Employee and an authorized representative of the Village.

7. This Agreement shall be subject to and governed by the laws of the State of Illinois without regard to any conflicts of law rules or provisions, irrespective of the fact that Employee may be a resident of a different state. The Agreement shall be binding upon and inure to the benefit of the Village and Employee, and Employee's executors, administrators, personal representatives and heirs. This Agreement may be executed in one or more counterparts, all of which, taken together, shall constitute one and the same agreement. Employee's obligations and benefits under this Agreement may not be delegated or assigned. The Village's obligations under this Agreement may be assigned without consent of Employee.

THE VILLAGE OF LAKE ZURICH

EMPLOYEE

By: _____
Its: Mayor Date Date

SCHEDULE A

Sample Letter of Reference

To Whom It May Concern:

_____ was employed at the Village of Lake Zurich from _____ until _____. Due to the State of Illinois' dispatch consolidation mandate, the Village has outsourced Communications Dispatch Center and _____ was impacted by this outsourcing.

_____ was a Telecommunicator for the Village. In that role s/he had as a primary responsibility to receive and process in an accurate and timely manner emergency and non-emergency calls for police, fire, emergency medical and other public safety service via telephone and other communication devices. Examples of work performed are:

1. Receive emergency and non-emergency calls from the public and accurately assign their requests to the correct jurisdiction and response from police, fire, EMS, and/or other allied public safety resources.
2. Dispatch appropriate units and resources to police, fire, EMS, and other public safety incidents.
3. Provide communications coordination of public safety resources.
4. Monitor, enter information and retrieve information utilizing computer-aided dispatch (CAD) system for complaint taking, location verification, monitoring status of field units, resource dispatching, record locating, and coordinating public safety incidents for the duration of assigned shift.
5. Transmission and retrieval of information through in-house, local, county, state and federal law enforcement data networks.
6. Accurate recording of information on a variety of forms, logs, and computer screens as dictated by Village of Lake Zurich, Village Public Safety Official Manual and the Village Communications policies and procedures.
7. Accurately follow established protocols for Emergency Medical Dispatching on all medical emergencies.
8. Monitor (2) police, fire, ISPERN, IFERN, Local Government, Point radio frequencies for duration of shift.
9. Ability to control phone conversations in order to obtain necessary information and relay to responding units.
10. Prioritize, handle and transfer multiple incoming phone calls.
11. Continual prioritizing of incoming calls, radio traffic and walk-in traffic.

_____ leaves the Village in good standing. Had it not been for the outsourcing of the entire Communications Dispatch Center, s/he would still be a valued employee of the Village of Lake Zurich.

If you would like further information, please contact me at _____.

Sincerely,

SCHEDULE B

Sample Separation Agreement and General Release

CONFIDENTIAL SEPARATION AGREEMENT AND GENERAL RELEASE

This Confidential Separation Agreement and General Release ("**Agreement**") is entered into by and between [Employee Name] ("**Employee**") and the Village of Lake Zurich, an Illinois local government in the County of Lake (the "**Village**"):

1. Termination of Employment. Employee acknowledges that his or her employment with the Village terminated effective _____, _____ (the "**Separation Date**").
2. Compensation Owed. Employee acknowledges receipt of all compensation (including, but not limited to, all wages and benefits except accrued but unused paid time off) due from the Village through the payroll period immediately prior to the Separation Date. Employee shall receive all final compensation, including accrued but unused paid time off, on the first regular payday covering the payroll period of the Separation Date.
3. Separation Benefits. Subject to the provisions of this Agreement and to resolve any Claims (defined in paragraph 6 of this Agreement), the Village shall provide Employee with the Stay Benefits described in the Special Stay Agreement previously entered into between Employee and the Village pursuant to the terms set forth therein (the "**Separation Benefits**").
4. Consideration. Employee acknowledges that he or she would not be entitled to the Separation Benefits provided for in paragraph 3, above, in the absence of his or her signing of this Agreement, that the Separation Benefits constitute a substantial economic benefit to Employee, and that they constitute good and valuable consideration for the various commitments undertaken by him or her in this Agreement.
5. Parties Released. For purposes of this Agreement, the term "**Releasees**" means the Village, its successors, assigns, benefit plans, and plan administrators; and their respective past and present elected officials, appointed officials, trustees, employees, agents, independent contractors, attorneys and insurers
6. General Release. Employee, for and on behalf of himself or herself and each of his or her personal and legal representatives, heirs, devisees, executors, successors and assigns, hereby acknowledges full and complete satisfaction of, and fully and forever waives, releases, acquits, and discharges the Releasees from any and all claims, causes of action, demands, liabilities, damages, obligations, and debts (collectively referred to as "**Claims**"), of every kind and nature, whether known or unknown, suspected or unsuspected, or fixed or contingent, which Employee holds as of the date he or she signs this Agreement, or at any time previously held against the Releasees, or any of them, arising out of any matter whatsoever (with the exception of breaches of this Agreement) ("**General Release**"). This General Release specifically includes, but is not limited in any way to, any and all Claims:
 - a. Arising out of or in any way related to Employee's employment with the Village or the termination of his or her employment;

b. Arising out of or in any way related to any contract or agreement or between Employee and the Village;

c. Arising under or based on the Equal Pay Act of 1963 (EPA); Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991 (42 U.S.C. § 1981a); Section 1981 of the Civil Rights Act of 1866 (42 U.S.C. § 1981); the Americans with Disabilities Act of 1990, as amended (ADA); the Family and Medical Leave Act of 1993 (FMLA); the Illinois Public Labor Relations Act (IPLRA); the federal False Claims Act (FCA); the Worker Adjustment and Retraining Notification Act of 1988 (WARN); the Employee Retirement Income Security Act of 1974 (ERISA) (excepting claims for vested benefits, if any, to which Employee is legally entitled thereunder); the Uniformed Services Employment and Reemployment Rights Act (USERRA); and the Genetic Information Nondiscrimination Act (GINA);

d. Arising under or based on the Age Discrimination in Employment Act of 1967 (ADEA), as amended by the Older Workers Benefit Protection Act (OWBPA), and alleging a violation thereof based on any action or failure to act by Releasees, or any of them, at any time prior to the date Employee signs this Agreement;

e. Arising under or based on the Illinois Constitution; the Illinois Wage Payment and Collection Act; the anti-retaliation provisions of the Illinois Workers' Compensation Act, the Illinois Minimum Wage Law, the Illinois Whistleblower Act, and the Illinois Human Rights Act; and

f. Arising out of or in any way related to any federal, state, county or local constitutional provision, law, statute, ordinance, decision, order, policy or regulation (i) prohibiting employment discrimination, providing for the payment of wages or benefits, providing for a paid or unpaid leave of absence; (ii) otherwise creating rights or claims for employees, including, but not limited to, any and all claims alleging breach of public policy, whistle-blowing, false claims, retaliation, the implied obligation of good faith and fair dealing; any express or implied oral or written contract, handbook, manual, policy statement (including a severance policy) or employment practice; or (iii) relating to misrepresentation, defamation, libel, slander, interference with contractual relations, intentional or negligent infliction of emotional distress, invasion of privacy, false imprisonment, assault, battery, fraud, negligence, or wrongful discharge.

Excluded from the above release are any claims or rights which cannot be waived by law. Also excluded from the release is Employee's right to file a charge with an administrative agency or participate in any agency investigation. Employee is, however, specifically waiving his right to recover any money should any federal, state, or local administrative agency pursue any claim on his behalf arising out of or related in any way to his employment with and separation of employment from the Village. Employee is also waiving his right to recover money in connection with a charge or lawsuit filed by any other individual or by any federal or state agency. Similarly, excluded from the above release are any claims or rights the Union representing the Employee may have against the Village. However, Employee is waiving his right to recover monetarily from any such resolution.

7. Intended Scope of Release. It is the intention of the parties and is fully understood and agreed by them that this Agreement includes a General Release of all Claims (with the exception of breaches of this Agreement and claims for vested benefits, if any, to which Employee is legally entitled under ERISA), which Employee holds or previously held against the Releasees, or any of them, whether or not they are specifically referred to herein. No reference herein to any specific claim, statute or obligation is intended to limit the scope of this General Release and, notwithstanding any such reference, this Agreement shall be effective as a full and final bar to all Claims of every kind and nature, whether known or unknown, suspected or unsuspected, or fixed or contingent, released in this Agreement.

8. Waiver of Rights. As part of the foregoing General Release, Employee is waiving all of his or her rights to any recovery, compensation, or other legal, equitable or injunctive relief (including, but not limited to, compensatory damages, liquidated damages, punitive damages, back pay, front pay, attorneys' fees, and reinstatement to employment), from the Releasees, or any of them, in any administrative, arbitral, judicial or other action brought by or on behalf of Employee in connection with any Claim released in this Agreement.

9. Covenant Not to Sue. In addition to all other obligations contained in this Agreement, Employee agrees that he or she will not initiate, bring or prosecute any suit or action against any of the Releasees in any federal, state, county or municipal court, with respect to any of the Claims released in this Agreement. Notwithstanding the foregoing, nothing in this Agreement shall preclude Employee from bringing suit to challenge the validity or enforceability of this Agreement under the Age Discrimination in Employment Act as amended by the Older Workers Benefit Protection Act.

10. Remedies for Breach. If Employee, or anyone on his or her behalf, initiates, brings or prosecutes any suit or action against the Village in any federal, state, county or municipal court, with respect to any of the Claims released in this Agreement (except to challenge the validity or enforceability of this Agreement under the Age Discrimination in Employment Act, as amended by the Older Workers Benefit Protection Act), or if Employee breaches any of the terms of this Agreement, then Employee shall be liable for the payment of all damages, costs and expenses (including attorneys' fees) incurred by the Releasees, or any of them, in connection with such suit, action or breach.

11. No Admission of Liability. Nothing in this Agreement constitutes or shall be construed as an admission of liability on the part of the Releasees, or any of them. The Releasees expressly deny any liability of any kind to Employee, and particularly any liability arising out of or in any way related to his or her employment with the Village or the termination of his or her employment.

12. Additional Covenants and Warranties.

a. Confidentiality Regarding the Terms of Separation. Employee shall keep confidential the circumstances surrounding the termination of his or her employment with the Village, as well as the existence of this Agreement and its terms (collectively, the "**Confidential Information**"), and agrees that neither he, nor his or her attorneys, nor any of his or her agents, shall directly or indirectly disclose any Confidential Information (other than to the Equal Employment Opportunity Commission, or any other federal, state or local fair employment practices agency), unless written consent is given by the Village's Mayor, or unless required to

comply with any federal, state or local law, rule or order. However, this paragraph will not prohibit Employee from disclosing the Confidential Information to his or her spouse or to his or her attorneys, accountants or other tax consultants as necessary for the purpose of securing their professional advice, or in connection with any suit or action alleging a breach of this Agreement; provided those individuals agree to the same confidentiality obligations to which Employee is obligated under this paragraph. A breach of confidentiality by Employee's spouse, attorneys, accounts or tax consultants shall be treated as a breach by Employee. Furthermore, Employee represents and warrants that prior to signing this Agreement he or she has not disclosed to anyone any Confidential Information except as permitted by this paragraph.

b. Post-Employment Statutory and Contractual Obligations. Employee reaffirms and agrees to abide by all confidentiality and nondisclosure obligations to which he or she is subject under the common law, Illinois law and any contract or agreement between himself or herself and the Village, all of which are incorporated by reference herein.

c. No Attempt to Access the Computer Network. Employee agrees that he or she will not access or attempt to access, directly or indirectly, by any matter whatsoever, the Village's computer network, including without limitation, the Village's e-mail system, the Village's electronic document storage and retrieval system, and the Village's computer network servers and related equipment.

d. Future Cooperation. Employee agrees to cooperate with the Village with respect to any internal investigation or judicial or administrative (investigatory or adjudicatory) proceeding that arises or exists between the Village or any of its insurance carriers and any current or former employee, or other third party. Cooperation with the Village includes, without limitation, telephonic or in-person discussions with the Village's internal and external legal counsel during regular business hours.

e. Warranty of Return of the Village Property. Employee warrants and acknowledges that he or she has turned over to the Village all equipment or other property issued to him or her by the Village, along with all documents, notes, computer files, and other materials which he or she had in his or her possession or subject to his or her control, relating to the Village and/or any of its clients. Employee further warrants and acknowledges that he or she has not retained any such documents, notes, computer files or other materials (including any copies or duplicates thereof).

g. Covenant Not to Access the Village's Premises. Employee agrees that, following the Separation Date, he or she will not access or attempt to access non-public areas of the Village's premises and will not request another person to access or attempt to access non-public areas of the Village's premises on his or her behalf without the consent of the Police Chief.

h. Warranty Regarding Lack of Workplace Injury. Employee warrants and represents that he or she has not suffered and is not currently suffering from an injury incurred or aggravated in the course of his or her employment with the Village.

13. Reinstatement or Rehire. Employee acknowledges that he or she is eligible to apply for available positions with the Village, but that he or she will not be afforded any priority or preference with respect to selection for available positions.

14. Older Workers Benefit Protection Act. In compliance with the Older Workers Benefit Protection Act, 29 U.S.C. § 626(f), Employee hereby acknowledges that he has knowingly and voluntarily signed and entered into this Agreement and that:

- a) This Agreement is written in a language that he understands, and he understands all of the terms of this Agreement;
- b) This Agreement includes a waiver and release of claims under the Age Discrimination in Employment Act (ADEA) as described in paragraph 6 above;
- c) The Village is hereby advising Employee to consult with an attorney before signing this Agreement;
- d) This Agreement waives and releases only those claims and rights arising prior to the date he signs this Agreement;
- e) Employee understands that he has a period of forty-five (45) days in which to consider this AGREEMENT. This Agreement may not be signed by Employee prior to the Separation Date.
- f) He is not otherwise entitled to the benefits described in Paragraph 3 of this Agreement.

16. Warranty of Understanding and Voluntary Nature of Agreement. Employee acknowledges that he or she has carefully read and fully understands all of the provisions of this Agreement; that he or she knows and understands the rights he or she is waiving by signing this Agreement; and that he or she has entered into the Agreement knowingly and voluntarily, without coercion, duress or overreaching of any sort.

17. Revocation Period. Employee understands that he or she has the right to revoke this Agreement at any time within seven (7) days after he or she signs it and that the Agreement shall not become effective or enforceable until this revocation period has expired without revocation. If revocation is by mail, it must be post-marked no later than the seventh (7th) after Employee signed this Agreement and should be sent to the attention of **Douglas Gibson, 70 East Main Street, Lake Zurich Illinois, 60047.**

18. Severability. The provisions of this Agreement are fully severable. Therefore, if any provision of this Agreement is for any reason determined to be invalid or unenforceable, such invalidity or unenforceability will not affect the validity or enforceability of any of the remaining provisions. Furthermore, any invalid or unenforceable provisions shall be modified or restricted to the extent and in the manner necessary to render the same valid and enforceable, or, if such provision cannot under any circumstances be modified or restricted, it shall be excised from the Agreement without affecting the validity or enforceability of any of the remaining provisions. The parties agree that any such

modification, restriction or excision may be accomplished by their mutual written agreement or, alternatively, by disposition of a court or other tribunal.

19. Entire Agreement/Integration. This Agreement, in conjunction with Employee's Special Stay Agreement, constitutes the sole and entire agreement between Employee and the Village with respect to the subjects addressed in it, and supersedes all prior or contemporaneous agreements, understandings, and representations, oral and written, with respect to those subjects.

20. No Waiver By the Village. No waiver, modification or amendment of any of the provisions of this Agreement shall be valid and enforceable unless in writing and executed by Employee and the Village's Mayor.

21. Successors and Assigns. This Agreement shall be binding upon, and shall inure to the benefit of, Employee and his or her personal and legal representatives, heirs, devisees, executors, successors and assigns, and the Village and its successors and assigns.

22. Choice of Law. This Agreement and any amendments hereto shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to conflicts of law principles.

23. Counterparts. This Agreement may be executed in one or more counterparts, all of which, taken together, shall constitute one and the same agreement.

VILLAGE OF LAKE ZURICH

EMPLOYEE

By: _____
Its: Mayor Date Date



At the Heart of Community

POLICE DEPARTMENT

200 Mohawk Trail
Lake Zurich, Illinois 60047
(847) 719-1690
www.lakezurich.org

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the Village of Lake Zurich ("Village"), and the Fraternal Order of Police, Lake Zurich Local Council 190-2 (hereinafter referred to as the "Local Council").

WHEREAS, the parties have conferred regarding a certain temporary modification of the terms and conditions set forth in the existing "CBA" (January 1, ~~2022~~ 2025 through December 31, ~~2024~~ 2025) relative to communication training pay and shift differential pay; and

WHEREAS, the parties have agreed to temporarily modify the communication training pay and shift differential pay for the duration of the current CBA when training is occurring;

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

1. Section 13 of the "CBA" is modified to read in its entirety:

Section 13. Communication Training Pay.

Any employee assigned or acting as a Communication Training Telecommunicator shall receive one half (.5) hour at 1 ½ times his regular rate of pay for each two (2) hour block the employee is training a telecommunicator.

Any employee assigned or acting as a Communication Training Telecommunicator shall also receive a \$25 stipend for each two (2) hour block the employee is training a telecommunicator.

Any employee assigned or acting as a partner telecommunicator shall receive a \$25 stipend for each two (2) hour block in which training is taking place.

All telecommunicators that work between 11:00 p.m. and 7:00 a.m. on days that training is taking place shall receive 10% differential pay.

2. All other terms of the "CBA" shall remain in full force and effect.
3. The parties intend that claimed failures to abide by the terms of this Memorandum of Understanding may be addressed through the Grievance Procedure set forth in the "CBA".
4. The parties agree and understand that the provisions contained within this Memorandum of Understanding, and amendments to the "CBA", are agreed to for the duration of the CBA when training is taking place and that they shall not be deemed a "past practice" nor

be deemed to bind either party from asserting a different position, or reverting to the original contract language, upon expiration of this Memorandum of Understanding or in any future negotiation of a successor collective bargaining "CBA".

5. The parties agree that this Memorandum of Understanding shall be effective January 1, 2023 only while training a new telecommunicator, and will automatically terminate on December 31, ~~2024~~2025, at which time the Parties shall revert to the language as set forth in the current "CBA".

**Illinois Fraternal Order of Police
Labor Council**

Village of Lake Zurich

By: /s/ Robert Meglei
Field Representative


By: _____
Village Manager

Date: 2/3/2025

Date: _____

**Fraternal Order of Police Lake Zurich
Lodge #190-2**

By: /s/ Robert Meglei on behalf of Ryan Kulig
President

By:  _____

Date: 2/3/2025

Date: 2/3/2025

By: _____

Date: _____



At the Heart of Community

OFFICE OF THE VILLAGE MANAGER
Human Resources Division

70 East Main Street
Lake Zurich, Illinois 60047

(847) 438-5141
LakeZurich.org

MEMORANDUM

Date: February 12, 2025
To: Ray Keller, Village Manager *PK*
From: Douglas Gibson, Human Resources Director *DG*
Subject: **Communications Supervisors Agreement**

Issue: The Village of Lake Zurich plans to consolidate its dispatch operations with other jurisdictions. Consequently, employment for the Village's Communications Supervisors may terminate on or before June 30, 2025. The Village wishes to provide the Communications Supervisors an incentive to continue their employment throughout the consolidation date in the form of specific stay benefits listed below and in the attached document.

Stay Benefits:

- One week of pay for each year of employment, not to be less than 5 weeks.
- A Letter of reference.
- Frontloaded vacation time from January 1, 2025 to June 30, 2025.
- Paid health insurance for up to 4 months if no other insurance is available.

Recommendation: Approve the attached stay agreement.

W/Attachments:

- Stay Agreement between the Village of Lake Zurich and the Village's Communications Supervisors.

AGREEMENT
6f

Letter of Agreement

Between

Village of Lake Zurich and Lake Zurich Communications Supervisors

1. The Village of Lake Zurich and the Lake Zurich Communications Supervisors enter into this Letter of Agreement on the date set forth below, to memorialize the terms and conditions surrounding the Village's plans to consolidate the Village's dispatching operations with other jurisdictions. Consequently, a Communications Supervisor's employment with the Village may terminate on or before June 30, 2025 ("Changeover Date"), though the date may be extended or shortened based on the needs of the Village.
2. The Village wishes to provide such employees an incentive to continue employment through the Changeover Date. The incentives and incentive conditions are described in Exhibit A (Special Stay Agreement) to this Letter of Agreement.
3. Any employee that wishes to be considered for the incentive must sign the Exhibit A within 14 calendar days following the execution of this Letter of Agreement. Newly hired employees must sign Exhibit A within 14 days of their hire date. Employees who signed an incentive agreement, then left voluntarily, and then returned to work, will not be allowed to sign a new incentive agreement.
4. In order to qualify for the severance benefits stated in the Special Stay Agreement, an employee must meet all of the incentive conditions stated in Paragraph 2 of Exhibit A.
5. Among others, one of the conditions includes, at the time of separation, irrevocably signing a complete waiver and release of claims. The waiver and release of claims will be in substantially the same form as the document attached as Schedule B to Exhibit A, although the Village may change the waiver of age claims to the extent necessary to comply with the Older Worker Benefit Protection Act and make similar changes for purposes of legal compliance.
6. Effective upon the Village approving the consolidation or outsourcing of dispatch operations, the Village may use part-time employees (less than 20 hours per week) and/or subcontract employees to replace communications supervisors who leave before the date on which the dispatch center is closed. The Village may also partially consolidate or share services with other Public Safety Answering Points (PSAPs), which may include, for example, hosting PSAP partners' employees at Village facilities or sending Village employees to other PSAP facilities.
7. This Agreement shall be effective upon signature of both parties.

VILLAGE OF LAKE ZURICH

**LAKE ZURICH COMMUNICATIONS
SUPERVISOR**

DATE: _____

DATE: _____

EXHIBIT A

SPECIAL STAY AGREEMENT

This Special Stay Agreement ("**Agreement**"), effective _____, is entered into by and between _____ ("**Employee**") and the **Village of Lake Zurich**, an Illinois municipal corporation in the County of Lake (the "**Village**").

RECITALS

A. Employee is employed by the Village as a Communications Supervisor. The Village is studying plans to consolidate its dispatch operations with other jurisdictions. Consequently, Employee's employment with the Village might terminate on or before June 30, 2025 ("**Changeover Date**") as a result of those consolidation efforts. The Changeover Date may be extended or shortened based on the needs of the Village.

B. The Village wishes to provide Employee an incentive to continue his or her employment throughout the Changeover Date in the form of the Stay Benefits described below pursuant to the terms and conditions of this Agreement.

AGREEMENT

1. Provided Employee meets all of the Incentive Conditions, defined below, Employee shall be entitled to the following benefits (the "**Stay Benefits**"):

a. The Village shall provide Employee with either (i) at least sixty (60) days' notice prior to termination on or before the Changeover Date (the "**Notice Period**"); or (ii) payment of Employee's regular base salary in lieu of all or a portion of the 60-day Notice Period; provided the Changeover Date may extend beyond the 60-day Notice Period and Employee's eligibility for the Stay Benefits remains contingent upon, among other requirements, continuing employment through the Changeover Date.

b. The Village shall pay Employee a stay bonus (the "**Stay Bonus**") equal to one (1) week of Employee's regular base salary at the time of termination for each complete year of employment with the Village's Telecommunications Center.

All required payroll tax and other required withholding shall be deducted from the Stay Bonus. The Stay Bonus shall be paid in a single lump sum on the Village's first regularly scheduled payday occurring on the later of (i) the first day of the second calendar month following the termination of Employee's employment with the Village; or (ii) the fourteenth day following Employee's signing of the Separation Agreement and General Release.

c. The Village shall not contest Employee's claim for unemployment benefits, unless the Employee applies for and receives Illinois Municipal Retirement Fund pension benefits, in which case, the Village may contest the Employee's claim for unemployment benefits to the extent that the unemployment benefit amount may be reduced by the Employee's pension amount, in accordance with the Illinois Unemployment Insurance Act.

d. The Village shall provide Employee with a letter of reference.

e. The Village shall pay Employee all earned and accrued vacation time at the Employee's Separation Date (as noted in the Separation Agreement and General Release the employee signs as an incentive condition). This incentive only applies to employees who are actually separated from employment. Not to employees who transition into another job with the Village after the Changeover Date.

2. The Incentive Conditions, each of which must be satisfied, are as follows: (a) Employee shall not resign his or her employment prior to the Changeover Date; (b) Employee shall not use more than two (2) sick days per calendar month; provided, Employee may use more sick days per calendar month if necessary for leave under the Family and Medical Leave Act or if supported by appropriate medical documentation; (c) Employee shall continue to perform his or her or her duties to the reasonable expectations of the Village; and (d) Employee enters into the Separation Agreement and General Release substantially similar to the example in Schedule B to this Agreement.

3. Nothing in this Agreement shall alter the disciplinary standards set forth in the Village of Lake Zurich Personnel Policy Manual. The Village retains sole discretion to designate the Changeover Date and to modify the Changeover Date.

4. The Village may terminate Employee's employment prior to the Changeover Date. Employees are expected to maintain reasonable standards of conduct, behavior and performance, display a proper regard for the welfare and rights of other employees, customers, businesses, residents of the Village, and the public, and to comply with the provisions of the Personnel Policy Manual. For those Village employees employed on an at-will basis, nothing stated in the Personnel Policy Manual expressly imposes a requirement of "cause" for discipline or discharge or otherwise limits the discretion of the Village to impose any level of discipline within the "at-will" employment relationship between the Village and its employees.

5. Employee, for and on behalf of himself or herself or herself and each of his or her or her personal and legal representatives, heirs, devisees, executors, successors and assigns, hereby acknowledges full and complete satisfaction of, and fully and forever waives, releases, acquits, and discharges the Village from any and all claims, causes of action, demands, liabilities, damages, obligations, and debts (collectively referred to as "Claims"), of every kind and nature, whether known or unknown, suspected or unsuspected, or fixed or contingent, which Employee holds as of the date he or she signs this Agreement, or at any time previously held against the Village, or any arising out of any matter whatsoever (with the exception of breaches of this Agreement), including without limitation, any Claims arising out of a severance pay policy, practice or contractual obligation.

6. This Agreement supersedes all of the Village's policies and practices, and all previous oral and written agreements, understandings and communications between Employee and the Village, only with respect to severance and the Stay Benefits. No change, modification or amendment of any provision of this Agreement shall be valid unless made in writing and signed by Employee and an authorized representative of the Village.

7. This Agreement shall be subject to and governed by the laws of the State of Illinois without regard to any conflicts of law rules or provisions, irrespective of the fact that Employee may be a resident of a different state. The Agreement shall be binding upon and inure to the benefit of the Village and Employee, and Employee's executors, administrators, personal representatives and heirs. This Agreement may be executed in one or more counterparts, all of which, taken together, shall constitute one and the same

agreement. Employee's obligations and benefits under this Agreement may not be delegated or assigned. The Village's obligations under this Agreement may be assigned without consent of Employee.

THE VILLAGE OF LAKE ZURICH

EMPLOYEE

By: _____
Date

Date

SCHEDULE A

Sample Letter of Reference

To Whom It May Concern:

_____ was employed at the Village of Lake Zurich from _____ until _____. Due to the State of Illinois' dispatch consolidation mandate, the Village has outsourced Communications Dispatch Center and _____ was impacted by this outsourcing.

_____ was a Telecommunicator for the Village. In that role s/he had as a primary responsibility to receive and process in an accurate and timely manner emergency and non-emergency calls for police, fire, emergency medical and other public safety service via telephone and other communication devices. Examples of work performed are:

1. Receive emergency and non-emergency calls from the public and accurately assign their requests to the correct jurisdiction and response from police, fire, EMS, and/or other allied public safety resources.
2. Dispatch appropriate units and resources to police, fire, EMS, and other public safety incidents.
3. Provide communications coordination of public safety resources.
4. Monitor, enter information and retrieve information utilizing computer-aided dispatch (CAD) system for complaint taking, location verification, monitoring status of field units, resource dispatching, record locating, and coordinating public safety incidents for the duration of assigned shift.
5. Transmission and retrieval of information through in-house, local, county, state and federal law enforcement data networks.
6. Accurate recording of information on a variety of forms, logs, and computer screens as dictated by Village of Lake Zurich, Village Public Safety Official Manual and the Village Communications policies and procedures.
7. Accurately follow established protocols for Emergency Medical Dispatching on all medical emergencies.
8. Monitor (2) police, fire, ISPERN, IFERN, Local Government, Point radio frequencies for duration of shift.
9. Ability to control phone conversations in order to obtain necessary information and relay to responding units.
10. Prioritize, handle and transfer multiple incoming phone calls.
11. Continual prioritizing of incoming calls, radio traffic and walk-in traffic.

_____ leaves the Village in good standing. Had it not been for the outsourcing of the entire Communications Dispatch Center, s/he would still be a valued employee of the Village of Lake Zurich.

If you would like further information, please contact me at _____.

Sincerely,

SCHEDULE B

Sample Separation Agreement and General Release

CONFIDENTIAL SEPARATION AGREEMENT AND GENERAL RELEASE

This Confidential Separation Agreement and General Release ("*Agreement*") is entered into by and between **[Employee Name]** ("*Employee*") and the Village of Lake Zurich, an Illinois local government in the County of Lake (the "*Village*");

1. Termination of Employment. Employee acknowledges that his or her employment with the Village terminated effective _____, _____ (the "*Separation Date*").
2. Compensation Owed. Employee acknowledges receipt of all compensation (including, but not limited to, all wages and benefits except accrued but unused paid time off) due from the Village through the payroll period immediately prior to the Separation Date. Employee shall receive all final compensation, including accrued but unused paid time off, on the first regular payday covering the payroll period of the Separation Date.
3. Separation Benefits. Subject to the provisions of this Agreement and to resolve any Claims (defined in paragraph 6 of this Agreement), the Village shall provide Employee with the Stay Benefits described in the Special Stay Agreement previously entered into between Employee and the Village pursuant to the terms set forth therein (the "*Separation Benefits*").
4. Consideration. Employee acknowledges that he or she would not be entitled to the Separation Benefits provided for in paragraph 3, above, in the absence of his or her signing of this Agreement, that the Separation Benefits constitute a substantial economic benefit to Employee, and that they constitute good and valuable consideration for the various commitments undertaken by him or her in this Agreement.
5. Parties Released. For purposes of this Agreement, the term "*Releasees*" means the Village, its successors, assigns, benefit plans, and plan administrators; and their respective past and present elected officials, appointed officials, trustees, employees, agents, independent contractors, attorneys and insurers
6. General Release. Employee, for and on behalf of himself or herself and each of his or her personal and legal representatives, heirs, devisees, executors, successors and assigns, hereby acknowledges full and complete satisfaction of, and fully and forever waives, releases, acquits, and discharges the Releasees from any and all claims, causes of action, demands, liabilities, damages, obligations, and debts (collectively referred to as "*Claims*"), of every kind and nature, whether known or unknown, suspected or unsuspected, or fixed or contingent, which Employee holds as of the date he or she signs this Agreement, or at any time previously held against the Releasees, or any of them, arising out of any matter whatsoever (with the exception of breaches of this Agreement) ("*General Release*"). This General Release specifically includes, but is not limited in any way to, any and all Claims:
 - a. Arising out of or in any way related to Employee's employment with the Village or the termination of his or her employment;

b. Arising out of or in any way related to any contract or agreement or between Employee and the Village;

c. Arising under or based on the Equal Pay Act of 1963 (EPA); Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991 (42 U.S.C. § 1981a); Section 1981 of the Civil Rights Act of 1866 (42 U.S.C. § 1981); the Americans with Disabilities Act of 1990, as amended (ADA); the Family and Medical Leave Act of 1993 (FMLA); the Illinois Public Labor Relations Act (IPLRA); the federal False Claims Act (FCA); the Worker Adjustment and Retraining Notification Act of 1988 (WARN); the Employee Retirement Income Security Act of 1974 (ERISA) (excepting claims for vested benefits, if any, to which Employee is legally entitled thereunder); the Uniformed Services Employment and Reemployment Rights Act (USERRA); and the Genetic Information Nondiscrimination Act (GINA);

d. Arising under or based on the Age Discrimination in Employment Act of 1967 (ADEA), as amended by the Older Workers Benefit Protection Act (OWBPA), and alleging a violation thereof based on any action or failure to act by Releasees, or any of them, at any time prior to the date Employee signs this Agreement;

e. Arising under or based on the Illinois Constitution; the Illinois Wage Payment and Collection Act; the anti-retaliation provisions of the Illinois Workers' Compensation Act, the Illinois Minimum Wage Law, the Illinois Whistleblower Act, and the Illinois Human Rights Act; and

f. Arising out of or in any way related to any federal, state, county or local constitutional provision, law, statute, ordinance, decision, order, policy or regulation (i) prohibiting employment discrimination, providing for the payment of wages or benefits, providing for a paid or unpaid leave of absence; (ii) otherwise creating rights or claims for employees, including, but not limited to, any and all claims alleging breach of public policy, whistle-blowing, false claims, retaliation, the implied obligation of good faith and fair dealing; any express or implied oral or written contract, handbook, manual, policy statement (including a severance policy) or employment practice; or (iii) relating to misrepresentation, defamation, libel, slander, interference with contractual relations, intentional or negligent infliction of emotional distress, invasion of privacy, false imprisonment, assault, battery, fraud, negligence, or wrongful discharge.

Excluded from the above release are any claims or rights which cannot be waived by law. Also excluded from the release is Employee's right to file a charge with an administrative agency or participate in any agency investigation. Employee is, however, specifically waiving his right to recover any money should any federal, state, or local administrative agency pursue any claim on his behalf arising out of or related in any way to his employment with and separation of employment from the Village. Employee is also waiving his right to recover money in connection with a charge or lawsuit filed by any other individual or by any federal or state agency. Similarly, excluded from the above release are any claims or rights the Union representing the Employee may have against the Village. However, Employee is waiving his right to recover monetarily from any such resolution.

7. Intended Scope of Release. It is the intention of the parties and is fully understood and agreed by them that this Agreement includes a General Release of all Claims (with the exception of breaches of this Agreement and claims for vested benefits, if any, to which Employee is legally entitled under ERISA), which Employee holds or previously held against the Releasees, or any of them, whether or not they are specifically referred to herein. No reference herein to any specific claim, statute or obligation is intended to limit the scope of this General Release and, notwithstanding any such reference, this Agreement shall be effective as a full and final bar to all Claims of every kind and nature, whether known or unknown, suspected or unsuspected, or fixed or contingent, released in this Agreement.

8. Waiver of Rights. As part of the foregoing General Release, Employee is waiving all of his or her rights to any recovery, compensation, or other legal, equitable or injunctive relief (including, but not limited to, compensatory damages, liquidated damages, punitive damages, back pay, front pay, attorneys' fees, and reinstatement to employment), from the Releasees, or any of them, in any administrative, arbitral, judicial or other action brought by or on behalf of Employee in connection with any Claim released in this Agreement.

9. Covenant Not to Sue. In addition to all other obligations contained in this Agreement, Employee agrees that he or she will not initiate, bring or prosecute any suit or action against any of the Releasees in any federal, state, county or municipal court, with respect to any of the Claims released in this Agreement. Notwithstanding the foregoing, nothing in this Agreement shall preclude Employee from bringing suit to challenge the validity or enforceability of this Agreement under the Age Discrimination in Employment Act as amended by the Older Workers Benefit Protection Act.

10. Remedies for Breach. If Employee, or anyone on his or her behalf, initiates, brings or prosecutes any suit or action against the Village in any federal, state, county or municipal court, with respect to any of the Claims released in this Agreement (except to challenge the validity or enforceability of this Agreement under the Age Discrimination in Employment Act, as amended by the Older Workers Benefit Protection Act), or if Employee breaches any of the terms of this Agreement, then Employee shall be liable for the payment of all damages, costs and expenses (including attorneys' fees) incurred by the Releasees, or any of them, in connection with such suit, action or breach.

11. No Admission of Liability. Nothing in this Agreement constitutes or shall be construed as an admission of liability on the part of the Releasees, or any of them. The Releasees expressly deny any liability of any kind to Employee, and particularly any liability arising out of or in any way related to his or her employment with the Village or the termination of his or her employment.

12. Additional Covenants and Warranties.

a. Confidentiality Regarding the Terms of Separation. Employee shall keep confidential the circumstances surrounding the termination of his or her employment with the Village, as well as the existence of this Agreement and its terms (collectively, the "**Confidential Information**"), and agrees that neither he, nor his or her attorneys, nor any of his or her agents, shall directly or indirectly disclose any Confidential Information (other than to the Equal Employment Opportunity Commission, or any other federal, state or local fair employment practices agency), unless written consent is given by the Village's Mayor, or unless required to

comply with any federal, state or local law, rule or order. However, this paragraph will not prohibit Employee from disclosing the Confidential Information to his or her spouse or to his or her attorneys, accountants or other tax consultants as necessary for the purpose of securing their professional advice, or in connection with any suit or action alleging a breach of this Agreement; provided those individuals agree to the same confidentiality obligations to which Employee is obligated under this paragraph. A breach of confidentiality by Employee's spouse, attorneys, accounts or tax consultants shall be treated as a breach by Employee. Furthermore, Employee represents and warrants that prior to signing this Agreement he or she has not disclosed to anyone any Confidential Information except as permitted by this paragraph.

b. Post-Employment Statutory and Contractual Obligations. Employee reaffirms and agrees to abide by all confidentiality and nondisclosure obligations to which he or she is subject under the common law, Illinois law and any contract or agreement between himself or herself and the Village, all of which are incorporated by reference herein.

c. No Attempt to Access the Computer Network. Employee agrees that he or she will not access or attempt to access, directly or indirectly, by any matter whatsoever, the Village's computer network, including without limitation, the Village's e-mail system, the Village's electronic document storage and retrieval system, and the Village's computer network servers and related equipment.

d. Future Cooperation. Employee agrees to cooperate with the Village with respect to any internal investigation or judicial or administrative (investigatory or adjudicatory) proceeding that arises or exists between the Village or any of its insurance carriers and any current or former employee, or other third party. Cooperation with the Village includes, without limitation, telephonic or in-person discussions with the Village's internal and external legal counsel during regular business hours.

e. Warranty of Return of the Village Property. Employee warrants and acknowledges that he or she has turned over to the Village all equipment or other property issued to him or her by the Village, along with all documents, notes, computer files, and other materials which he or she had in his or her possession or subject to his or her control, relating to the Village and/or any of its clients. Employee further warrants and acknowledges that he or she has not retained any such documents, notes, computer files or other materials (including any copies or duplicates thereof).

g. Covenant Not to Access the Village's Premises. Employee agrees that, following the Separation Date, he or she will not access or attempt to access non-public areas of the Village's premises and will not request another person to access or attempt to access non-public areas of the Village's premises on his or her behalf without the consent of the Police Chief.

h. Warranty Regarding Lack of Workplace Injury. Employee warrants and represents that he or she has not suffered and is not currently suffering from an injury incurred or aggravated in the course of his or her employment with the Village.

13. Reinstatement or Rehire. Employee acknowledges that he or she is eligible to apply for available positions with the Village, but that he or she will not be afforded any priority or preference with respect to selection for available positions.

14. Older Workers Benefit Protection Act. In compliance with the Older Workers Benefit Protection Act, 29 U.S.C. § 626(f), Employee hereby acknowledges that he has knowingly and voluntarily signed and entered into this Agreement and that:

- a) This Agreement is written in a language that he understands, and he understands all of the terms of this Agreement;
- b) This Agreement includes a waiver and release of claims under the Age Discrimination in Employment Act (ADEA) as described in paragraph 6 above;
- c) The Village is hereby advising Employee to consult with an attorney before signing this Agreement;
- d) This Agreement waives and releases only those claims and rights arising prior to the date he signs this Agreement;
- e) Employee understands that he has a period of forty-five (45) days in which to consider this AGREEMENT. This Agreement may not be signed by Employee prior to the Separation Date.
- f) He is not otherwise entitled to the benefits described in Paragraph 3 of this Agreement.

16. Warranty of Understanding and Voluntary Nature of Agreement. Employee acknowledges that he or she has carefully read and fully understands all of the provisions of this Agreement; that he or she knows and understands the rights he or she is waiving by signing this Agreement; and that he or she has entered into the Agreement knowingly and voluntarily, without coercion, duress or overreaching of any sort.

17. Revocation Period. Employee understands that he or she has the right to revoke this Agreement at any time within seven (7) days after he or she signs it and that the Agreement shall not become effective or enforceable until this revocation period has expired without revocation. If revocation is by mail, it must be post-marked no later than the seventh (7th) after Employee signed this Agreement and should be sent to the attention of **Douglas Gibson, 70 East Main Street, Lake Zurich Illinois, 60047.**

18. Severability. The provisions of this Agreement are fully severable. Therefore, if any provision of this Agreement is for any reason determined to be invalid or unenforceable, such invalidity or unenforceability will not affect the validity or enforceability of any of the remaining provisions. Furthermore, any invalid or unenforceable provisions shall be modified or restricted to the extent and in the manner necessary to render the same valid and enforceable, or, if such provision cannot under any circumstances be modified or restricted, it shall be excised from the Agreement without affecting the validity or enforceability of any of the remaining provisions. The parties agree that any such



At the Heart of Community

PUBLIC WORKS DEPARTMENT

505 Telser Road
Lake Zurich, Illinois 60047

(847) 540-1696
Fax (847) 726-2182
LakeZurich.org

MEMORANDUM

Date: February 6, 2025
To: Ray Keller, Village Manager *RK*
From: Kyle Kordell, Management Services Director
Copy: Michael J. Brown, Public Works Director
Subject: **Kildeer Intergovernmental Agreement - Fleet Maintenance**

Issue: The current intergovernmental agreement (IGA) between the Village of Lake Zurich and Village of Kildeer to provide fleet maintenance and repairs expires on April 30, 2025. Lake Zurich staff believes Kildeer continues to benefit from this long-standing neighboring partnership.

Background: An IGA for fleet maintenance with Kildeer has been in effect since 2013, allowing Kildeer to receive quality repairs and maintenance by Lake Zurich mechanics familiar with emergency response vehicles at a secured location.

Kildeer has traditionally been assessed an hourly labor rate charged by Lake Zurich:

- o This rate remained flat at \$90 per hour from May 2015 until May 2017.
- o This rate increased to \$92 per hour from May 2017 until May 2019.
- o This rate increased to \$94 per hour from May 2019 until May 2023.
- o This rate increased to \$98 per hour from May 2023 until May 2025.

Any parts and supplies used in the course of the repairs are also charged back to Kildeer.

Analysis: This next round of renewal with Kildeer requires a larger upward adjustment compared to past renewal periods due to macro-economic inflationary pressures and the increasing costs of labor and parts. Kildeer and Lake Zurich staff have agreed to a two-tier cost structure to cover the two years of the next IGA period to last from May 2025 until May 2027, as follows:

- 1st year labor rate charged to Kildeer will be \$115 per hour (effective from May 1, 2025 until April 30, 2026).
- 2nd year labor rate charged to Kildeer will be \$130 per hour (effective from May 1, 2026 until April 30, 2027).

Here is how much money Kildeer spent in fleet maintenance (*parts + labor*) during the last two years:

- **2023** –\$12,309
- **2024** - \$21,335

Recommendation: Approve an intergovernmental agreement to provide fleet maintenance and repairs to the Village of Kildeer for a two-year period ending April 30, 2027.

Attachment: 2025-2027 Intergovernmental Agreement

VILLAGE OF LAKE ZURICH
RESOLUTION NO. 2025-02-091



INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF LAKE ZURICH AND THE VILLAGE OF KILDEER FOR VEHICLE SERVICING

WHEREAS, the President and Board of Trustees for the Village of Kildeer ("Kildeer") previously entered into agreements with the Village of Lake Zurich ("Lake Zurich") for vehicle servicing; and

WHEREAS, the agreements between the Lake Zurich and Kildeer provide for two-year terms and the President and Board of Trustees of Lake Zurich determine that it is in the best interest of the Village of Lake Zurich to continue that Agreement for another two-year period.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Kildeer, Lake County and State of Illinois, as follows:

Section 1. The foregoing recitals are incorporated into this Resolution as findings of the President and Board of Trustees.

Section 2. The Village President and Village Clerk for the Village of Lake Zurich are authorized to execute an Intergovernmental Agreement with the Village of Kildeer for Vehicle Servicing, a copy of which is attached hereto as Exhibit A.

Section 3. This Resolution will be in full force and effect from and after its passage and approval.

APPROVED this ____ day of February, 2025.

AYES:

NAYS:

ABSENT:

ADOPTED this ____ day of February, 2025.

ATTEST:

By: _____
 Thomas Poynton, Village President

 Kathleen Johnson, Village Clerk

Exhibit A

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF LAKE ZURICH
AND THE VILLAGE OF KILDEER FOR VEHICLE SERVICING**

(Attached)

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF LAKE ZURICH
AND THE VILLAGE OF KILDEER FOR VEHICLE SERVICING**

THIS AGREEMENT entered into this 19th day of February 2025 by and between the Village of Lake Zurich, Illinois (the "Village") and the Village of Kildeer (the "Agency"),

WITNESSETH:

WHEREAS, the Village is an Illinois municipal corporation; and

WHEREAS, the Agency is a unit of local government organized and existing under the laws of the State of Illinois; and

WHEREAS, the Village and the Agency have authority to enter into this Agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., Article VII, Section 10 of the 1070 Constitution of the State of Illinois, and other applicable law; and

WHEREAS, the Village and the Agency enter into this Agreement for the purpose of the Village making repairs to and maintaining, Agency vehicles and equipment;

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises and obligations expressed herein and other good and valuable consideration, the sufficiency, adequacy and receipt of which is hereby acknowledged, IT IS HEREBY AGREED by and between the Village and the Agency as follows:

Section 1. The foregoing recitals are incorporated by reference into the text of the Agreement as if fully set forth herein.

Section 2. The Agency shall:

A. To the extent possible, deliver the vehicles and equipment to and from the Village's Public Works facility for maintenance and repairs.

B. Maintain its vehicles and equipment in accordance with applicable operation manuals and manufacturer and dealer standards.

C. Pay the Village for all costs of all fuel operations and maintenance services for all vehicles serviced under this Agreement at the following labor rate:

- o **Effective May 1, 2025 – April 30, 2026: \$115 / hour.**
- o **Effective May 1, 2026 – April 30, 2027: \$130 / hour.**

D. Indemnify and hold harmless the Village, and its officers, employees, legal representatives, attorneys and agents from and against all liabilities, actions, damages, claims, demands, judgements, losses, costs, expenses, suits, or actions and defend the indemnified parties in any suit including appeals, for personal injury to or death of, any person or persons, or for loss or damage to property, including the execution and performance of this Agreement. Said indemnification shall be only for acts occasioned by the Agency's employees, agents, independent contractors, officers, members and any person or entity performing services on behalf of the Agency. The Agency is not, however,

required to protect, indemnify or hold harmless any indemnified party for loss or claim resulting from performance (or nonperformance) of the indemnified party's obligations or the negligence or willful misconduct of any indemnified party. The Agency's duty to indemnify is for the exclusive benefit of the indemnified parties and in no event shall such indemnity inure to the benefit of any third person.

Section 3. The Village shall:

A. Maintain the vehicles and equipment in accordance with manufacturer and dealer maintenance programs.

B. Invoice the Agency for all fuel, operations, maintenance and repair costs for vehicles and equipment at a rate determined on May 1st for the next fiscal year.

C. Indemnify and hold harmless the Agency, and its officers, employees, legal representatives, attorneys and agents from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits, or actions and defend the indemnified parties in any suit including appeals, for personal injury to or death of, any person or persons, or for loss or damage to property, including the execution and performance of this Agreement. Said indemnification shall be only for acts occasioned by the Village's employees, agents, independent contractors, officers, members and any person or entity performing services on behalf of the Village. The Village is not, however, required to protect, indemnify or hold harmless any indemnified party for loss or claim resulting from performance (or nonperformance) of the indemnified party's obligations or the negligence or willful misconduct of any indemnified party. The Village's duty to indemnify is for the exclusive benefit of the indemnified parties and in no event shall such indemnity inure to the benefit of any third person.

Section 4. The Agency acknowledges that emergency response vehicles in for service are the priority vehicles for service. The Agency also acknowledges that Village vehicles required for snow plowing or other time sensitive tasks might take priority over other vehicles in for service.

Section 5. This Agreement shall commence immediately upon the execution of this Agreement by both parties and shall be valid until April 30, 2025 unless terminated earlier as provided in Section 6.

Section 6. The Agreement can be terminated by either the Agency or the Village, for any reason or no reason, upon written notification of at least 30 calendar days in advance of the termination date. If the Agency terminates this Agreement, then the Agency nevertheless shall pay to the Village all eligible costs incurred by the Village prior to the date of such termination.

Section 7. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged herein. This Agreement may be modified only by a written instrument executed by the parties.

Section 8. No consent or waiver, express or implied, as to any provisions of this Agreement shall constitute a consent or waiver of any other provisions, whether similar or dissimilar, of this Agreement.

Section 9. Notices to the parties shall be in writing and delivered by personal service or by U.S. or registered mail, postage prepaid, to the parties at the following address:

If to Kildeer:

Steve Balinski, Police Chief, Village of Kildeer, 21911 Quentin Road, Kildeer, IL 60047.

If to Lake Zurich:

Kyle Kordell, Management Services Director, Village of Lake Zurich, 70 East Main Street, Lake Zurich, IL 60047.

Either party may change the address for notices to such party by written notice to the other. Notice given by personal service shall be effective upon the date delivered. Notice given by mail shall be effective on the third business day after posting.

IN WITNESS WHEREOF, the parties have executed this Agreement pursuant to the ordinances or resolutions adopted by the relevant authorities of the respective parties.

VILLAGE OF LAKE ZURICH

VILLAGE OF KILDEER

Village President Date

Village President Date

Village Clerk Date

Village Clerk Date



At the Heart of Community

PUBLIC WORKS DEPARTMENT

505 Telser Road
Lake Zurich, Illinois 60047

(847) 540-1696
Fax (847) 726-2182
LakeZurich.org

MEMORANDUM

Date: February 6, 2025
To: Ray Keller, Village Manager *PK*
From: Kyle Kordell, Management Services Director
Copy: Michael J. Brown, Public Works Director
Subject: **Kildeer Intergovernmental Agreement - Refueling System**

Issue: The current intergovernmental agreement (IGA) between the Village of Lake Zurich and the Village of Kildeer to purchase fuel and utilize the Village's fueling system expires on April 30, 2025. Lake Zurich staff believes Kildeer continues to benefit from this long-standing neighboring partnership. A revised IGA is proposed for renewal.

Background: An IGA for use of Lake Zurich's fueling station at the Community Services Facility has been in effect since 2003, assuring Kildeer has 24-hour access to at-cost, tax-free fuel for its municipal fleet.

Kildeer has traditionally been assessed an annual fee based on a percentage of its overall fuel usage. This fee is in addition to payment for the amount of fuel consumed in which they pay at cost, but tax-free.

- For the 16-year span of 2003 until 2019, the annual fee collected remained flat at 5% of fuel usage (which was between \$1,000 - \$2,000 annually). In 2019, Lake Zurich began increasing the annual percentage fee.
- The annual percentage fee increased to 15% of fuel usage from May 2019 until May 2023.
- This fee increased to 19% of fuel usage from May 2023 until May 2025.

Analysis: Lake Zurich's fuel island system is slated for complete replacement later in 2025, which is expected to cost over \$400,000, with competitive bids due on February 27, 2025. Due to this pending capital investment, Lake Zurich continues to rely on Kildeer to contribute financially to this shared system.

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Kildeer and Lake Zurich staff have agreed to a new fee of 20% of fuel usage to cover the two years of the next IGA period to last from May 2025 until May 2027.

Here is how much money Kildeer spent in fuel over the last two years:

- **2023** - \$21,499 in gas + 19% usage charge of \$4,085
- **2024** - \$25,463 in gas + 19% usage charge of \$4,838

Recommendation: Approve an intergovernmental agreement between the Village of Lake Zurich and the Village of Kildeer regarding use of the fueling system at the Community Services Facility.

Attachment: 2025-2027 Intergovernmental Agreement

VILLAGE OF LAKE ZURICH
RESOLUTION NO. 2025-02-092



**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF LAKE
 ZURICH AND THE VILLAGE OF KILDEER REGARDING THE USE OF
 LAKE ZURICH GAS PUMPS AND FUEL**

WHEREAS, the President and Board of Trustees for the Village of Lake Zurich (the "Lake Zurich") previously entered into agreements with the Village of Kildeer ("Kildeer") regarding the use of gas pumps and purchase of fuel; and

WHEREAS, the agreements between the Lake Zurich and Kildeer provide for two-year terms and the President and Board of Trustees of Lake Zurich determine that it is in the best interest of the Village of Lake Zurich to continue that Agreement for another two-year period.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Lake Zurich, Lake County and State of Illinois, as follows:

Section 1. The foregoing recitals are incorporated into this Resolution as findings of the President and Board of Trustees.

Section 2. The Village President and Village Clerk for the Village of Lake Zurich are authorized to execute an Intergovernmental Agreement with the Village of Kildeer regarding the use of Lake Zurich gas pumps and fuel, a copy of which is attached hereto as Exhibit A.

Section 3. This Resolution will be in full force and effect from and after its passage and approval.

APPROVED this ____ day of February, 2025.

AYES:

NAYS:

ABSENT:

ADOPTED this ____ day of February, 2025.

ATTEST:

By: _____
 Thomas Poynton, Village President

 Kathleen Johnson, Village Clerk

Exhibit A

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF LAKE ZURICH
AND THE VILLAGE OF KILDEER REGARDING THE USE OF
LAKE ZURICH GAS PUMPS AND FUEL**

(Attached)

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF LAKE ZURICH
AND THE VILLAGE OF KILDEER REGARDING USE OF
LAKE ZURICH GAS PUMPS AND FUEL**

THIS AGREEMENT is made as of this 19th day of February 2025 by and among the Village of Lake Zurich and Village of Kildeer.

WITNESSETH:

WHEREAS, Lake Zurich and Kildeer are municipal corporations organized and existing under the laws of the State of Illinois; and

WHEREAS, Lake Zurich has a Public Works facility that includes a fuel pumping station (the "Station"), which Station supplies fuel to Lake Zurich's municipal vehicles; and

WHEREAS, Kildeer (the "Purchaser") desires to purchase fuel for their municipal vehicles from the Station pursuant to the terms established in this Agreement; and

WHEREAS, Lake Zurich desires to sell gasoline and diesel fuel (collectively "Fuel") to the Purchaser from the Station pursuant to the terms established in this Agreement; and

WHEREAS, the Villages have the authority under Illinois law to enter into this agreement;

NOW, THEREFORE, Lake Zurich and Purchaser hereby agree as follows:

Section 1. Agreement to Sell and Purchase. Lake Zurich agrees to sell, and the Purchaser agrees to purchase, Fuel from the Station for the Purchaser's municipal vehicles, pursuant to the terms of this Agreement.

Section 2. Monthly Usage Payments. In consideration of Lake Zurich's payment of all costs to construct and maintain the Station, Kildeer shall make a monthly payment to Lake Zurich that will include fuel consumed by Kildeer.

Section 3. Lake Zurich shall charge the Purchaser for Fuel at the same rate paid by Lake Zurich for the **fuel used + 20% usage surcharge**.

Section 4. Payments for Fuel. Lake Zurich shall provide monthly an invoice to the Purchaser for the Fuel used by the Purchaser for the preceding month. Such invoices shall be due and payable by the Purchaser immediately on receipt. Payment for Fuel purchases in the month shall be made no later than the end of the next month. The failure of the Purchaser to make any required payment within 30 days after notice from Lake Zurich that such payment is due shall be grounds for Lake Zurich, immediately and without notice, to terminate this Agreement as to the Purchaser. The Purchaser's duty to make payments required by this Agreement shall survive the termination or expiration of this Agreement.

Section 5. General Conditions.

A. Keys. Lake Zurich shall provide, to each Purchaser at the Purchaser's expense, one electronic station key for each of the Purchaser's vehicles or personnel. Lake Zurich shall

charge the Purchaser the same cost, as paid by Lake Zurich, of the keys. The Purchaser shall pay the cost of the keys at the time of receipt of the keys. Lake Zurich shall provide replacement keys, or new keys for additional vehicles, to the Purchaser as needed, also at that Purchaser's expense. The Purchaser shall not allow the possession or use of any key except only for a municipally owned vehicle operated by a duly designated municipal employee or officer in accordance with the provisions of this Agreement.

B. **Official Use Only.** The Purchaser shall use Fuel from the Station only for municipally owned vehicles used for official purposes only. No person shall use the Station except municipal employees and officers duly designated by Lake Zurich or by the Purchaser. Lake Zurich reserves the right to deny use of the Station to any vehicle or person that Lake Zurich determines is not any official use or a duly authorized municipal employee or officer.

C. **No Liability for Supply or Station Failure.** Lake Zurich shall make all reasonable efforts to provide a continuous supply of Fuel at the Station. Lake Zurich shall not be liable for, however, and the Purchaser hereby waives and releases any and all claims that it or they may have at any time for any interruption of the supply of Fuel or any disruption in the use of the Station. In the event of any such interruption or disruption shall neither by grounds for any refund or any annual payment made hereunder nor relieves the Purchaser from any obligation to make any payment required hereunder.

D. **Lake Zurich Regulations Apply.** The generally applicable ordinances, resolutions, and rules and regulations of Lake Zurich shall apply to the use of the Station and the Public Works facility at which the Station is located.

Section 6. **Term of Agreement.** This Agreement shall expire on April 30, 2025. The Term of this Agreement may be extended for additional two-year terms by written agreements of the parties hereto.

Section 7. Termination of Agreement.

A. **Termination by Lake Zurich for Breach.** Lake Zurich may terminate this Agreement as to the Purchaser upon 15 days' notice to a Purchaser of a breach of this Agreement by the Purchaser and the failure of the Purchaser to cure such breach within said 15 days; provided, however, that Lake Zurich may terminate this Agreement immediately as to the Purchaser for any failure to pay pursuant to Section 2 or Section 4 of this Agreement.

B. **Termination by Lake Zurich Without Cause.** Lake Zurich may terminate this Agreement without cause as to the Purchaser upon 90 days written notice of such termination to the Purchaser.

C. **Termination by Purchaser.** The Purchaser may terminate this Agreement upon 60 days' notice of such termination to Lake Zurich. No such termination shall be grounds for refund of any annual lump sum payment. The Purchaser shall remain responsible to pay for any Fuel used prior to such termination.

Section 8. **Assumption of Risk by Purchaser: No Liability of Lake Zurich.** Each Purchaser assumes full responsibility and liability for the actions of its employees, officers, officials and agents in the use of the Station and the Public Works facility at which the Station is located. Each Purchaser hereby agrees to, and does, indemnify and hold harmless forever Lake Zurich and its employees, officers, officials, attorneys, legal representatives, and agents

against and from any and all claims, actions, and liabilities that arise from or are in any way related to the use by the Purchaser of, or the presence of the Purchaser at the Station or the Public Works facility at which the Station is located.

Section 9. Notices to the parties shall be in writing and delivered by personal service or by U.S. or registered mail, postage prepaid, to the parties at the following address:

If to Kildeer:

Steve Balinski, Police Chief, Village of Kildeer, 21911 Quentin Road, Kildeer, IL 60047.

If to Lake Zurich:

Kyle Kordell, Management Services Director, Village of Lake Zurich, 70 East Main Street, Lake Zurich, IL 60047.

Either party may change the address for notices to such party by written notice to the other. Notice given by personal service shall be effective upon the date delivered. Notice given by mail shall be effective on the third business day after posting.

IN WITNESS WHEREOF, the parties have executed this Agreement pursuant to the ordinances or resolutions adopted by the relevant authorities of the respective parties.

VILLAGE OF LAKE ZURICH

VILLAGE OF KILDEER

Village President Date

Village President Date

Village Clerk Date

Village Clerk Date

*At the Heart of Community*

FINANCE DEPARTMENT

70 East Main Street
Lake Zurich, Illinois 60047(847) 438-5141
LakeZurich.org

MEMORANDUM

Date: February 12, 2025
To: Ray Keller, Village Manager *PK*
From: Amy Sparkowski, Director of Finance
Subject: Budget Amendment #1 for Fiscal Year 2024

Issue: Upon evaluation of the financial projections for the 2024 fiscal year, a number of necessary budget amendments have been identified. These amendments are based on either actual figures or best estimates for projected year-end results.

Strategic Plan: A critical component to financial stability is properly monitoring revenues and expenditures throughout the year, adjusting the budget as necessary.

Analysis: The annual budget is a legal document, providing legal level of control at the department level for the General Fund and at the fund level for the remaining funds. The proposed ordinance must be passed by a two-thirds vote of the Village Board. A listing of all proposed amendments has been included as Appendix A. The net impact to each fund affected is as shown below. Positive numbers INCREASE fund balance position, the result of reduced expenditures and/or increased revenues.

Fund Title	Net Impact to Fund Balance
General Fund	(0)
Special Events Fund	(23,462)
TIF #1 Special Revenue	222,056
Downtown TIF #2	19,203
Capital Improvement Fund	1,204,500
Equipment Replacement	464,000
Total Net Adjustments	1,886,297

Highlights for the specific funds include:

GENERAL FUND:

Overall, the amended budget for General Fund reflects no change to the fund balance. Through the budget process, all revenue and expenditure accounts of the General Fund were evaluated carefully.

Staff will review the final numbers once the year end work is complete and evaluate if additional adjustments are required.

The largest adjustments to revenue are Sales Tax, Ambulance Service Fees, and Investment Income. Each performed better than expected for 2024. The adjusted grant revenue relates to a pass-through law enforcement grant that is offset by the grant pass-through expenditure. The amended net increase in budget revenue is \$934k.

The amendment includes revisions to expenditure accounts in the General Fund as well. Any department that is forecasting to end the year over-budget, and unable to meet the allowable budget transfer criteria, is required to have an amendment. Most of the expenditure increases relate to the additional transfers to the Capital Fund and the Equipment Replacement Fund. The smaller expenditure increases amend certain department object classes forecasted to end the year over-budget.

Additional savings are anticipated of which an amendment is not recommended.

SPECIAL EVENTS FUND:

There are a few items to note for the Special Event Fund. During 2024, staff evaluated the payroll process for allocating overtime to special events resulting in higher overtime expenditures for some events. Additionally, some program service and supplies came in higher than expected. Finally, the Village created a separate department in special events for external events in order to easily track the revenue and expense. Consequently, certain expenses previously captured in the general fund were charged to special events in 2024.

TIF ALLOCATION FUNDS:

Small adjustments were made to TIF expenditure accounts for the school impact fee and economic development expense. The original budget for these items were based on property tax allocations which came in higher than expected.

CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT FUND: With the better than anticipated General Fund performance, General Fund adjustments include transferring an additional \$1.2M to the Capital Improvement Fund and an additional \$200k to the Equipment Replacement Fund, leading to a revenue increase in each of these funds. The additional transfers will advance funding for some of the critical projects and equipment replacements coming due in future years.

Recommendation: Staff recommends the Village Board approve via a minimum two-thirds majority vote, the attached ordinance approving budget amendment #1 for the fiscal year 2024.

W/Attachments: Ordinance for Budget Amendment #1, including Appendix A

Village of Lake Zurich
Fiscal Year 2024
Budget Amendment #1
February 18, 2025

APPENDIX A

Revenue/ Expenditure	Department	Title	Account #	Increase / (Decrease)	Original Budget	Amended Budget
GENERAL FUND						
Revenues	GENERAL GOVERNMENT	GRANTS	101-10001-42503	169,766	50,000	219,766
Revenues	GENERAL GOVERNMENT	AMBULANCE SERVICE FEE	101-25300-45001	209,968	1,300,000	1,509,968
Revenues	GENERAL GOVERNMENT	SALES TAX	101-10001-42301	280,000	8,085,057	8,365,057
Revenues	GENERAL GOVERNMENT	INVESTMENT INCOME	101-10001-47701	100,000	400,000	500,000
Revenues	GENERAL GOVERNMENT	MISCELLANEOUS INCOME	101-10001-48301	75,177	9,000	84,177
Revenues	GENERAL GOVERNMENT	SALE OF FIXED ASSETS	101-10001-48306	32,944	10,000	42,944
Revenues	POLICE	SPECIAL DETAIL	101-24200-45153	66,000	210,000	276,000
				933,855		
Expenditure	GENERAL GOVERNMENT	OTHER SUPPLIES	101-11006-53211	15	850	865
Expenditure	GENERAL GOVERNMENT	FULL TIME	101-12001-50111	(19,978)	470,540	450,562
Expenditure	GENERAL GOVERNMENT	PART TIME	101-12001-50112	(18,905)	18,905	
Expenditure	GENERAL GOVERNMENT	SOCIAL SECURITY	101-12001-50201	(5,782)	31,256	25,474
Expenditure	GENERAL GOVERNMENT	MEDICARE	101-12001-50202	(1,511)	8,176	6,665
Expenditure	GENERAL GOVERNMENT	IMRF PENSION EXPENSE	101-12001-50302	(3,860)	27,507	23,647
Expenditure	GENERAL GOVERNMENT	MEMBERSHIPS & SUBSCRIP	101-12001-51654	3,100	6,900	10,000
Expenditure	GENERAL GOVERNMENT	OTHER PROFESSIONAL SVCS	101-12120-52111	(22,000)	78,500	56,500
Expenditure	GENERAL GOVERNMENT	OTHER PROFESSIONAL SVCS	101-12180-52111	(30,000)	30,000	
Expenditure	GENERAL GOVERNMENT	TAX REBATES	101-12180-54308	(30,634)	430,634	400,000
Expenditure	FINANCE	FULL TIME	101-13001-50111	2,840	369,261	372,101
Expenditure	TECHNOLOGY	FULL TIME	101-17001-50111	3,440	73,929	77,369
Expenditure	TECHNOLOGY	SOCIAL SECURITY	101-17001-50201	219	4,584	4,803
Expenditure	TECHNOLOGY	MEDICARE	101-17001-50202	51	1,072	1,123
Expenditure	TECHNOLOGY	IMRF PENSION EXPENSE	101-17001-50302	233	3,748	3,981
Expenditure	TECHNOLOGY	TELEPHONE & DATA SVCS	101-17001-53203	7,538	84,625	92,163
Expenditure	TECHNOLOGY	COMPUTER SOFTWARE	101-17001-55255	1,307	25,020	26,327
Expenditure	TECHNOLOGY	CAPITAL LEASE	101-17001-56601	367	2,685	3,052
Expenditure	FIRE	LABOR ATTORNEY	101-25001-52203	10,000	30,000	40,000
Expenditure	FIRE	SMALL TOOLS & EQUIP	101-25320-53210	40,638	41,345	81,983
Expenditure	FIRE	OTHER SUPPLIES	101-25320-53211	8,731	9,850	18,581
Expenditure	FIRE	CAPITAL LEASE	101-25001-56601	(198,816)	201,868	3,052
Expenditure	FIRE	FULL TIME	101-25320-50111	(557,673)	5,469,555	4,911,882
Expenditure	FIRE	OVERTIME	101-25320-50114	226,632	715,000	941,632
Expenditure	FIRE	SOCIAL SECURITY	101-25320-50201	(35,667)	386,497	350,830
Expenditure	FIRE	MEDICARE	101-25320-50202	(7,814)	90,388	82,574
Expenditure	POLICE	GRANT PASS-THROUGH EXPENDITURES	101-24001-54316	169,766		169,766
Expenditure	PUBLIC WORKS	FULL TIME	101-36001-50111	(54,000)	1,376,797	1,322,797
Expenditure	PUBLIC WORKS	SOCIAL SECURITY	101-36001-50201	(3,139)	87,582	84,443
Expenditure	PUBLIC WORKS	MEDICARE	101-36001-50202	(734)	20,484	19,750
Expenditure	PUBLIC WORKS	IMRF PENSION EXPENSE	101-36001-50302	(2,789)	70,415	67,626
Expenditure	PUBLIC WORKS	MAINT-LAWN & LANDSCAPING	101-36420-52702	(51,102)	197,731	146,629
Expenditure	PUBLIC WORKS	EQUIP REPLACE INTERSV	101-36001-57704	264,000	195,500	459,500
Expenditure	COMMUNITY DEVELOPMENT	FULL TIME	101-28001-50111	(24,825)	451,395	426,570
Expenditure	COMMUNITY DEVELOPMENT	SOCIAL SECURITY	101-28001-50201	(1,539)	29,940	28,401
Expenditure	COMMUNITY DEVELOPMENT	MEDICARE	101-28001-50202	(360)	7,002	6,642
Expenditure	COMMUNITY DEVELOPMENT	IMRF PENSION EXPENSE	101-28001-50302	(1,259)	23,231	21,972
Expenditure	COMMUNITY DEVELOPMENT	OTHER PROFESSIONAL SVCS	101-28001-52111	(44,804)	240,500	195,696
Expenditure	COMMUNITY DEVELOPMENT	ENGR/ARCHITECTURAL	101-28001-52113	(25,000)	330,000	305,000
Expenditure	COMMUNITY DEVELOPMENT	LEGAL NOTICE/PUBLISHING	101-28001-54303	67		67
Expenditure	PARKS & RECREATION	SRA PROGRAMS	101-67920-52116	19,627	143,000	162,627
Expenditure	PARKS & RECREATION	LAND IMPROVEMENTS	101-67920-55251	(60,000)	60,000	
Expenditure	PARKS & RECREATION	SEASONAL	101-67940-50113	(22,871)	123,780	100,909
Expenditure	PARKS & RECREATION	SOCIAL SECURITY	101-67940-50201	(1,418)	7,674	6,257
Expenditure	PARKS & RECREATION	MEDICARE	101-67940-50202	(331)	1,795	1,464
Expenditure	PARKS & RECREATION	RECREATION PROGRAM SERVICE	101-67945-52115	11,743	9,250	20,993
Expenditure	PARKS & RECREATION	SEASONAL	101-67970-50113	(17,937)	142,740	124,803
Expenditure	PARKS & RECREATION	SOCIAL SECURITY	101-67970-50201	(1,112)	8,850	7,738

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Village of Lake Zurich
Fiscal Year 2024
Budget Amendment #1
February 18, 2025

APPENDIX A

Revenue/ Expenditure	Department	Title	Account #	Increase / (Decrease)	Original Budget	Amended Budget
Expenditure	PARKS & RECREATION	MEDICARE	101-67970-50202	(260)	2,070	1,810
Expenditure	PARKS & RECREATION	OTHER PROFESSIONAL SVCS	101-67970-52111	5,160		5,160
Expenditure	GENERAL GOVERNMENT	TRANSFER TO CIP	101-99001-59401	1,204,500	1,851,500	3,056,000
Expenditure	GENERAL GOVERNMENT	TRANSFER TO ERF	101-99001-59615	200,000	50,000	250,000
				933,855		
				(0)		
SPECIAL EVENTS FUND						
Revenue	ROCK THE BLOCK	DONATIONS	207-67601-48302	10,000	17,000	27,000
Revenue	SPECIAL EVENTS ADMIN	INVESTMENT INCOME	207-67600-47701	3,455	875	4,330
Revenue	WINTER FESTIVAL	DONATIONS	207-67605-48302	2,500	2,000	4,500
				15,955		
Expenditure	ROCK THE BLOCK	OVERTIME	207-67601-50114	3,399	8,750	12,149
Expenditure	FOURTH OF JULY	OVERTIME	207-67604-50114	12,050	6,000	18,050
Expenditure	EXTERNAL EVENTS	RECREATION PROGRAM SERVICE	207-67607-52115	3,500		3,500
Expenditure	WINTER FESTIVAL	OTHER SUPPLIES	207-67605-53211	9,958		9,958
Expenditure	SPECIAL EVENTS ADMIN	PROGRAM SUPPLIES	207-67600-53212	2,986	4,820	7,806
Expenditure	ROCK THE BLOCK	PROGRAM SUPPLIES	207-67601-53212	6,269	13,225	19,494
Expenditure	ROCK THE BLOCK	PUBLIC RELATIONS	207-67601-54302	873	5,000	5,873
Expenditure	ROCK THE BLOCK	SALES TAX EXPENSE	207-67601-54314	142	3,200	3,342
Expenditure	FOURTH OF JULY	SALES TAX EXPENSE	207-67604-54314	240		240
				39,417		
				(23,462)		
TIF #1 SPECIAL REVENUE						
Revenue	GENERAL GOVERNMENT	PROPERTY TAX	210-10490-41222	232,614	1,548,330	1,780,944
				232,614		
Expenditure	GENERAL GOVERNMENT	PROFESSIONAL ACCOUNTING	210-10490-52112	750	500	1,250
Expenditure	GENERAL GOVERNMENT	SCHOOL TIF IMPACT FEE	210-10490-54309	9,808	574,799	584,607
				10,558		
				222,056		
DOWNTOWN TIF #2						
Revenue	GENERAL GOVERNMENT	PROPERTY TAX	214-10490-41222	60,258	373,300	433,558
Revenue	GENERAL GOVERNMENT	INVESTMENT INCOME	214-10490-47701	87,461	50,000	137,461
Revenue	GENERAL GOVERNMENT	GAIN ON SALE OF ASSETS	214-10490-48307	32,000		32,000
				179,719		
Expenditure	GENERAL GOVERNMENT	ECONOMIC DEVELOPMENT EXPENSE	214-10490-54315	160,516	23,000	183,516
				160,516		
				19,203		
CAPITAL IMPROVEMENT FUND						
Revenue	GENERAL GOVERNMENT	TRANSFER FROM GENERAL	401-99001-49101	1,204,500	1,851,500	3,056,000
				1,204,500		

Village of Lake Zurich
Fiscal Year 2024
Budget Amendment #1
February 18, 2025

APPENDIX A

Revenue/ Expenditure	Department	Title	Account #	Increase / (Decrease)	Original Budget	Amended Budget
EQUIPMENT REPLACEMENT FUND						
Revenue	GENERAL GOVERNMENT	TRANSFER FROM GENERAL	615-10001-49101	200,000	50,000	250,000
Revenue	GENERAL GOVERNMENT	INTERNAL CHARGES	615-10001-46101	264,000	496,600	760,600
				464,000		

ORDINANCE NO. 2025-02-603

**AN ORDINANCE APPROVING BUDGET AMENDMENT #1 FOR FISCAL
YEAR 2024 BUDGET**

WHEREAS, on December 4, 2023 the President and Board of Trustees of the Village of Lake Zurich approved the FY 2024 budget, and since its passage the Village has found it necessary to amend said Ordinance; and

WHEREAS, pursuant to 65 ILCS 5/8-2-9.6, by a two-thirds vote of the members of the corporate authorities then holding office, the annual budget may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves.

BE IT ORDAINED by the President and Board of Trustees of the Village of Lake Zurich, Lake County, Illinois, as follows:

SECTION 1: The Village of Lake Zurich Budget Amendment No. 1 for Fiscal Year 2024, attached hereto and made a part hereof, is hereby approved.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

PASSED this ____ day of February, 2025.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of February, 2025.

ATTEST:

Tom Poynton, Village President

Kathleen Johnson, Village Clerk



COMMUNITY DEVELOPMENT DEPARTMENT

MONTHLY INFORMATION REPORT

January 2025

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION MAKING

505 TELSER ROAD
LAKE ZURICH, IL 60047

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DEPARTMENT NARRATIVE

During the month of January 2025, the Community Development Department was engaged in the following activities:

BUILDING & ZONING DIVISION:

Commercial Permits Issued:

- 572 IL RT 22: G & G Pediatric Dentistry
- 189 S Rand: Simulation Zone

Commercial Occupancies Issued:

- 365 Surryse Rd, Unit 140: Brokerage & Transportation Sales
- 765 Ela Rd, Ste 301: Wealth Management Services
- 765 Ela Rd, Ste 300: The 911 Wellness Group
- 48 S Old Rand Unit 105: Practically Mindful Life (Support for First Responders)
- 880 S Rand: Who Brew IL, LLC

FOIA Requests: Total number of FOIA requests: 5

PLANNING AND DEVELOPMENT DIVISION:

The following applications were considered by the PZC at its January 15, 2025 meeting.

1. *1265 Country Club Road – Fence Height Variation - Aleksandra Kopania and Wiktor Kolanko (Owners)*. Ms. Kopania, representing the owners, presented their application for a variation to allow the construction of a 6-foot high fence in the interior side and rear yard of the property. She reiterated the reasons for the variation citing safety concerns with wildlife that traverses the rear of their property. Following the close of the public hearing, there was no further discussion and the PZC voted 6-0 to recommend approval of the variation.
2. *Lake Zurich Comprehensive Plan – Village of Lake Zurich*. The consultants for the project, Erin Cigliano and Francesca Lawrence of Teska Associates along with their partner Ryan Peterson of Epstein presented the draft comprehensive plan to the PZC. The presentation included a brief summary of the process and an overview of each chapter. The final chapter on implementation will be completed using the comments and input gathered from the hearing as well as the community open house held earlier that evening at Vault 232. Following the close of the public hearing, members of the PZC provided their questions and comments and voted 6-0 to recommend adoption of the plan to the Village Board at its meeting on February 18. However, due to the consultant needing additional time, the presentation was later scheduled for March 17.

Earlier that evening Teska held its community open house to introduce the plan to the community and obtain any final comments before completing the implementation chapter of the document. The event was held at Vault 232 and was attended by around 65 residents and other interested persons

New Zoning Applications for PZC consideration. The February 19, 2025 regularly scheduled meeting of the PZC was canceled as no applications were received for consideration.

New and Ongoing Development:

1. *Regal Cinema Property.* Staff met with the Continental Properties development team, Cage Engineering and in-house storm water expert (Manhard) to review their latest site plan. In response to the feedback received during the courtesy review, the proposed 283 dwelling units have been reduced to 237 by introducing two-story buildings at the southern end while maintaining three-story buildings at the north along Rand Road. The meeting was dedicated to addressing the neglect of the existing natural resource areas, managing stormwater, and optimizing parking for the new quick serve restaurant and shared spaces for Beelow's Restaurant.
2. *Chipotle Mexican Grill at 442 R Rand Road.* Inspections of the property and building were completed on December 30th. A temporary certificate of occupancy was granted to facilitate the commencement of stocking, training, and operational activities. The restaurant planned an opening date of January 21.
3. *Former Fritzl's Property at 377 N Rand Road.* Earlier in the month, Kris Schoenberger, owner and operator of BBQ'd Productions and Station 51 in Antioch, completed the sale of the former Fritzl's property at 377 N Old Rand Road (which he bought over two years ago) to Chef Fabio Viviani of Lago Restaurant. The new owners plan on remodeling the existing building for a new restaurant with a cuisine and theme yet to be decided. In the short term, the fence at the rear of the property that was previously removed would be replaced to screen the property from adjacent residential properties.

Later in the month, members of the Village's Development Review Team (DRT) convened with Mr. Romeo Kapudija and his contractor to discuss his proposed interior demolition of the property. Additionally, they explored plans for remodeling the existing structure to accommodate a new restaurant. The property was acquired by Lago Lake Zurich Partners LLC (Mr. Fabio Viviani) on January 15th. The new owners intend to establish an Asian-themed restaurant at this location

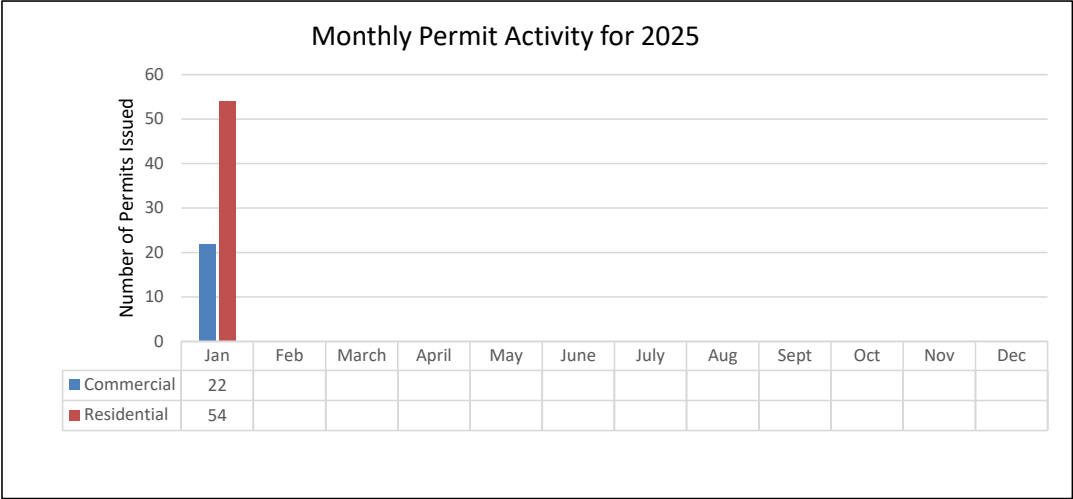
4. *7 Brew Coffee at 880 S Rand Road.* A temporary certificate of occupancy was issued to facilitate the commencement of stocking, training, and operational activities. They planned an opening by the end of the month.
5. *Brightpath Kids Daycare Learning Center at 898 S Rand Road.* Staff received information that Brightpath Kids Daycare Learning Center was transitioning to a new building concept. The center had been considering the property located at 889 S Rand Rd (Rand and Deerpath) but decided to withdraw from that development.
6. *41 S Old Rand Road - Train Depot Property.* The recent purchaser of the Old Train Depot property had expressed interest in the adjoining parcel owned by the Village for a future commercial development. The 4,000 square foot parcel is situated to the south of the Volunteer Fire Station and previously housed a mixed-use building. The two parcels share a utility easement that presents challenges for any development effort. Staff would collaborate with the prospective buyer and public works to gain a comprehensive understanding of the long-term public utility requirements.
7. *Block B - 61 Main Street.* Assistant Village Manager Duebner, Public Works Director Brown and Community Development Director Saher met with Don Malin (owner of the Vault 232 building) to listen to his vision of a two-commercial tenant mixed-use building and miniature golf course development on Block-B. Later, staff walked the property accompanied by his general contractor. Mr. Malin later began considering construction of a larger, three commercial tenant mixed-use building

at the front of the parcel. Staff would collaborate with the developer to refine the plan for presentation at a future courtesy review.

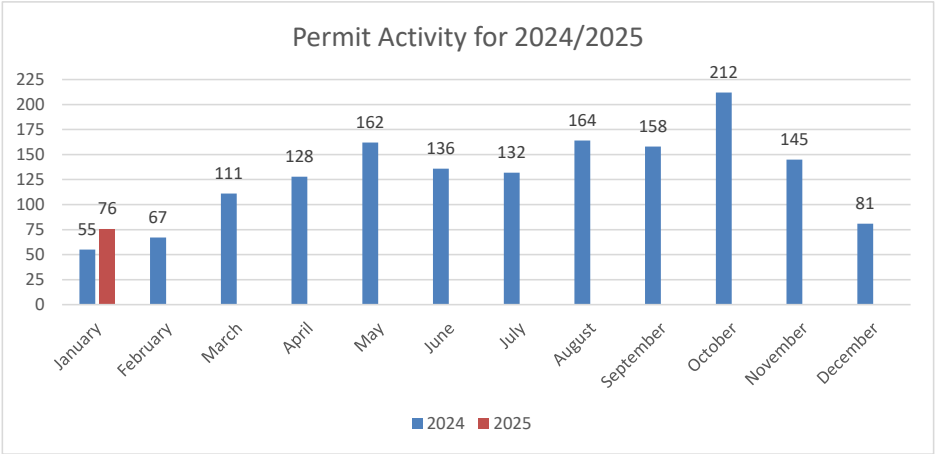
8. *Every Kind of Beautiful at 156 E Main St.* Beauty salon Every Kind of Beautiful planned to move out of 45 South Old Rand Road and into 156 East Main Street. The current owners of 45 South Old Rand Road is Volle's Bridal. This property would have a new vacancy.
9. *Calabrese Property Annexation at 24455 N. US Highway 12.* Assistant Village Manager Duebner, Community Development Director Saher and staff met with Mr. Romeo Kapudija and his development team to explore the opportunity of developing the property into a privately-owned auto suites community. Also known as auto garage condos, collectors and enthusiasts would rely on secure temperature-controlled spaces adorned by game tables, lounges and other amenities for their prized possessions. Similar developments have sprung up in Mundelein, Naperville and Gilberts. The frontage of the parcel was also slated for a commercial automotive related opportunity. The property is situated beyond the corporate boundaries of the Village, north of the Meadow Wood of Lake Zurich Subdivision. The developer intended to pursue voluntary annexation into the Village. A Courtesy Review was tentatively scheduled for the March 3rd meeting of the Board of Trustees.

Comprehensive Plan Update

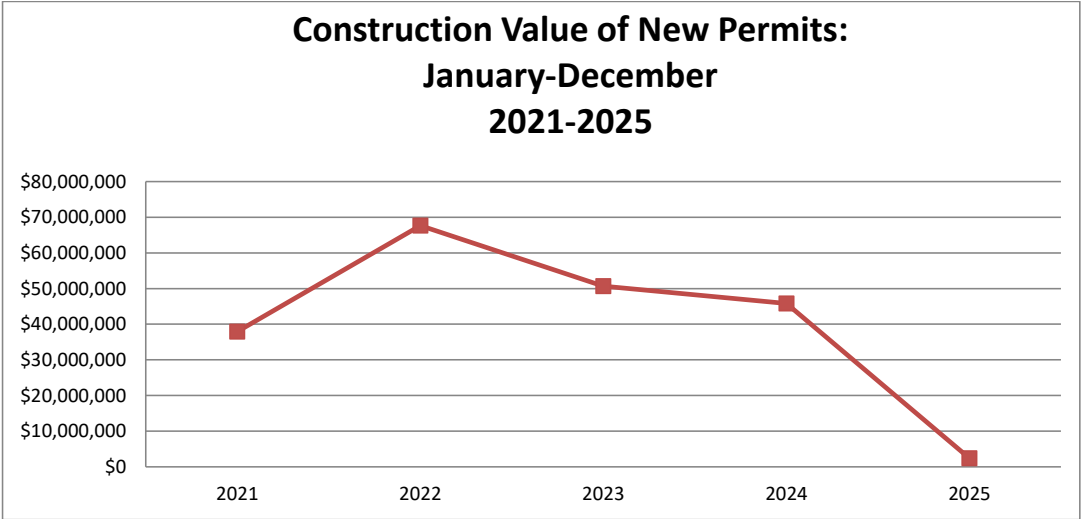
Following the open house and presentation of the draft plan to the PZC, Teska Associates met with staff to share comments of note obtained at the open house. They were in the process of completing the final implementation chapter of the document and suggested that the adoption of the plan be moved to the March 17 meeting of the Village Board rather than on February 18 as originally planned.



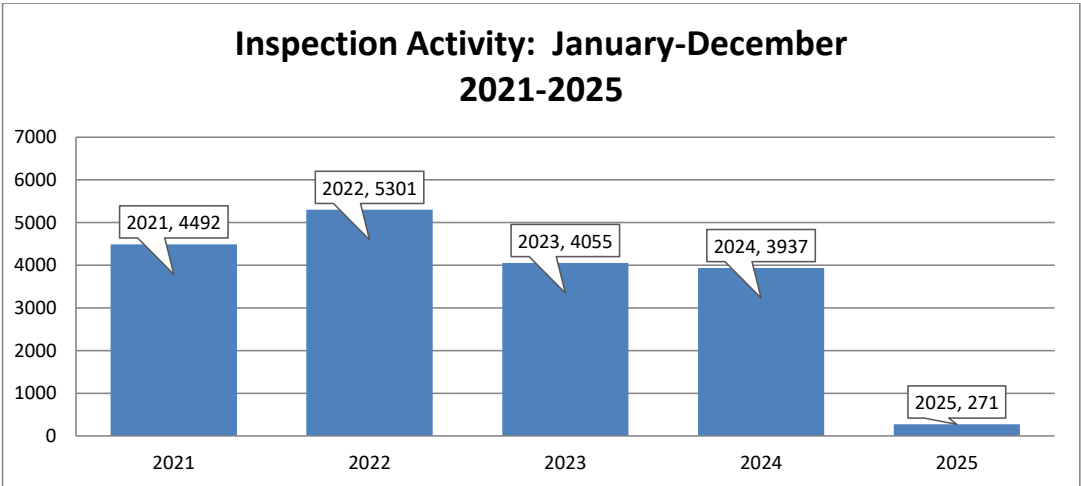
The chart above represents the total of permit for commercial and residential activity on a monthly basis for 2025. *(Note: commercial activity includes both business and industrial activity)*



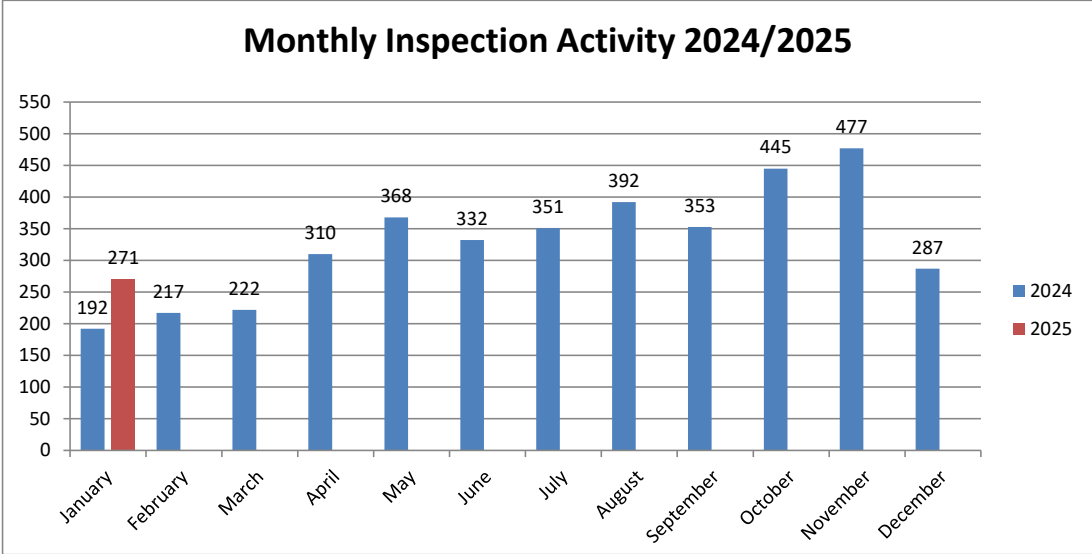
The chart above compares monthly permit activity for 2025 to the previous year 2024.



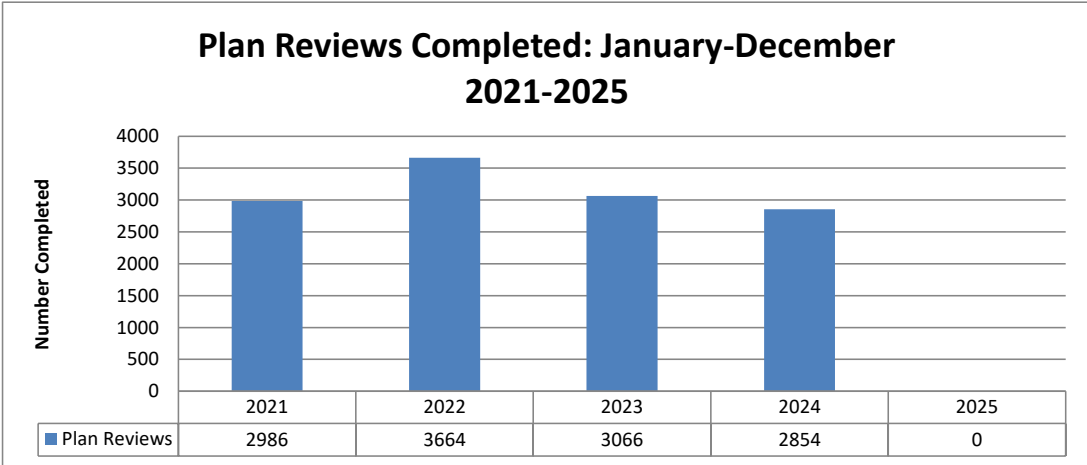
This chart tracks construction value of permit activity by year for 5 years.



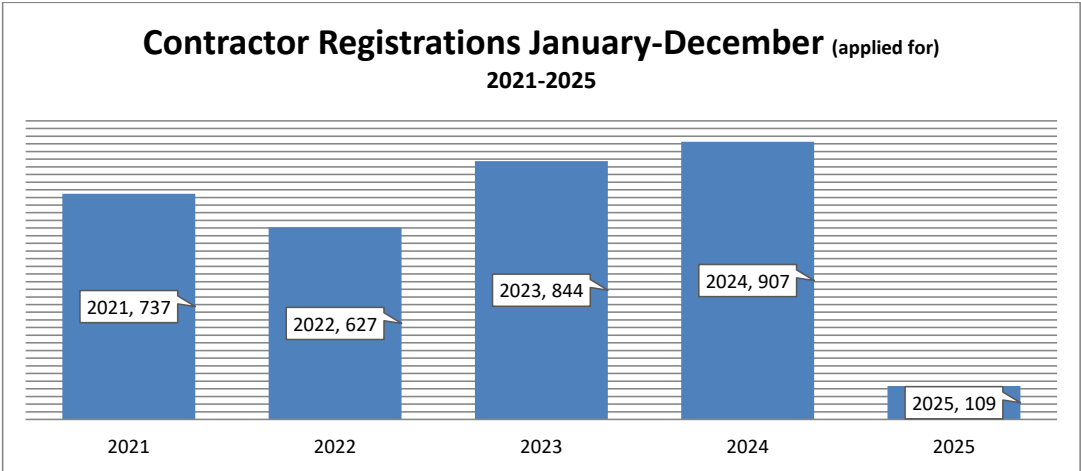
This graph illustrates the number of inspections performed by year for 5 years.



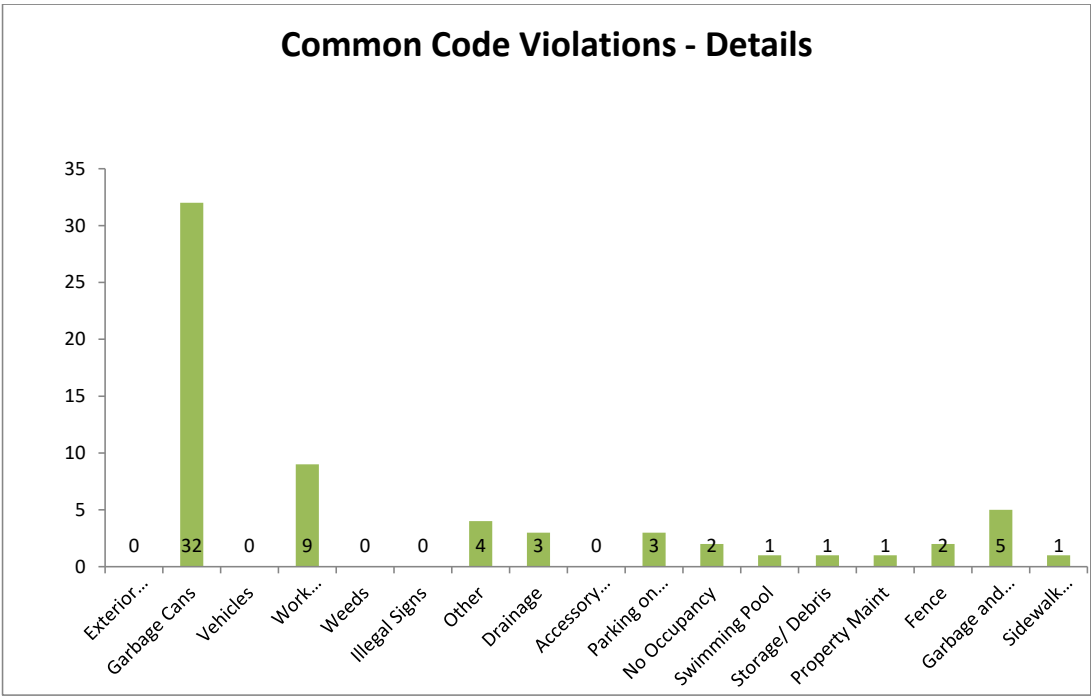
This chart indicates inspection activity on a monthly basis for 2025 compared to the previous year 2024.



This graph illustrates the number of plan reviews performed by year for 5 years.



The graph represents the number of contractor registrations for the year as compared to prior 4 years. Contractors are required to register on an annual basis to remain current with the village.



This graph illustrates the number of code violations reported for the month. The data varies from month to month and is season dependent.



FINANCE DEPARTMENT

MONTHLY INFORMATION REPORT

DECEMBER 2024

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET
LAKE ZURICH, IL 60047

Finance Monthly Report – December 2024

DEPARTMENT NARRATIVE

During December staff worked primarily on wrapping up the final month of the fiscal year. Finance brought the annual budget for 2025 before the board in December.

Note for this report only: While it is the final month of our fiscal year, staff is continuing to post adjustments for the year through March. The Village operates on a cash basis during the year, but adjusts to accruals as part of the year-end process. This allows the village to match revenues with the period earned, not received and match expense with the month incurred, not paid. The numbers reported at this point are very preliminary, with the final numbers to be reported this summer with the Annual Comprehensive Financial Report (ACFR). For this month, operating figures for the month will not be presented. Key elements such as the results of major sources and significant expenditures will still be presented.

GENERAL FUND OPERATING RESULTS

REVENUES

Taxes:

For the year, all property tax revenues are expected at or near 100% of budget in the General Fund. Telecommunications tax receipts were higher than expected for the month, however, this revenue source still continues to struggle. Receipts closed out the year on a cash basis at \$327k. More information regarding Telecommunications tax can be found on page 8.

Both utility taxes came in lower than expected for the month. The gas utility tax had \$24k in receipts compared to an expected \$51k. Electric utility tax came in at \$59k versus the expected \$67k. Combined, utility taxes were 30% lower than expected. The payments are based primarily on November activity. More detail on the Utility Taxes can be found on page 9.

Finance Monthly Report – December 2024

Intergovernmental Revenue:

State sales tax receipts came in 6% below budget expectations for the month at \$659k. This represents sales from September and was 1% higher than receipts from the same month last year. This revenue source has performed well this year. On a cash basis, year-to-date receipts are at \$8.45 million. More information regarding Sales Tax can be found on page 10.

Income Tax receipts came in 12% below expectations with the receipts for December totaling \$173k compared to an expected \$196k. This is 5% lower than receipts from the prior December; year-to-date, this revenue source is up 6% from last year. Details on Income Tax are provided on page 11.

Video gaming tax receipts came in 19% below expectations at \$29k. Video gaming tax is received two months in arrears. On a cash basis, year-to-date receipts are 3% lower than the budgeted amount at \$313k. The video gaming tax receipts budgeted for December relate to tax for October activity.

Licenses and Permits:

Revenue from the issuance of licenses and permits is currently \$848k for the year, reaching 95% of the annual budget. The largest contributors for December were Building Permits (\$12k), and Contractor Registration (\$9k). Due to the variable nature of these types of revenues, fluctuations are expected throughout the year based on activity.

Fines and Forfeits:

Revenue from police fines were less than expected during December, with receipts of \$29k. About 98% of the annual budget for this category has been received. The revenues in this category include various fines generated from police citations, such as red light and local ordinance violations. This category will naturally experience spikes throughout the fiscal year depending on the time of the year, enforcement campaigns, or events that trigger more violations than average.

Charges for Services:

Preliminary revenue from service charges totaled \$241k in December. The main revenue sources in this category are ambulance, engineering fees, and park program fees. Ambulance receipts for the month were recorded at \$193k. In addition to the timing of receipts and fluctuating activity levels for this revenue, the Village also receives payments for the Ground Emergency Medical Transportation program, funding the gap between the Village's actual cost of transport and allowable amount received from

Finance Monthly Report – December 2024

Medicaid. Additionally, for park programs, some of the recorded revenue will be reclassified and held for next year's revenue.

Investment Income:

The General Fund investment income in December was \$28k. Currently, the investments are concentrated in certificates of deposit, treasury obligations, and interest-bearing money market accounts. A detailed cash and investment report can be found on page 13.

Miscellaneous:

The General Fund miscellaneous revenue in December was \$32k. Receipts for this category were rental income (\$10k), the sale of fixed assets (\$8k), as well as other small items.

EXPENDITURES

General Fund expenditures for the month are continuing to trickle in for fiscal year 2024 and will be accepted through February. As the accounting staff records adjustments from cash basis to accrual, expenditure accounts begin to take their final shape for the year. As of the time this report was written, General Fund expenditures recorded against December and/or year-end adjustments totaled \$2.62 million, but this number is highly preliminary. This number brings the General Fund expenditures to about 96% of the annual budget. We are hopeful to have a small surplus recorded once all adjustments are finalized.

OPERATING RESULTS OF OTHER FUNDS

Following are some observations regarding the revenues and expenditures of other funds.

Special Revenue Funds:

Motor fuel tax revenue came in at \$88k in December. Year-to-date receipts are 2% lower than the annual budget. Expenditures from the Motor Fuel Tax Fund were for streetlight electric (\$36k), road salt (\$28k), and signal maintenance (\$20k).

December revenues for the Hotel Tax Fund totaled \$11k. The revenue in this fund is a combination of hotel tax receipts and interest income. Per Village Ordinance #2003-10-252, hotel tax receipts are due

Finance Monthly Report – December 2024

quarterly. Therefore, the village does not receive receipts each month. Year-to-date revenues are 105% of the annual budget, pre-adjustments. Expenditures of \$8k were recorded for the month, most of which is a transfer to the Special Events Fund for the funding of special events.

The Special Events Fund allocates resources for special events and their corresponding expenditures. Revenues for December totaled \$32k, which primarily relates to funding transfers in from other funds, along with \$3k of event item sales for the Winter Festival. Expenditures for the month totaled \$34k, with \$21k for administrative expenses, and \$13k for the Miracle on Main Street event.

Debt Service Funds:

The debt service funds record annual debt service payments for several of the village issuances, mostly due December 2024. Interest payments are paid semi-annually, typically July and December. Revenues year-to-date total \$3.54 million and represent property tax receipts (\$1.3 million), investment income (\$79k), short-term bond proceeds (\$1.3 million), and a transfer from the TIF #1 Fund (\$855k). Interest rates continue to be low for the options available for village investment per law. No expenditures were recorded for the month; principal and interest payments due in early December were processed in November to avoid any timing delays.

Capital Projects Funds:

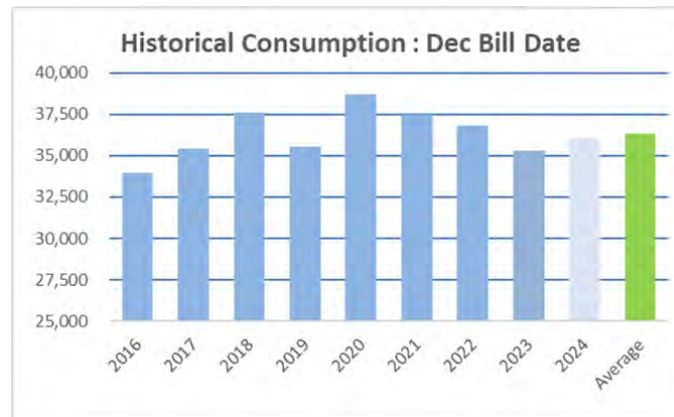
December revenue for the capital projects funds came in at \$413k. The majority of the revenue was from Non-Home Rule Sales Tax (NHRST), with receipts from December of \$218k. This was 16% lower than budget expectations and 1% higher than the same month last year. December receipts represent sales from September. Year-to-date receipts are just below budget. More detail on the NHRST revenue can be found on page 12. Remaining revenues for capital project funds include funding transfers (\$154k), park impact fees (\$18k), and interest income and change in market value of investments (\$12k).

Expenditures for capital projects were \$1.13 million for December, consisting mainly of the Buffalo Creek Streambank Stabilization (\$337k), parking lot improvements (\$231k), promenade improvements (\$212k), PD gun range ventilation (\$146k), Main Street Streetscape (\$104k), seal coating (\$49k), OSLAD (\$31k), the Breezewald Bathroom/Pavilion (\$13k), and beet heet (9k).

Finance Monthly Report – December 2024

Water and Sewer Fund:

December revenue totaled \$823k, which was 7% above the budget estimate of \$771k. Consumption metered in December was 36M gallons, consistent with the nine-year average of 36M gallons. The consumption billed in December primarily represents water metered in late November and early December. With about 45M gallons pumped, about 20% of pumped water was lost to main breaks, fire department use, or other small issues. A chart comparing December water consumption over the past nine years provided below.



Expenditures in the Water Fund were \$856k for the month. Of this amount, \$77k was recorded for water main improvements, \$45k was for sewer reconstruction, and \$185k was a non-cash transaction to record depreciation of the infrastructure assets of the fund. The remaining expenses are personnel expenses, other operational items and other smaller operating items. Throughout the year, spending is monitored to ensure revenues are sufficient to cover operations and capital needs as necessary. Any annual surplus would be used for expenditures later in the year and provide cash flow for improvements to maintain the aging infrastructure.

Internal Service Funds:

Internal service funds are used to reserve resources for a specific purpose and to allocate the user charges accordingly. The village has three active internal service funds: Medical Self Insurance, Risk Management and Equipment Replacement. Revenues are a combination of user charges from other funds as appropriate. Expenditures fluctuate, depending on activity levels, particularly in the Risk Management Fund. The Equipment Replacement fund in particular is subject to funding availability from the General

Finance Monthly Report – December 2024

Fund. December expenses mainly include non-cash depreciation expenses (\$45k), a trackless tractor (177k), and other small items.

Special Service Areas:

While the village does not budget for Special Service Area (SSA) revenues and expenses, as funds are being collected and spent for village SSA's, the following information can be of value to report. The only expenses for special service areas in December were \$20k for water quality management (SSA #8, SSA#9, SSA#11, and SSA #13).

SSA Activity Dec-24									
SSA #	Location	Beginning Balance 1/1/2024	Year-To-Date		Ending Balance 12/31/2024	Annual Expected		Annual Expected	
			Revenues	Expenses		Revenues	YTD %	Expenses	YTD %
SSA #8	Heatherleigh	54,646	10,087	26,080	38,652	9,697	104.02%	23,196	112.43%
SSA #9	Willow Ponds	127,185	11,964	11,100	128,049	11,851	100.95%	19,300	57.51% ^b
SSA #10	Westberry	18,987	998	-	19,985	1,000	99.82%	-	N/A
SSA #11	Lake Zurich Pines	27,244	-	24,244	2,999	-	#DIV/0! ^a	27,244	88.99%
SSA #13	Conventry Creek	229,086	30,000	16,331	242,755	29,894	100.36% ^a	16,662	98.02%
SSA #16	Country Club	1,478	-	-	1,478	-	N/A	-	N/A
		458,625	53,050	77,756	433,919	52,443	101.16%	86,402	0.00%

a) Flat amount levied per property.
b) At some point after enough funds have accrued, Willow Ponds will require dredging, estimated at \$120,000+

Police and Firefighters' Pension Funds:

A snapshot of activity related to the public safety pension funds of the village is provided as part of the monthly report. It is important to note that a significant revenue source for both pension funds is the annual property tax levy, of which receipts are typically recorded between June and September of each year, affecting the cash flows of each fund.

The Police Pension Fund had total revenue of negative \$702k for the month. For December, the fund recorded an unrealized loss of \$744k from investments. Total municipal and member contributions for the month totaled \$42k. Expenses for the month were \$249k of which \$247k was for pension and benefit payments, and \$2k was for investment expenses. For the month of December, the fund experienced a loss of \$951k, bringing the year-to-date gain to \$2.93 million for the year. As of December 31st, the fund had a net position of \$35.6 million. Additional information can be found on page 14.

Finance Monthly Report – December 2024

The Firefighters' Pension Fund had a similar month for investments, with an unrealized loss of \$1.39 million from investments. Total municipal and member contributions for the month totaled \$57k. Total revenues for the month were negative \$1.33 million. Expenses for the month were \$304k, of which \$284k was for pension and benefit payments, \$8k was for professional services, and \$13k was for investment expenses. For the month of December, the fund experienced a loss of \$1.64 million, and for the year, a gain of \$5.5 million. As of December 31st, the fund had a net position of \$58.64 million. Additional information can be found on page 14.

Conclusion:

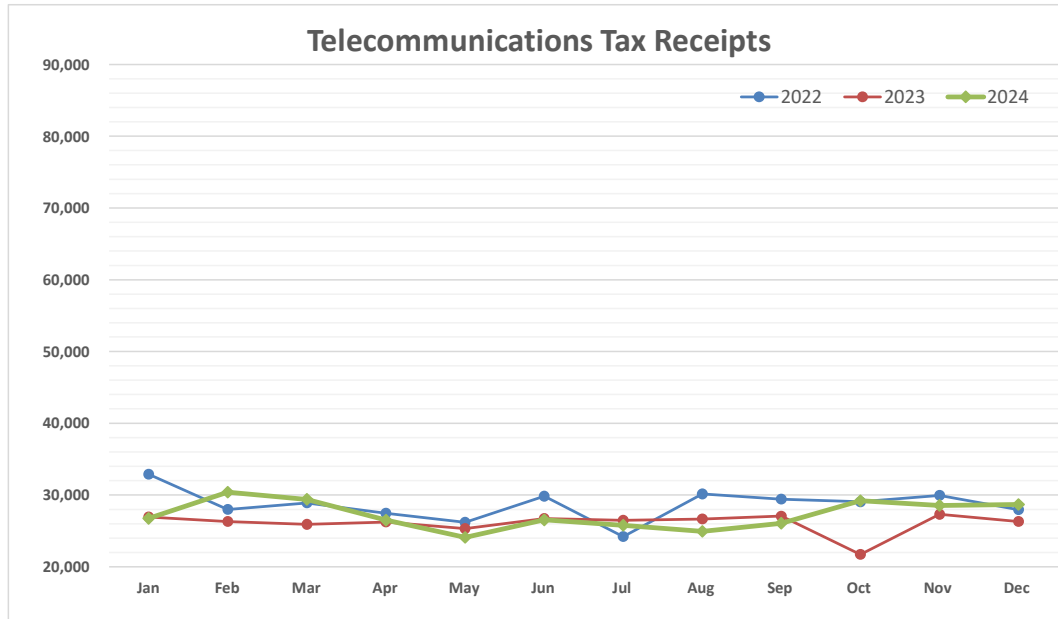
No major concerns were identified in reviewing the monthly and year-end adjustments to date. Major revenue sources are performing well and expenditures have been kept to a minimum. Staff is confident that once all end of year adjustments are posted, the results will be favorable for the fiscal year. The financial records will be finalized in the coming months and distributed via the Annual Comprehensive Financial Report once the annual audit has been completed in June.

Respectfully Submitted,

Amy Sparkowski

Amy Sparkowski
Director of Finance

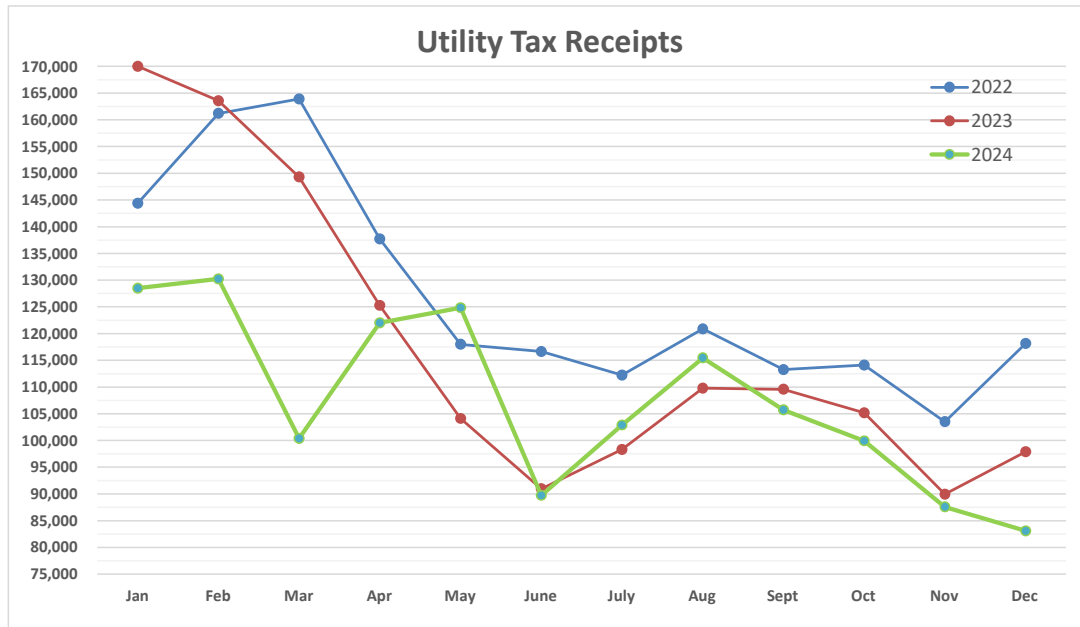
DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2024



Collection History

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		FY 2022	FY 2023	% Change	FY 2024	% Change	Budget	Variance \$	Variance %
January	October	32,888	26,937	-18.10%	26,739	-0.74%	22,089	4,650	21.05%
February	November	27,974	26,305	-5.97%	30,389	15.53%	22,387	8,002	35.75%
March	December	28,903	25,897	-10.40%	29,385	13.47%	20,817	8,568	41.16%
April	January	27,467	26,239	-4.47%	26,500	1.00%	19,791	6,709	33.90%
May	February	26,181	25,298	-3.37%	24,088	-4.78%	22,743	1,345	5.91%
June	March	29,825	26,724	-10.40%	26,526	-0.74%	20,300	6,226	30.67%
July	April	24,202	26,470	9.37%	25,769	-2.65%	19,458	6,311	32.43%
August	May	30,131	26,641	-11.58%	24,948	-6.36%	20,273	4,675	23.06%
September	June	29,408	27,045	-8.03%	26,061	-3.64%	19,826	6,235	31.45%
October	July	29,037	21,714	-25.22%	29,204	34.49%	18,910	10,294	54.44%
November	August	29,947	27,301	-8.84%	28,544	4.55%	19,755	8,789	44.49%
December	September	27,958	26,310	-5.89%	28,671	8.97%	12,558	16,113	128.31%
		343,921	312,880	-9.03%	326,823		238,907	87,916	
Y-T-D		343,921	312,880	-9.03%	326,823	4.46%	238,907	87,916	36.80%

DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2024

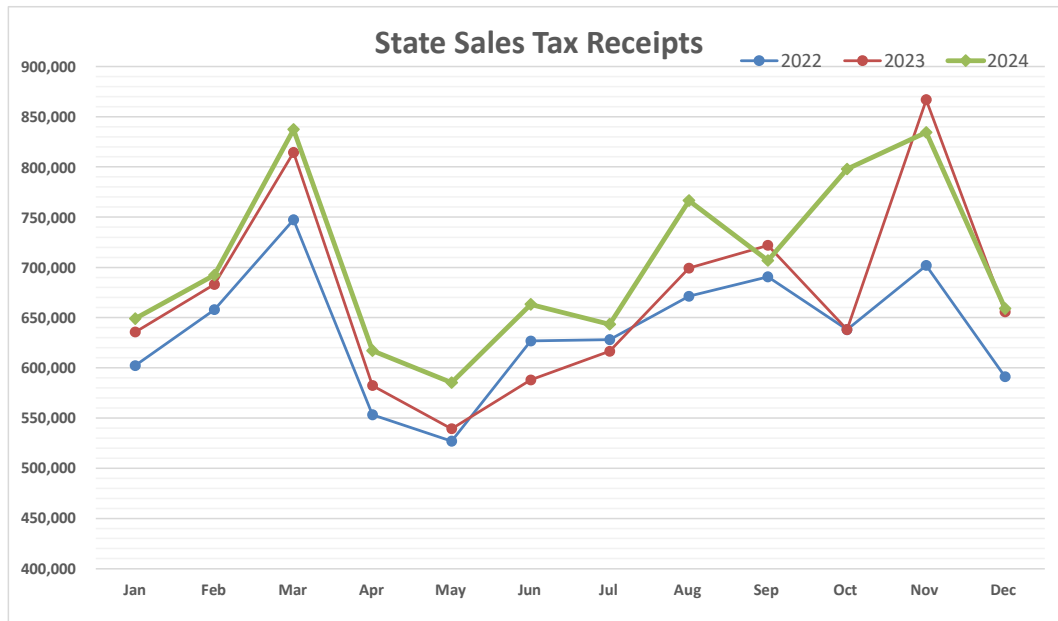


Collection History

COMBINED - ELECTRICITY & GAS

Receipt Month	Liability Month	Historical			Current Year Actual		Current Year Budget		
		2022	2023	% Change	2024	% Change	FY 2024	Variance \$	Variance %
Jan	Dec	144,392	169,997	17.7%	128,499	-24.4%	142,101	(13,602)	-9.6%
Feb	Jan	161,197	163,549	1.5%	130,227	-20.4%	146,020	(15,793)	-10.8%
Mar	Feb	163,887	149,304	-8.9%	100,379	-32.8%	149,186	(48,807)	-32.7%
Apr	Mar	137,718	125,258	-9.0%	122,020	-2.6%	127,866	(5,846)	-4.6%
May	Apr	117,990	104,119	-11.8%	124,867	19.9%	105,980	18,887	17.8%
June	May	116,659	90,943	-22.0%	89,743	-1.3%	98,403	(8,660)	-8.8%
July	June	112,246	98,324	-12.4%	102,895	4.6%	101,571	1,324	1.3%
Aug	July	120,867	109,785	-9.2%	115,472	5.2%	116,331	(859)	-0.7%
Sept	Aug	113,271	109,576	-3.3%	105,741	-3.5%	110,891	(5,150)	-4.6%
Oct	Sept	114,085	105,163	-7.8%	99,939	-5.0%	106,200	(6,261)	-5.9%
Nov	Oct	103,512	89,950	-13.1%	87,571	-2.6%	93,620	(6,049)	-6.5%
Dec	Nov	118,176	97,895	-17.2%	83,085	-15.1%	118,362	(35,277)	-29.8%
		1,524,000	1,413,863	-7.23%	1,290,438	-8.7%	1,416,531	(126,093)	
Y-T-D		1,524,000	1,413,863	-7.23%	1,290,438	-8.7%	1,416,531	(126,093)	-8.9%

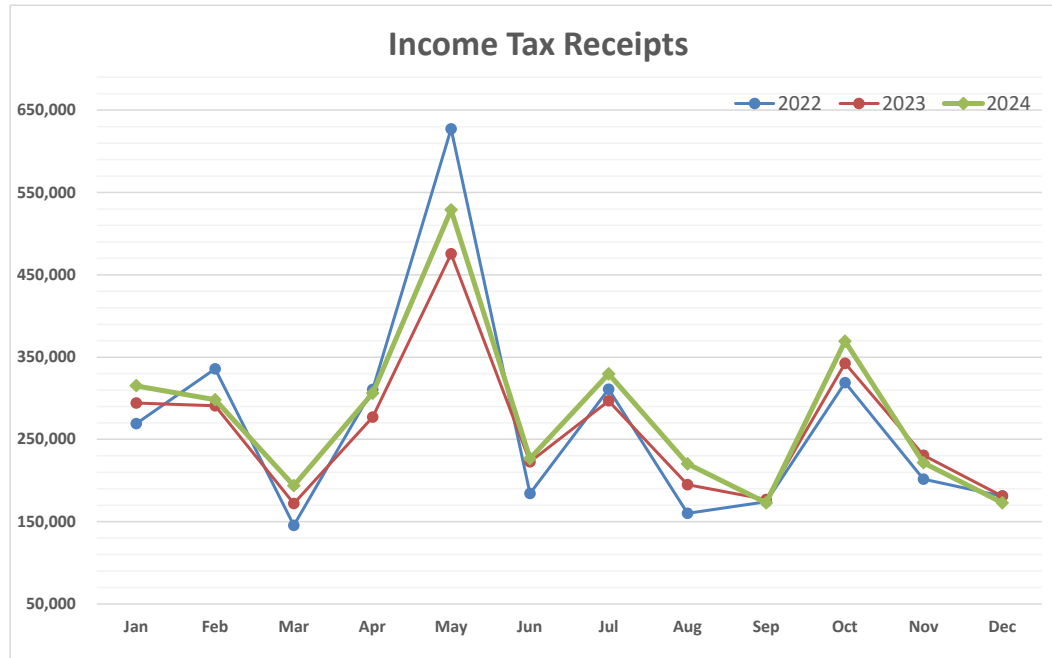
DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2024



Collection History

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		2022	2023	% Change	2024	% Change	Amended Budget	Variance \$	Variance %
January	October	602,130	635,589	5.56%	648,870	2.09%	649,722	(852)	-0.13%
February	November	657,819	683,036	3.83%	692,430	1.38%	676,185	16,245	2.40%
March	December	747,307	814,249	8.96%	837,201	2.82%	806,679	30,522	3.78%
April	January	553,226	582,383	5.27%	617,165	5.97%	588,178	28,987	4.93%
May	February	527,013	539,316	2.33%	585,345	8.53%	555,656	29,689	5.34%
June	March	626,731	587,956	-6.19%	663,238	12.80%	630,917	32,321	5.12%
July	April	627,982	616,353	-1.85%	643,366	4.38%	617,585	25,781	4.17%
August	May	671,146	699,262	4.19%	766,550	9.62%	690,332	76,218	11.04%
September	June	690,544	721,854	4.53%	706,754	-2.09%	708,628	(1,874)	-0.26%
October	July	638,060	637,980	-0.01%	797,898	25.07%	666,581	131,317	19.70%
November	August	701,860	866,772	23.50%	834,459	-3.73%	796,943	37,516	4.71%
December	September	590,991	655,570	10.93%	658,989	0.52%	697,651	(38,662)	-5.54%
		7,634,808	8,040,321	5.31%	8,452,265		8,085,057	367,208	
Y-T-D		7,634,808	8,040,321	5.31%	8,452,265	5.12%	8,085,057	367,208	4.54%

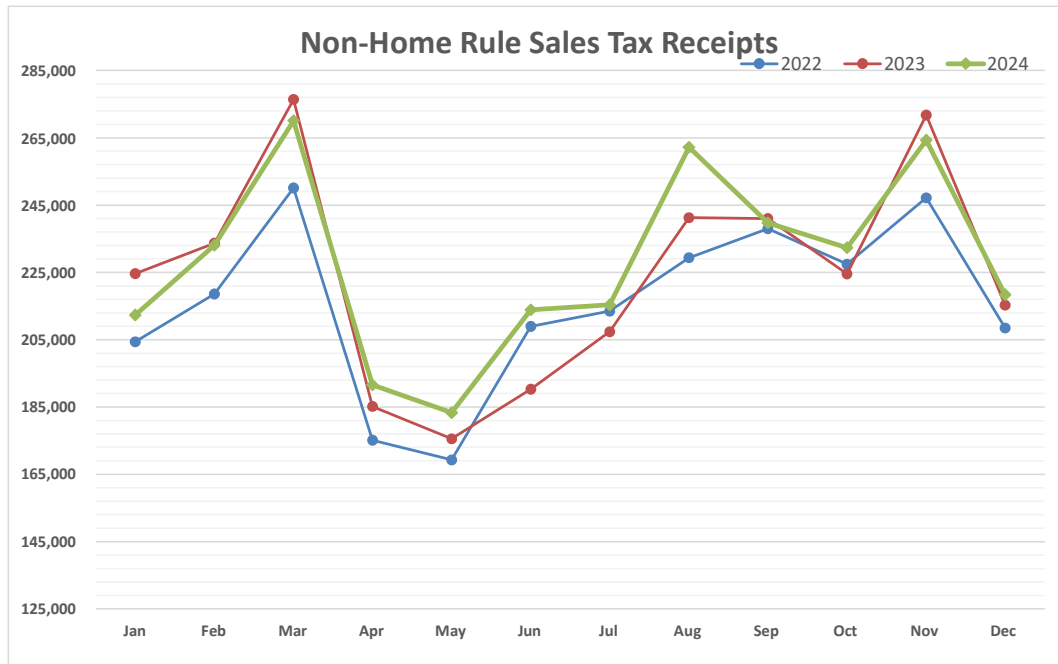
DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2024



Revenue History

Vouchered	Historical			Current Year Actual		Current Year Budget		
	2022	2023	% Change	2024	% Change	Amended Budget	Variance \$	Variance %
January	269,221	294,073	9.23%	315,145	7.17%	278,186	36,959	13.29%
February	335,693	290,768	-13.38%	298,197	2.55%	306,435	(8,238)	-2.69%
March	145,504	172,211	18.36%	193,817	12.55%	185,286	8,531	4.60%
April	310,848	277,166	-10.84%	306,001	10.40%	307,284	(1,283)	-0.42%
May	627,194	475,308	-24.22%	528,773	11.25%	500,490	28,283	5.65%
June	184,242	222,875	20.97%	226,624	1.68%	236,220	(9,596)	-4.06%
July	311,032	296,937	-4.53%	329,692	11.03%	312,091	17,601	5.64%
August	160,199	195,159	21.82%	220,287	12.88%	236,116	(15,829)	-6.70%
September	174,093	177,137	1.75%	172,936	-2.37%	196,583	(23,647)	-12.03%
October	318,729	342,406	7.43%	369,282	7.85%	343,491	25,791	7.51%
November	201,830	230,643	14.28%	221,680	-3.89%	220,288	1,392	0.63%
December	181,090	181,212	0.07%	173,047	-4.51%	195,571	(22,524)	-11.52%
	3,219,676	3,155,895	-1.98%	3,355,481	6.32%	3,318,041	37,440	1.13%
Y-T-D	3,219,676	3,155,895	-1.98%	3,355,481	6.32%	3,318,041	37,440	1.13%

DEPARTMENT OF FINANCE
MONTHLY REPORT
DECEMBER 2024



Collection History

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		2022	2023	% Change	2024	% Change	Budget	Variance \$	Variance %
January	October	204,354	224,659	9.94%	212,321	-5.49%	220,528	(8,207)	-3.72%
February	November	218,598	233,707	6.91%	233,058	-0.28%	231,007	2,051	0.89%
March	December	250,074	276,394	10.52%	270,064	-2.29%	272,757	(2,693)	-0.99%
April	January	175,158	185,148	5.70%	191,529	3.45%	186,263	5,266	2.83%
May	February	169,297	175,551	3.69%	183,332	4.43%	179,403	3,929	2.19%
June	March	208,932	190,319	-8.91%	213,857	12.37%	207,820	6,037	2.90%
July	April	213,499	207,354	-2.88%	215,332	3.85%	206,746	8,586	4.15%
August	May	229,356	241,257	5.19%	262,179	8.67%	239,558	22,621	9.44%
September	June	238,022	241,006	1.25%	239,727	-0.53%	247,723	(7,996)	-3.23%
October	July	227,420	224,555	-1.26%	232,368	3.48%	234,528	(2,160)	-0.92%
November	August	247,180	271,762	9.95%	264,294	-2.75%	266,393	(2,099)	-0.79%
December	September	208,471	215,249	3.25%	218,381	1.46%	259,560	(41,179)	-15.86%
		2,590,359	2,686,961	3.73%	2,736,442		2,752,286	(15,844)	
Y-T-D		2,590,359	2,686,961	3.73%	2,736,442	1.84%	2,752,286	(15,844)	-0.58%

Village of Lake Zurich
Investment Report
December, 2024

Description	Purchase Date	Maturity Date	Coupon Rate	CUSIP / Account	Par Value	Purchase Price	(Premium) / Discount	Market Value	Unrealized Gain (Loss)
MONEY MARKET & CASH									
IPRIME	NA	NA	4.461%		147,821.89	147,821.89	-	147,821.89	N/A
CERTIFICATE OF DEPOSIT									
Modern Bank, Nat'l Assoc NY	08/02/23	01/23/25	5.383%	61690UY53	249,718.81	231,300.00	18,418.81	231,300.00	-
PeopleFirst Bank, IL	02/01/23	01/31/25	4.348%		249,849.18	229,500.00	20,349.18	229,500.00	-
Morgan Stanley Bank NA	02/01/23	02/10/25	4.356%		244,000.00	244,669.89	(669.89)	244,043.83	(626.06)
Fieldpoint Private B&T	04/04/23	04/03/25	5.032%		249,618.22	226,400.00	23,218.22	226,400.00	-
Schertz B&T	04/04/23	04/03/25	4.893%		249,654.67	227,400.00	22,254.67	227,400.00	-
Susquehanna Community Bank, PA	07/22/24	07/18/25	4.994%		249,860.10	238,100.00	11,760.10	238,100.00	-
American Plus Bank, N.A., CA	07/22/24	07/18/25	4.994%		249,860.10	238,100.00	11,760.10	238,100.00	-
Harmony Bank, TX	07/22/24	07/18/25	4.994%		249,860.10	238,100.00	11,760.10	238,100.00	-
Bank of Springfield, IL	07/22/24	07/18/25	4.890%		249,877.59	238,350.00	11,527.59	238,350.00	-
Western Alliance Bank, CA	07/22/24	07/18/25	5.311%		249,870.14	237,400.00	12,470.14	237,400.00	-
Financial Federal Bank, TN	07/22/24	07/18/25	5.200%		249,872.37	237,650.00	12,222.37	237,650.00	-
ServisFirst Bank, FL	07/22/24	07/18/25	5.224%		249,876.20	237,600.00	12,276.20	237,600.00	-
Solera National Bank, CO	07/22/24	07/18/25	5.381%		249,876.80	237,250.00	12,626.80	237,250.00	-
Farmers and Merchants Union Bank, WI	07/22/24	07/18/25	5.136%		249,880.02	237,800.00	12,080.02	237,800.00	-
NexBank, TX	07/22/24	07/18/25	5.186%		249,892.34	237,700.00	12,192.34	237,700.00	-
NorthEast Community Bank, MY	07/22/24	07/18/25	5.216%		249,857.40	237,600.00	12,257.40	237,600.00	-
BOM Bank, LA	07/22/24	07/18/25	5.052%		249,891.70	238,000.00	11,891.70	238,000.00	-
BAC Community Bank, CA	07/22/24	07/18/25	5.000%		249,873.75	238,100.00	11,773.75	238,100.00	-
First State Bank of DeQueen, AR	07/22/24	07/18/25	5.209%		249,892.68	237,650.00	12,242.68	237,650.00	-
Gbank, NV	07/22/24	07/18/25	5.163%		249,890.74	237,750.00	12,140.74	237,750.00	-
Veritex Community Bank, TX	07/22/24	07/18/25	5.086%		249,867.60	237,900.00	11,967.60	237,900.00	-
Cornerstone Bank, NE	08/02/23	07/30/25	5.060%		249,649.12	226,350.00	23,299.12	226,350.00	-
First Priority Bank, OK	01/17/24	01/15/26	4.875%		249,888.88	227,350.00	22,538.88	227,350.00	-
First Internet Bank of Indiana, IN	01/17/24	01/15/26	4.728%		249,852.52	227,950.00	21,902.52	227,950.00	-
The Western State Bank, KS	08/05/24	01/27/26	4.483%		249,894.17	234,350.00	15,544.17	234,350.00	-
CIBC Bank USA, MI	01/17/24	07/14/26	4.211%		249,867.19	226,150.00	23,717.19	226,150.00	-
The Citizens Bank of Weston, WV	08/02/24	07/22/26	4.332%		249,845.76	229,900.00	19,945.76	229,900.00	-
Profinium, Inc, MN	08/05/24	08/05/26	4.685%		249,892.97	228,100.00	21,792.97	228,100.00	-
Baxter Credit Union IL	08/08/24	08/07/26	4.396%		249,864.10	229,350.00	20,514.10	229,350.00	-
The First National Bank of Hutchinson, KS	08/08/24	08/07/26	4.048%		249,891.38	231,200.00	18,691.38	231,200.00	-
American First CU	08/08/24	08/20/26	3.954%	02616ACP2	248,000.00	248,219.02	(219.02)	247,770.89	(448.13)
TERM SERIES									
IPRIME TERM SERIES, FL	07/26/24	07/25/25	5.100%		1,261,032.34	1,200,000.00	61,032.34	1,200,000.00	
AGENCY									
US Treasury N/B	04/15/21	01/31/25	0.480%	912828Z52	964,000.00	996,422.03	(32,422.03)	961,730.02	(34,692.01)
US Treasury N/B	04/15/21	07/31/25	0.620%	91282CAB7	406,000.00	399,640.39	6,359.61	396,765.88	(2,874.51)
US Treasury N/B	05/19/21	07/31/25	0.570%	91282CAB7	350,000.00	345,351.56	4,648.44	342,039.55	(3,312.01)
US Treasury N/B	07/28/21	07/31/25	0.500%	91282CAB7	252,000.00	249,499.69	2,500.31	246,268.48	(3,231.21)
US Treasury N/B	01/28/22	01/31/26	1.460%	91282CBH3	1,000,000.00	957,890.63	42,109.37	959,492.19	1,601.56
US Treasury N/B	02/01/24	01/31/26	4.150%	91282CBH3	1,077,000.00	999,843.05	77,156.95	1,033,373.09	33,530.04
US Treasury N/B	03/04/24	01/15/27	4.300%	91282CIT9	370,000.00	367,022.66	2,977.34	368,150.00	1,127.34
US Treasury N/B	03/04/24	07/31/27	4.220%	91282CFB2	386,000.00	368,147.50	17,852.50	371,705.94	3,558.44
US Treasury N/B	03/04/24	01/31/28	4.200%	91282CGH8	378,000.00	368,535.23	9,464.77	369,288.28	753.05
US Treasury N/B	04/04/24	04/30/28	4.300%	91282CBZ3	560,000.00	496,825.00	63,175.00	507,259.37	10,434.37
US Treasury N/B	03/04/24	07/31/28	4.150%	91282CCRO	422,000.00	368,936.80	53,063.20	375,629.45	6,692.65
					15,311,340.83	14,539,175.34	772,165.49	14,551,688.86	12,513.52
TOTAL				PMA Invests	15,311,340.83	14,539,175.34	772,165.49	14,551,688.86	12,513.52
Per Statement				Total	15,311,340.83	14,539,175.34	-	14,551,688.86	-
TOTAL BY CATEGORY									
INVESTMENT POOL (ISC)					147,821.89	147,821.89	-	147,821.89	-
Certificate of Deposit (DTC), (CD)					7,737,486.60	7,273,238.91	464,247.69	7,272,164.72	(1,074.19)
Agencies (SEC)					6,165,000.00	5,918,114.54	246,885.46	5,931,702.25	13,587.71
Term Series					1,261,032.34	1,200,000.00	61,032.34	1,200,000.00	-
Fixed Income Other					-	-	-	-	-
					15,311,340.83	14,539,175.34	772,165.49	14,551,688.86	12,513.52
					-	-	-	-	-

Village of Lake Zurich
Police and Firefighters' Pension Funds
Statement of Net Position
December 31, 2024

POLICE PENSION FUND			FIREFIGHTERS' PENSION FUND		
	December-24	Year-to-Date		December-24	Year-to-Date
Revenues:			Revenues:		
Municipal Contributions	13,920	2,279,595	Municipal Contributions	16,064	2,630,676
Member Contributions	27,968	535,681	Member Contributions	40,962	531,361
Total Contributions	41,888	2,815,276	Total Contributions	57,026	3,162,037
Investment Income	(743,868)	3,090,403	Investment Income	(1,388,604)	5,826,319
Total Revenues	(701,980)	5,905,679	Total Revenues	(1,331,578)	8,988,356
Expenses:			Expenses:		
Pension and Benefits	247,027	2,922,573	Pension and Benefits	283,537	3,337,387
Insurance	-	5,137	Insurance	-	8,025
Professional Services	-	15,945	Professional Services	7,686	63,130
Investment Expenses	2,353	25,086	Investment Expenses	12,995	75,081
Other Expenses	-	3,005	Other Expenses	-	2,400
Total Expenses	249,380	2,971,746	Total Expenses	304,218	3,486,022
Operating Income (Loss)	(951,360)	2,933,933	Operating Income (Loss)	(1,635,796)	5,502,333
Beginning Net Position*	36,554,948	32,669,655	Beginning Net Position*	60,272,689	53,134,559
Ending Net Position	35,603,588	35,603,588	Ending Net Position	58,636,893	58,636,893
Assets			Assets		
Cash and Investments	35,602,520		Cash and Investments	58,633,767	
Other Assets	2,068		Other Assets	5,519	
Total Assets	35,604,588		Total Assets	58,639,286	
Liabilities	1,000		Liabilities	2,393	
Net Position 12/31	35,603,588		Net Position 12/31	58,636,893	



FIRE DEPARTMENT

MONTHLY INFORMATION REPORT

January 2025

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION-MAKING

70 E. MAIN STREET
LAKE ZURICH, IL 60047

Departmental Narrative

OUR MISSION: To care for and protect our community.

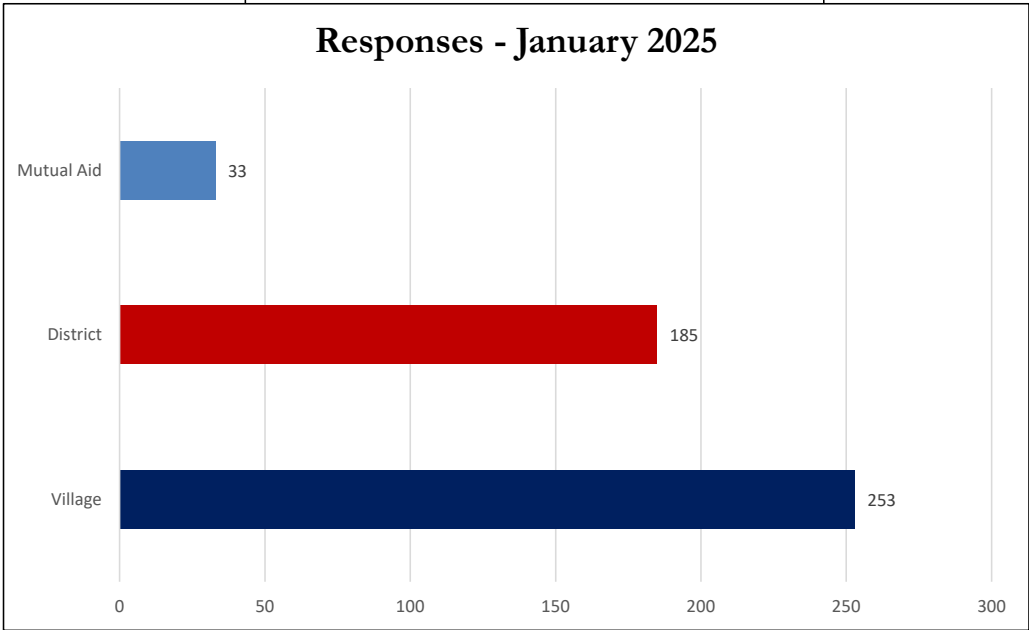
OUR VISION: The Lake Zurich Fire Department is dedicated to meeting the ever-changing needs of our community, while ensuring a safe and secure environment for all, through professional development, unity, and teamwork.

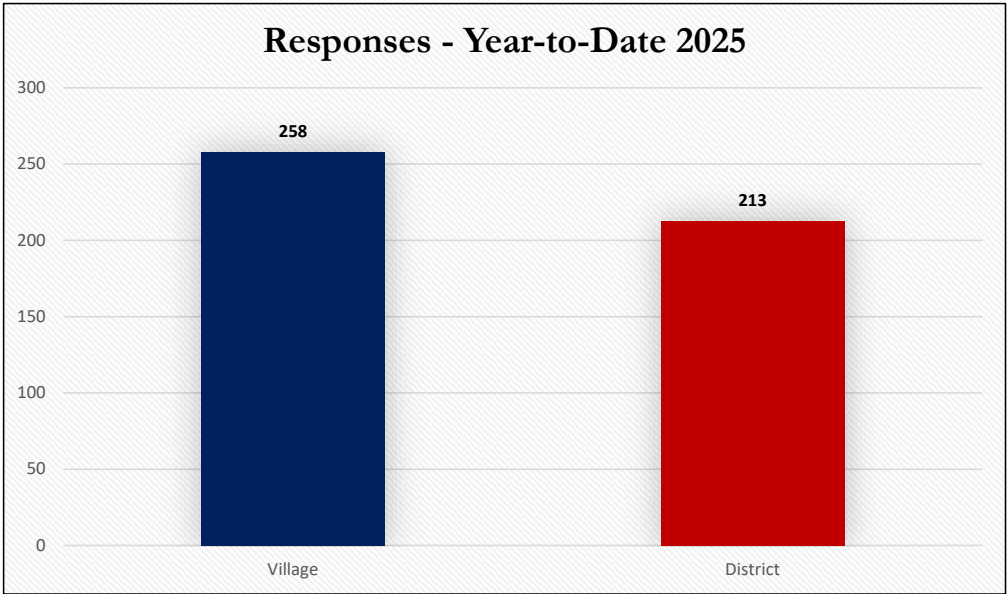
OUR VALUES: Professionalism, Responsibility, Integrity, Dedication, Honor

EXECUTIVE SUMMARY – January 2025

The Lake Zurich Fire Department provides a full range of professional and high-quality services to the Village of Lake Zurich and the Lake Zurich Rural Fire Protection District. We protect approximately 37,000 residents, many local businesses, and visitors across the twenty-five square mile combined service area. The Villages covered in the fire district include Hawthorn Woods, Kildeer, Deer Park, North Barrington, and Lake Barrington.

471 Incidents – January 2025



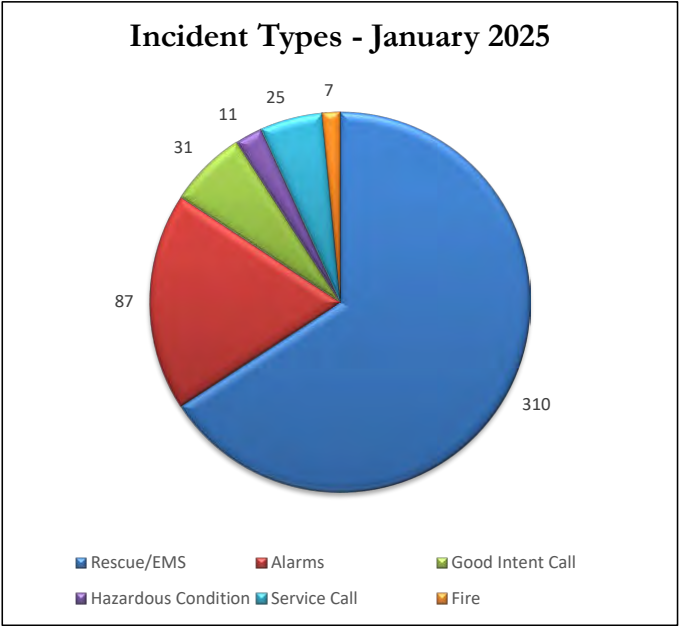


Incident Types

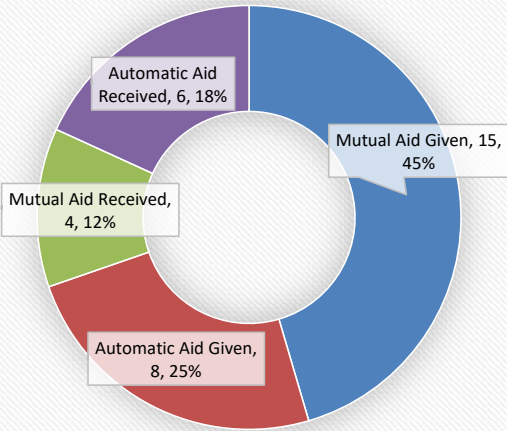
The Department codes all incidents within the National Fire Incident Reporting System (NFIRS).

The codes all relate to the text categories noted in the chart to the right. Rescue and EMS incidents account for the majority of incidents we respond to.

In January, there were **310** Rescue and EMS incidents.



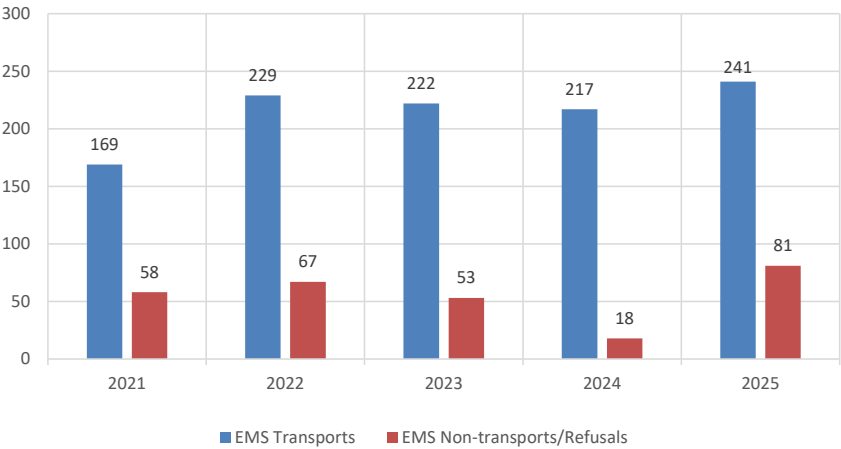
Mutual Aid - Year-to-Date 2025



EMS Incidents

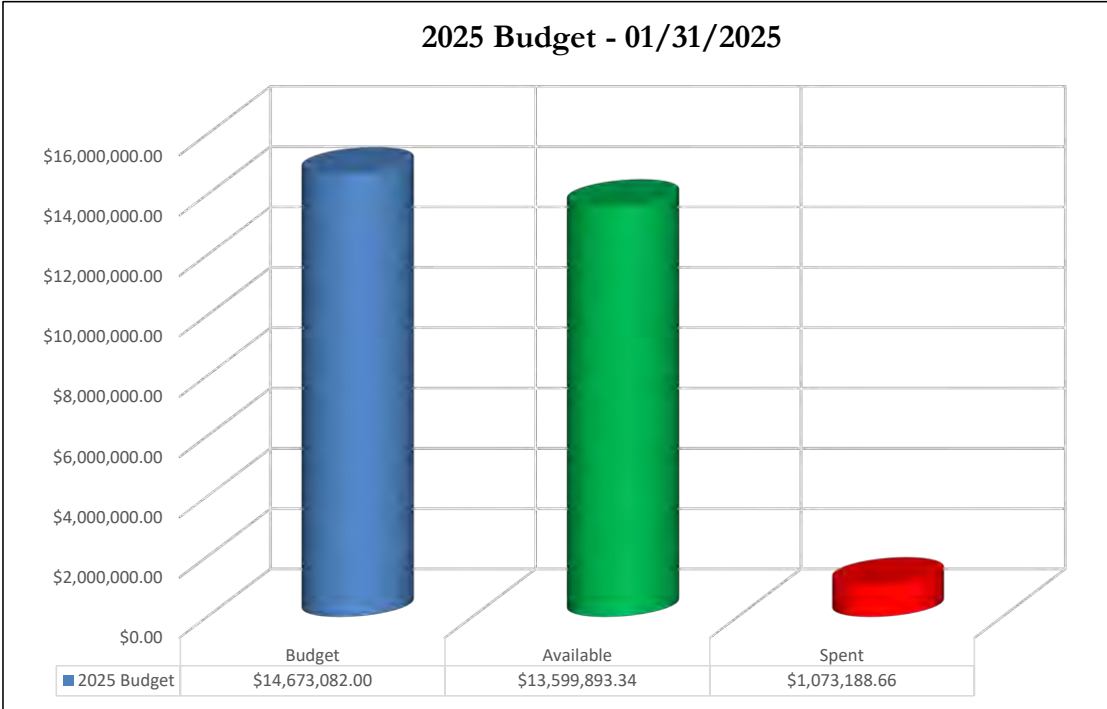
The chart shown below reflects EMS Transports vs. Non-Transports/Refusals. It's important to note that not every EMS call will result in transport to the hospital. However, as you'll see from the data, transports always outpace Non-Transports/Refusals. The chart below compares the month of January across 5 years.

EMS Transports vs Non-Transports/Refusals
Monthly Comparison



ADMINISTRATION DIVISION

2025 Budget - 01/31/2025

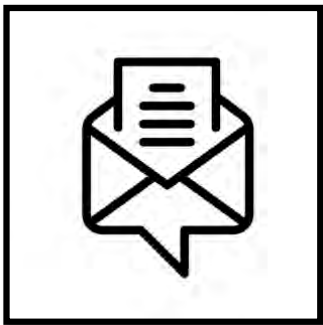
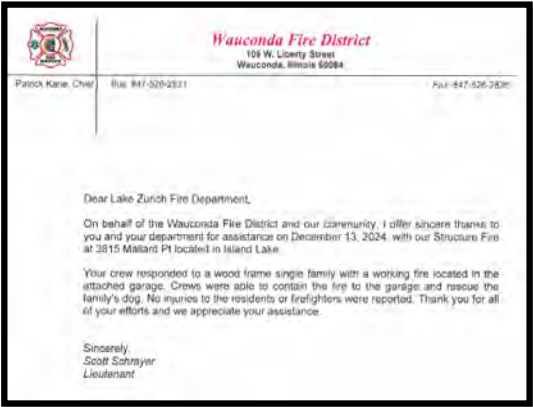


The Department processed 2 FOIA requests during January.



(Pictured left): The McHenry Township Fire Protection District recently sent a thank-you letter to our department for our assistance at a structure fire in the 3700 block of Richmond Road in Johnsburg. The letter shows our support in quickly bringing the fire under control and commended the teamwork shown through the Mutual Aid Box Alarm System (MABAS).

(Pictured right): The Wauconda Fire District sent a thank-you letter to our department for our assistance on a structure fire back in December in Island Lake. The letter shows their appreciation for our department's response to a working fire of a single-family home, where crews were able to contain the fire and rescue the family's dog.



A resident of Hawthorn Woods recently shared their appreciation for Lt. Reid of our department after a carbon monoxide detector went off in their home. Lt. Reid, along with another firefighter, responded to the situation with patience and professionalism, answering all of the resident's questions. When the detector went off again, Lt. Reid provided further guidance, making sure that the resident felt safe and informed. The resident commended Lt. Reid's calm and thorough response, highlighting another positive experience with the department.

We are excited to welcome Firefighter/Paramedic Jason O'Donnell to the Lake Zurich Fire Department this month! Jason is a dedicated individual who is eager to contribute to our family and serve the community. We are lucky to have him on board and look forward to the positive impact he will make as he begins his journey with us!



STATIONS & STAFFING


OFFICER & FIREFIGHTER/PARAMEDIC




STATION 1

321 S. Buesching Road
Lake Zurich, IL 60047

APPARATUS & STAFFING

BATTALION 32


ENGINE 321
AMBULANCE 321








STATION 2

350 W. Highway 22
North Barrington, IL 60010

APPARATUS & STAFFING

ENGINE 322
AMBULANCE 322








STATION 3

1075 Old McHenry Road
Lake Zurich, IL 60047

APPARATUS & STAFFING

ENGINE 323
AMBULANCE 323





STATION 4

21970 Field Pkwy
Deer Park, IL 60010

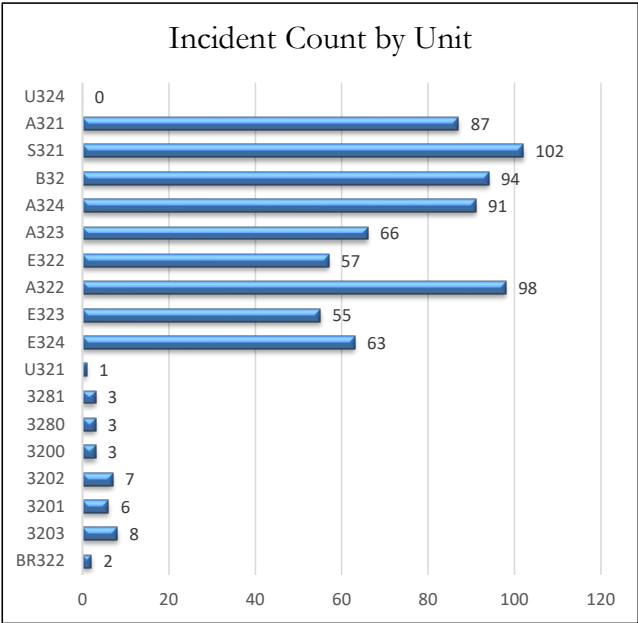
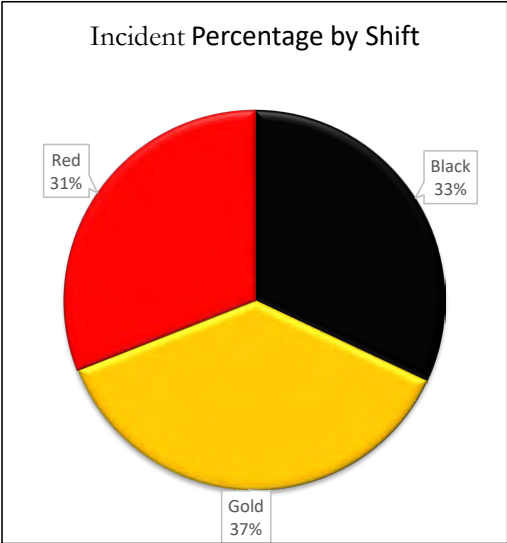
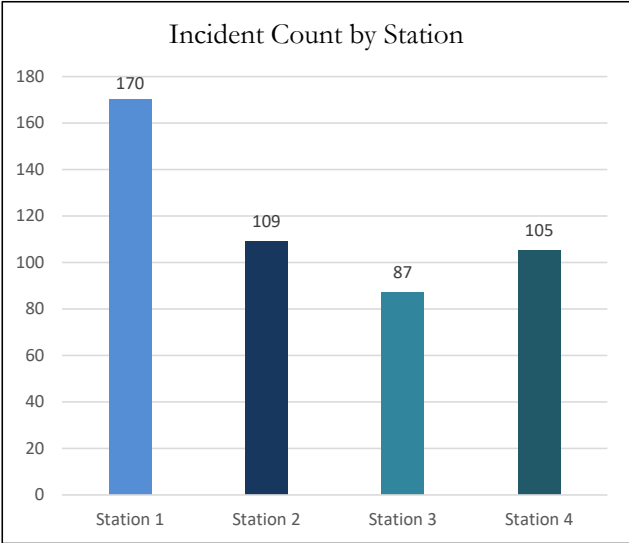
APPARATUS & STAFFING

ENGINE 324
AMBULANCE 324



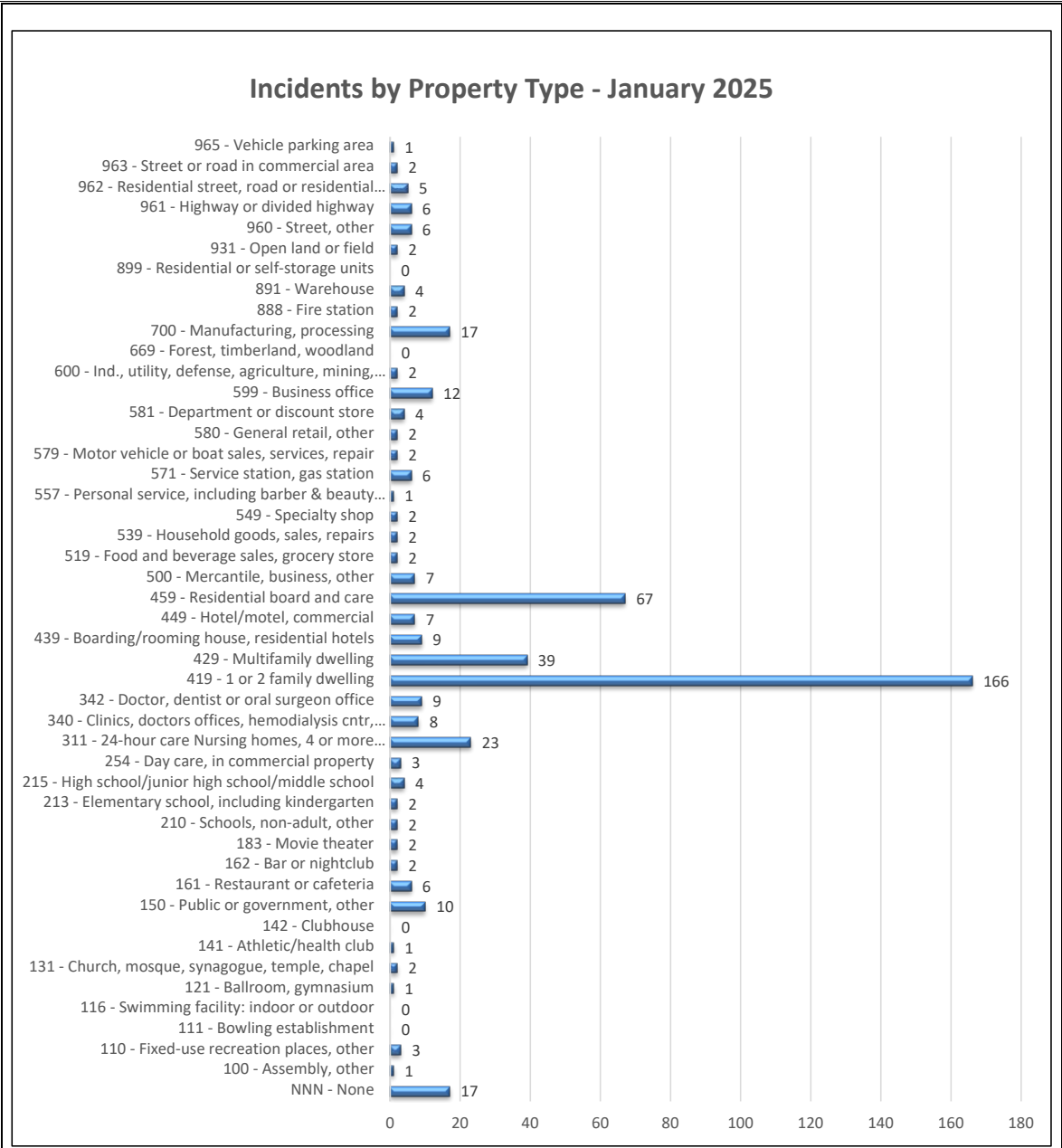


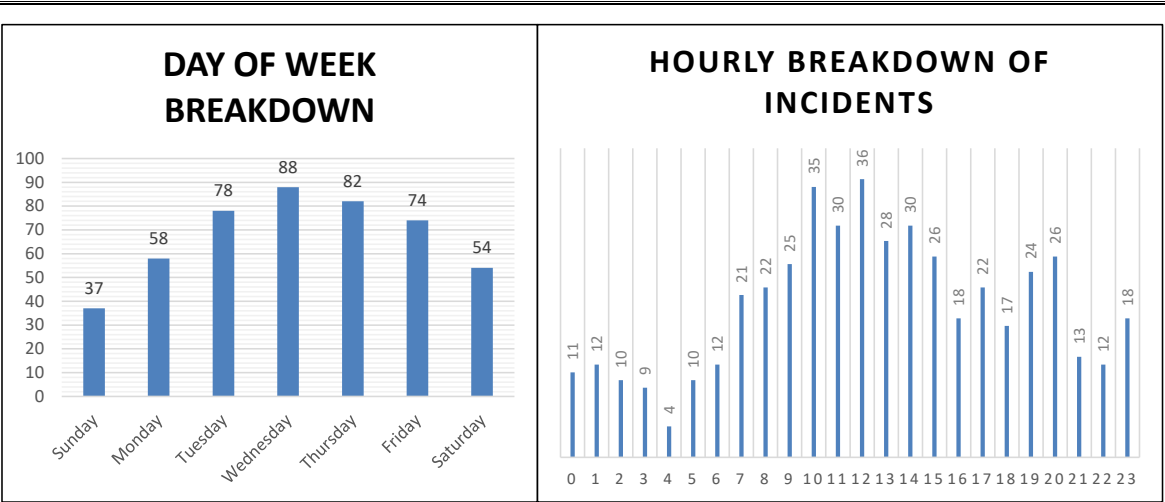
OPERATIONS DIVISION – January 2025



Response Locations The graphic to the right shows the January call distribution. *(Due to new CAD software issues, not all calls in RMS had valid GPS coordinates.)* As the graphic shows, assisted living/memory care facilities account for many of our department calls and are consistently among the top locations that are responded to monthly.







Emergency Response Times

Response time includes three key factors: **dispatch handling, turnout, and travel time.**

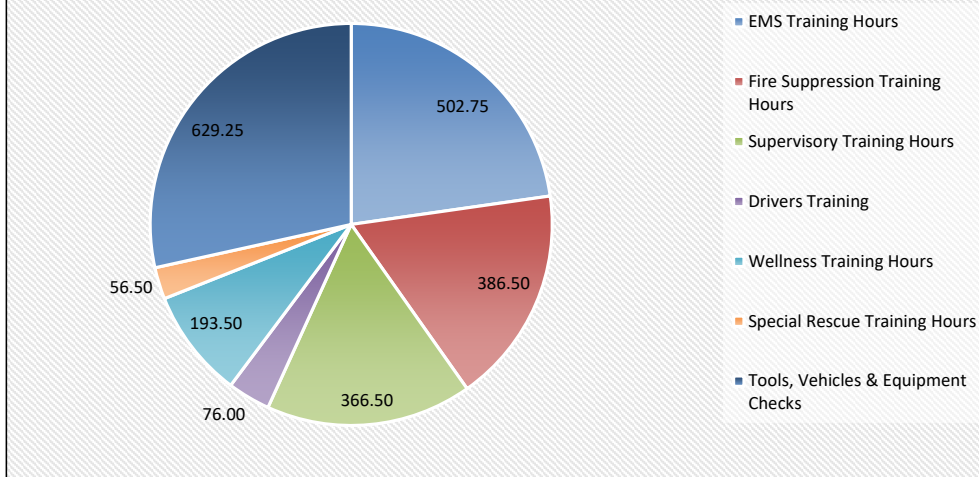
Dispatch handling time is when dispatch takes in information and then dispatch personnel. The turnout time is when the crews receive the call and when they get into the vehicles and initiate their MDT en-route command. Travel time reflects the time from en route to when they arrive at the incident scene. Construction, speed limits, weather, and train traffic can impact response times. The overall goal for arrival at an emergency fire call is 6 minutes and 20 seconds from notification until the first unit arrives. For a response to an EMS incident, this time is 6 minutes.

The following shows the average times for all emergent incidents, with arrival on the scene for EMS and fire within the local response area minus Mutual Aid in January 2025. *(With the new CAD software, times are off due to transfers to RMS)*

Dispatch Time	Turnout Time
Average Dispatch Time 1 MINUTE, 31 SECONDS	Average Turnout Time 1 MINUTE, 4 SECONDS
Travel Time	Response Time
Average Travel Time 4 MINUTES, 14 SECONDS	Average Response Time 4 MINUTES, 50 SECONDS

TRAINING DIVISION

Monthly Training Hours - 2,211.00 Total Hours



Fire Training:

- NIMS 800D
- NIMS 100C
- Lockout-Tagout
- Alarms & Portable Extinguishers
- Bureau Walk-Thru at 1400 Rose Rd.
- Light Tower In-Service
- Drivers Training

EMS Training:

- CPR
- Restraints
- Lifepak 35 In-Service
- NWCH Monthly Con Ed

Special Team Training:

- Haz Mat – Dealing with CNG Garbage Trucks

Health and Safety Training:

- Daily Fitness
- Firefighting PPE Inspection
- SCBA Quarterly Training

Administrative Training:



(Pictured above): Lifepak 35 Training

- Administering Personnel Reviews
- Professional Development – Mentoring
- Policy Review – Driving
- Assessment Center Review

Outside Training:

- Lt. Kraus attended DICO

FIRE PREVENTION BUREAU

Annual Fire Inspections:

The Fire Prevention Bureau conducted 173 Annual Property Inspections in January.

Re-Inspections:

59 Annual Re-Inspections

Inspections, Tests, and Fire Alarm/Sprinkler Follow-Ups:

32 Fire Alarm System Follow-ups

20 Sprinkler System Follow-ups

Meetings and Other Activities:

1/1/2025 – Holiday.

1/7/2025 – On site pre-inspection/ walk through with Flex Construction at 629 Rose Road – NorthStar Pickle.

1/8/2025 – Staff/Officers Meeting at Lake Zurich Fire Station 1.

1/9/2025 – Knox box – 1095 S. Rand Road (Key Core Replacement).

1/13/2025 – Knox box – 880 S. Rand Road (Keys Provided - Final).

1/14/2025 – Knox box – 442 S. Rand Road (Key Core Replacement).

1/15/2025 – DRT Meeting at 505 Telser Road.

1/17/2025 – Meeting with Mike Brown, Chief Pilgard, DC Christopherson and DFM Wiecek at 505 Telser Road regarding upcoming project.

1/17/2025 - Meeting with Sarosh Saher, Chief Pilgard, DC Christopherson and DFM Wiecek at 505 Telser Road regarding upcoming project.

1/20/2025 – Knox box at 330 E Route 22 – Lower existing Knox box from 8 feet to 5 feet.

1/21/2024 – Knox box – Meet on site at March Street with FSS to open Knox box so repairs can be made to fire alarm panel.

1/27/2025 – Shift walk throughs at 1400 Rose Road – All three shifts, Monday, Tuesday, Wednesday.

1/27/2025 – Teams Meeting - Quentin & IL22, Hawthorn Woods – Zoning, upcoming building projects review.

Plan Reviews: The FPB completed 16, taking 25 plan review hours.



PARKS & RECREATION DEPARTMENT

MONTHLY INFORMATION REPORT

January 2025

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET
LAKE ZURICH, IL 60047

Departmental Narrative



Moving into 2025, the Village of Lake Zurich is continuing to work with Hitchcock Design Group to bid out and construct the following approved Open Space Land Acquisition and Development (OSLAD) projects for public enhancements at Paulus Park:

- Bandshell with theatrical lighting & sound system
- Renovation of the Splash Pad, gate/pump house
- Replacement of the aged band shell stage
- ADA accessible baggo courts
- Shoreline restoration on the northern end of the Parcel
- Additional site landscaping at the park

Additionally, we are hoping to incorporate into the overall budget through use of the SRA Fund an ADA accessible ramp and handrails down to the beach waterfront to open up access of the amenity to all.

As a reminder, the Village has 24 months to complete projects supported by OSLAD funding with a deadline of March 31, 2026.

In addition to the OSLAD projects, the department is continuing to work with the Public Works team to complete a variety of projects including Bristol Trails basketball court renovation, Breezewald Beach retaining wall renovation (to begin after the beach closes), nonmotorized storage rack replacement and park pet waste station installs as of Spring (currently 5 have been secured-LPOA & Andrews Family). The department is also working with our Management Services Director, Michael Duebner, to get building signage installed at the Barn and Buffalo Creek facilities as well as a phone line relocation at Buffalo Creek and Wifi access to our Chalet facility.

The department is making preparation for the upcoming Spring and Summer season with registration set to begin as of February 3rd. The seasonal brochure highlighting all event, service and program offerings was delivered to households on January 22nd. Registration for the 2025 camp season will begin for residents this February 3rd (priority registration through March 2nd). In anticipation of an increase of online registrations to begin as of midnight on the 3rd, the department will have a couple staff on hand as of midnight to trouble shoot. Registration for 2025-2026 Yellow Brick Road Preschool returning students has begun and is experiencing a tremendous turnout with 56 families committing to continue with the program (retention rate of 68%). Resident registration began on Monday, January 27th to be followed by nonresident registration on February 7th. The summer guide will also feature the lineup of weekly variety camps, youth enrichment classes, adult and youth athletics classes, beach information and more!

Other items the department is updating includes all special event public works work orders and event checklists for the upcoming year, RFP for the Parks Master Plan, website program and

event page updates, Fall Winter programs/brochure and the department is beginning seasonal hiring efforts as well as continuing to seek qualified candidates for our Early Childhood and Dance openings. Job opportunities for all positions are posted at <https://lakezurich.org/jobs.aspx>

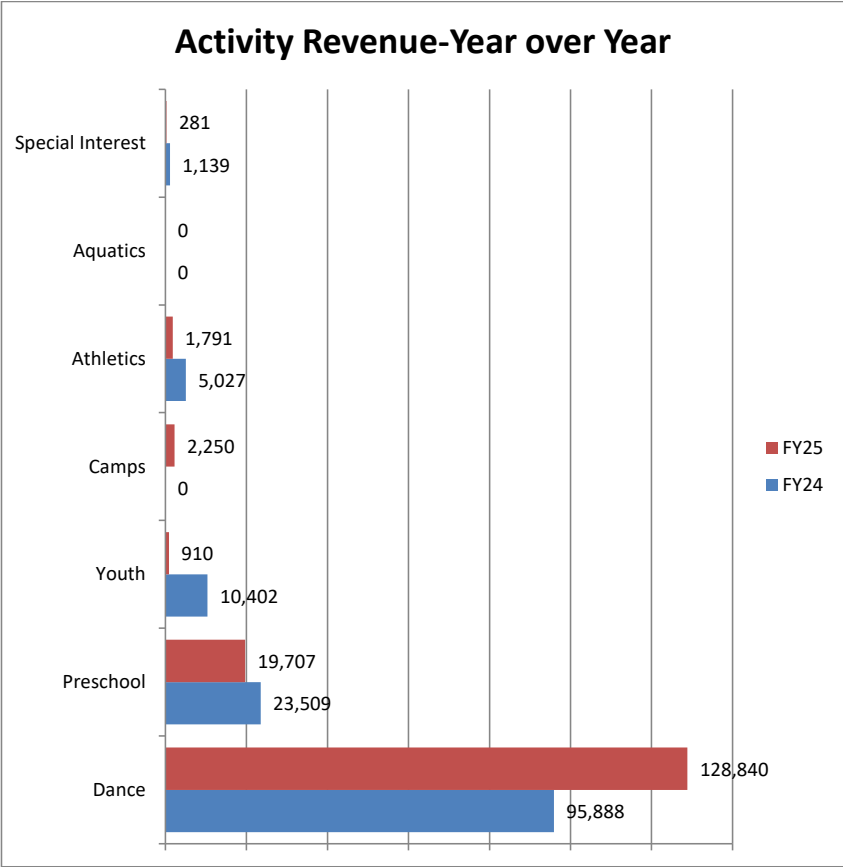


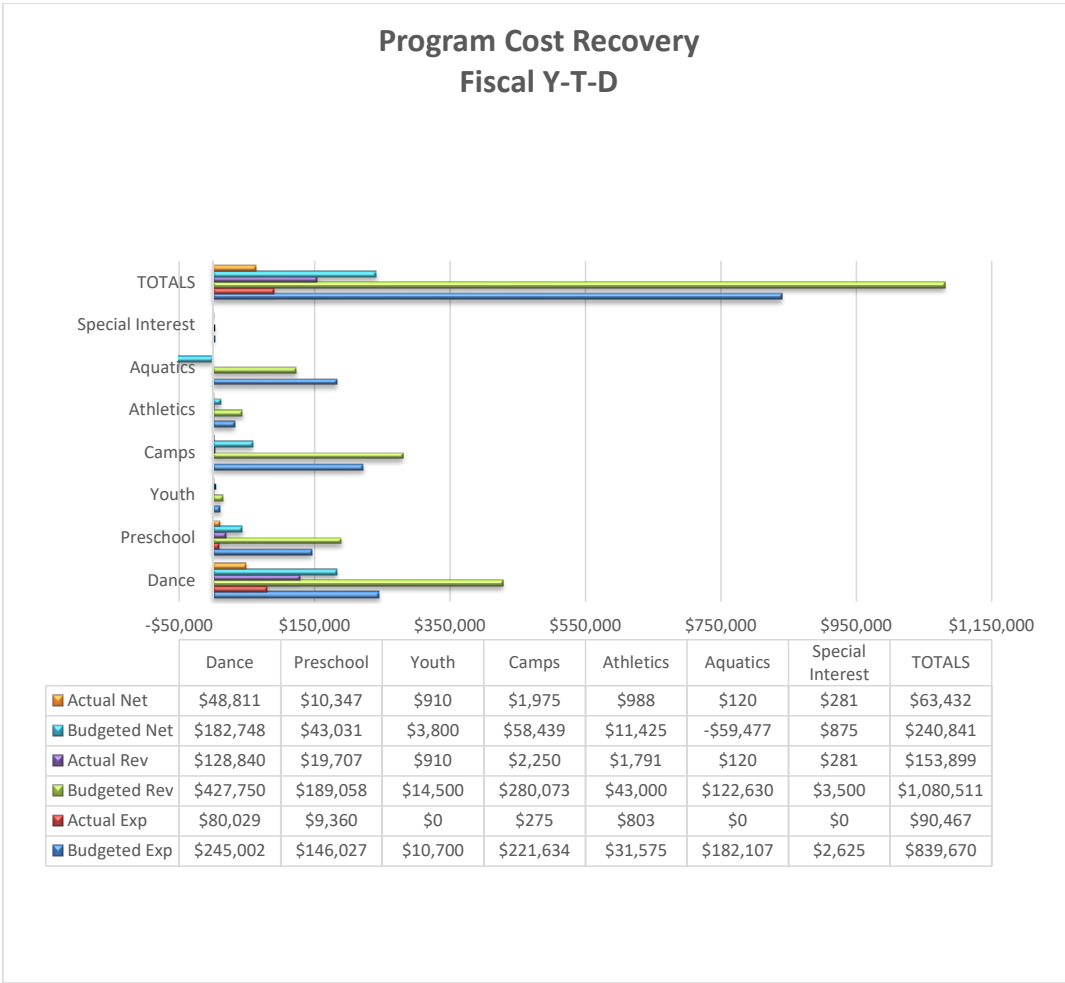
The Academy of Performing Arts Spring Recital, Elysium, is to be held at Wheeling High School's auditorium on Saturday, May 3rd with 5 different show times. Please reach out to Elke Kadzielawski for further information on the recital and to secure a seat for one of the shows (tickets to go on sale this April). In addition to the recital, the department is working with the APA team regarding spring activities such as the Impulse Showcase at Buffalo Grove Community Arts Center (Friday, April 4th), photos and recital costume organization/pick up. The Impulse Dance team participated in their first competition, Dance Idol, of the year at Des Plaines Park District on January 31st - February 2nd. 79 of our dancers performed a total of 26 dances across multiple levels and genres and took home the following awards: 17 Platinum, 8 Gold and 1 Dance Idol Star trophies. Impulse also received the Best of Idol award, top overall high scoring studio.

Event committees such as Farmers Market, Rock the Block and Miracle on Main Street have sent out materials for vendor solicitation and are working on 2025 event logistics. The next internal events that the department is preparing for is the Annual Egg Hunt to be held on Saturday, April 12th and Arbor Day on Saturday, April 26th; both events to be held at Paulus Park.

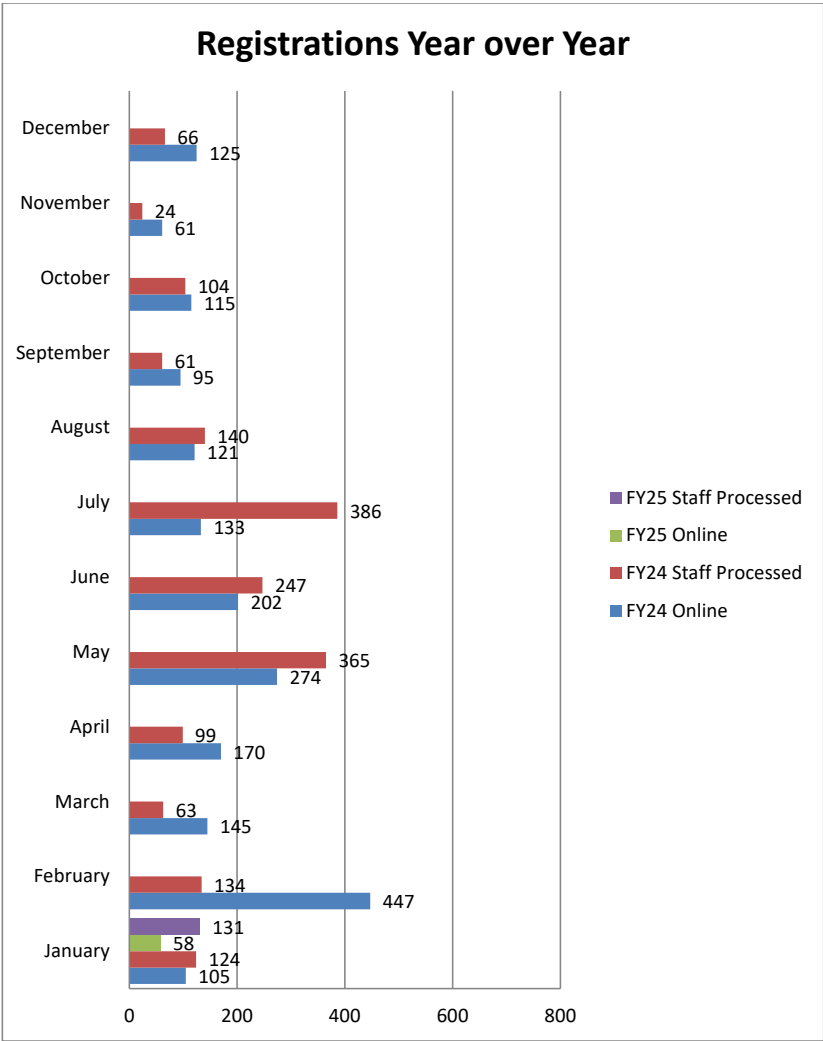


The department will continue this Spring with Ela Area Public Library's Storytime at Paulus Park. The department has followed up with all special event external partners with the application for 2025 due by January 1st. At this time all partners with the exception of Lighthouse (Scavenger Hunt) and the Rotary (Fireman 5K/Eco Expo) have submitted applications to be presented to the Village Board a February meeting. Received applications include Jack O Lantern World, Phase 3 Bushel of Apples Fest, LZ Tri, Water Lantern Festival, Unplugged Fest, Alpine Races, My Density Matters October fundraising walk and Purple Plunge. The department has received a couple new event inquiries for 2025, however, only one has submitted paperwork, Peace Lutheran Church. Peace Lutheran will present their event submission, Worship on the Water, to the Park and Recreation Advisory Board on February 11th. All external event applications have been sent to all Village Departments for their review and feedback anticipating them to also be presented to the Park and Recreation Advisory Board on February 11th followed by the Village Board. Further details on both Village sponsored, external and internal events can be found in our seasonal program brochure, online or by contacting the department.





Expenses in January are always high in dance due payment for competitions/conventions and recital costume order; in line with budget.



Online registration is available to all residents and non-residents enrolling in programs. Beach membership and facility rentals must be made in person at the Paulus Park Barn. Payments made at the beach are NOT included in these numbers. February registrations reflect the priority resident registration period for camp deposits/payments.



POLICE DEPARTMENT

MONTHLY INFORMATION REPORT

JANUARY 2025

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET
LAKE ZURICH, IL 60047

Departmental Narrative

General

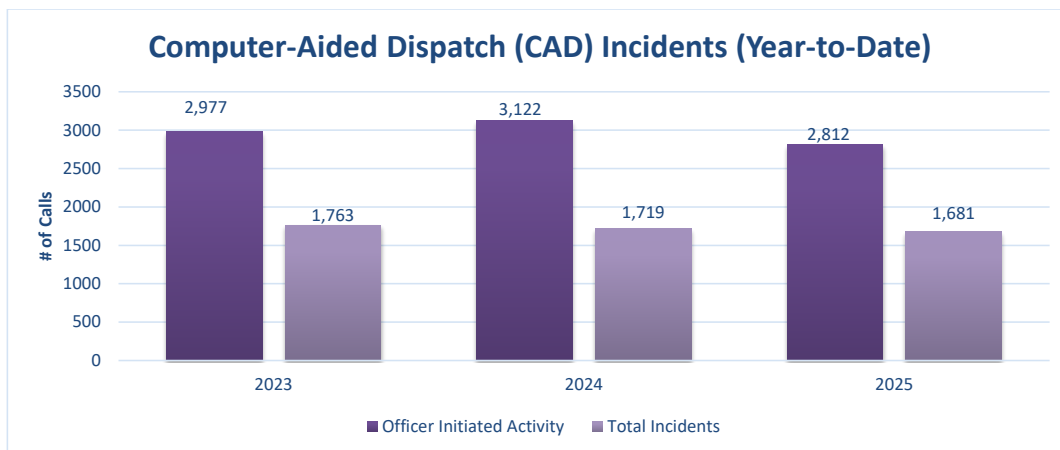
- The Police Department processed 21 Freedom of Information requests this month.
- Our agency participated in an IDOT additional enforcement grant campaign from January 7th – January 17th. 10.75 grant hours were worked as part of the campaign. The grant hours yielded the following results: 3 speeding citations.
- Officer Frey gave a presentation for the preschoolers at Lake Zurich KinderCare on January 30, 2025. The session focused on important safety tips, with a special emphasis on traffic safety. Officer Frey did a wonderful job engaging the children and teaching them ways to stay safe both inside and outside of the classroom.

Patrol and Communications

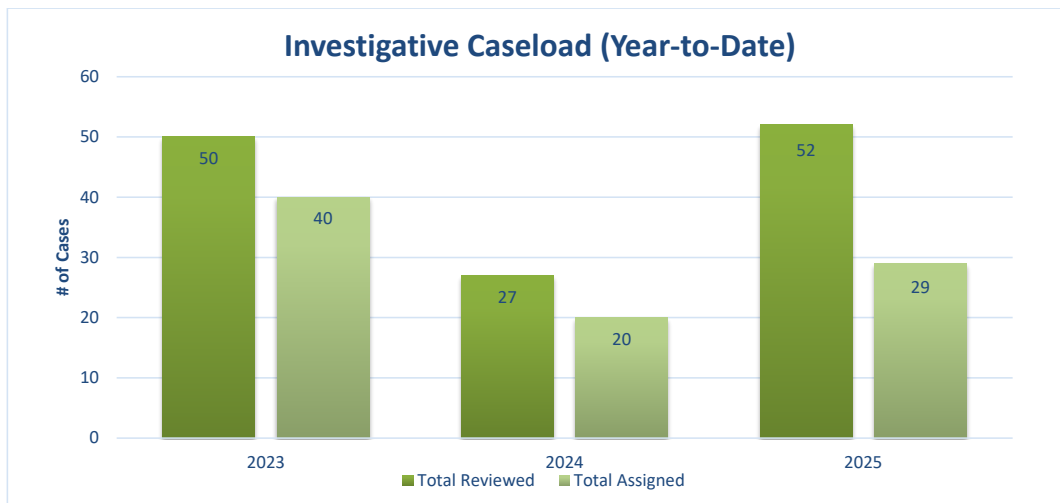
- Year-to-date, officers conducted 336 traffic stops and issued 161 traffic citations.
- During the month, Dispatch handled 1555 9-1-1 calls and 3050 administrative calls.
- Our agency conducted four child safety seat inspections in January.
- Sergeant Brad Hoops retired on January 24th from the department after 28 years of service.
- Officer Ryan Butler was promoted to sergeant on January 27th.
- There were two Major Crash Assistance Team callouts this month. On January 29th, Officer Young responded to a traffic crash involving a Lake County Sheriff's Office vehicle which occurred in Mundelein. Officer Young photographed the scene. On January 31st, Officer Young responded to an injury traffic crash involving a police vehicle in Waukegan. Officer Young completed the SR1050 report.

Investigations

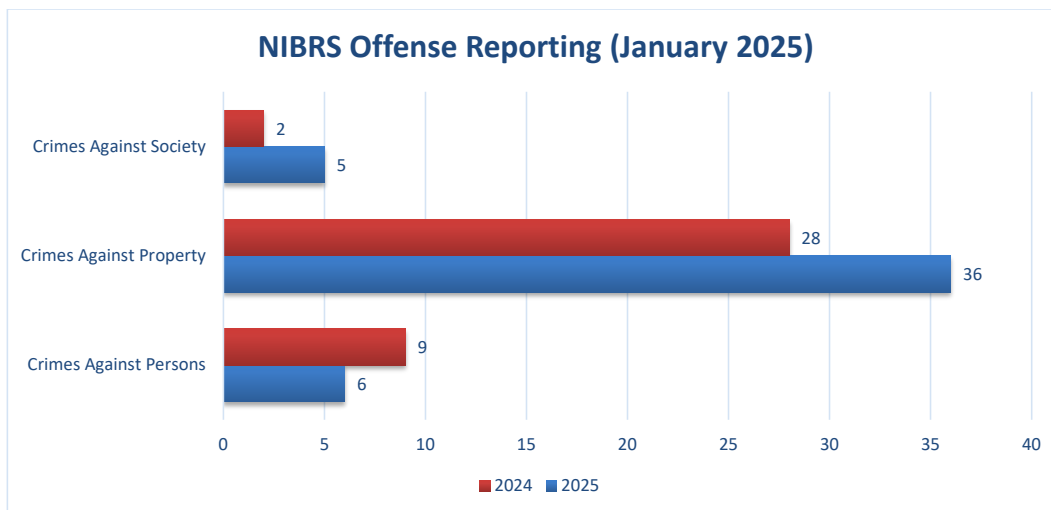
- The Criminal Investigations Division is currently investigating 58 cases, averaging 23.5 cases per detective. Of the 58 cases, 6 have been sent to the Lake County State's Attorney's Office (LCSAO) and received warrants for identified suspects.
- There were no Lake County Major Crime Task Force callouts or NIPAS Mobile Field Force callouts this month.



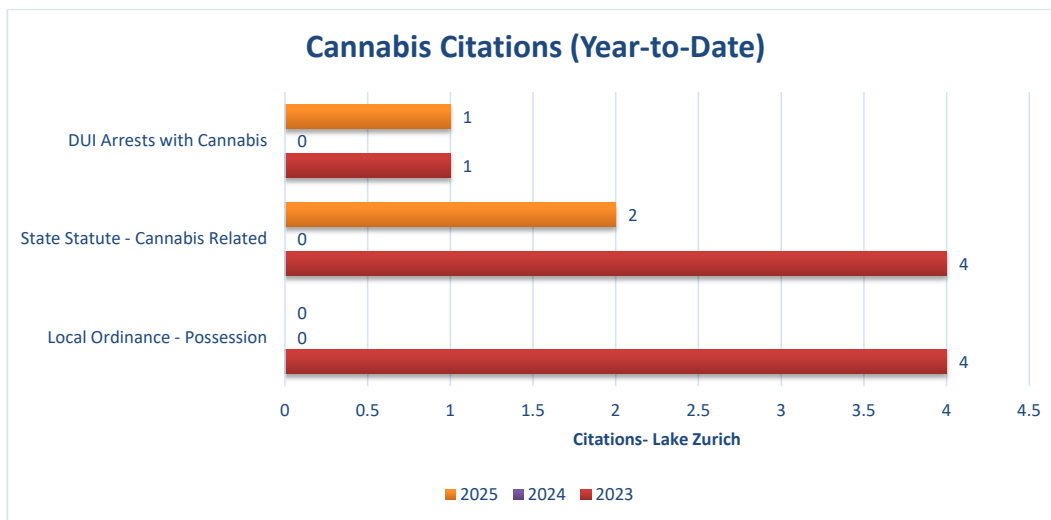
Officer initiated activity includes DUI Arrests, Vehicle Violation Citations, Non-Vehicle Violation Citations, Driving while License Suspended/Revoked, Crime Prevention Notices, Criminal Arrests, Traffic Citations, Traffic Stops, Extra Watches conducted, and Zero Tolerance enforcement. Total incidents are all CAD incidents. Frontline data, including vacation watches and directed patrols, are listed under officer-initiated activity.



Original criminal reports, generally taken by Patrol section personnel, are reviewed by the Investigations Commander and assigned to Investigative personnel based on Solvability Factors.



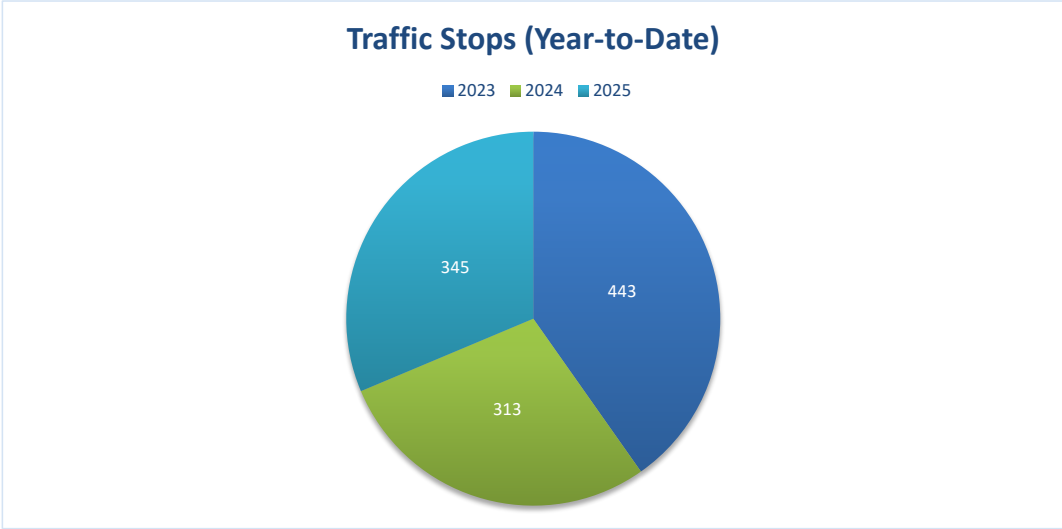
The Lake Zurich Police Department has switched over to the FBI's National Incident-Based Reporting System (NIBRS). Data is broken down into the following three categories: Crimes Against Persons, which include crimes such as murder, assault, and sex offenses; Crimes Against Property, which include crimes such as robbery, burglary, theft, fraud, and stolen property; and Crimes Against Society, which includes crimes such as drug/narcotic violations, pornography, and weapon violations.



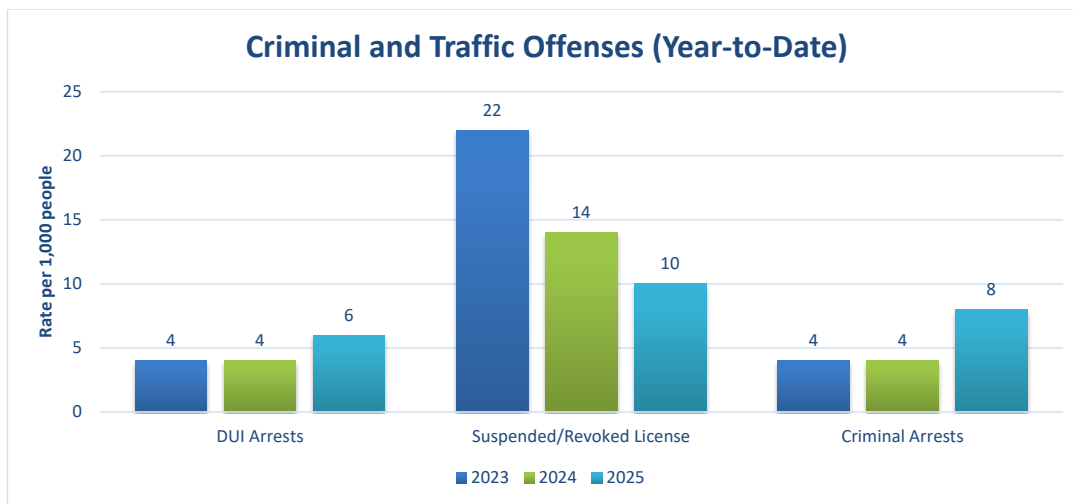
Illinois passed new cannabis rules and regulations that went into effect on January 1, 2020. These citations include local ordinance cannabis possession citations, state statute cannabis related citations (includes possession, delivery, paraphernalia, and DUI), and DUI arrests with cannabis as the primary or contributing factor.



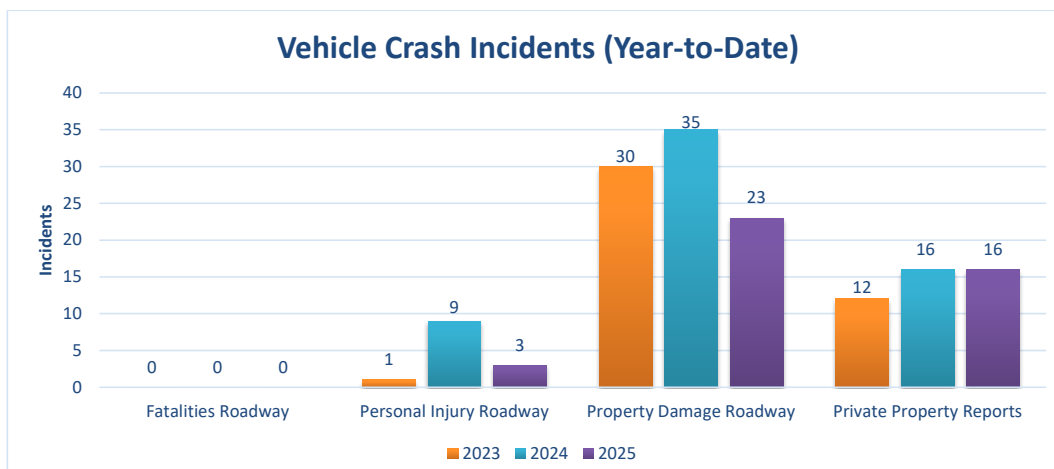
Law enforcement agencies in Illinois are now required to report to the state any incident where a law enforcement officer was dispatched to deal with a person experiencing a mental health crisis or incident. The report shall include the number of incidents, the level of law enforcement response and the outcome of each incident. For purposes of this section, a ‘mental health crisis’ is when a person’s behavior puts them at risk of hurting themselves or others or prevents them from being able to care for themselves.



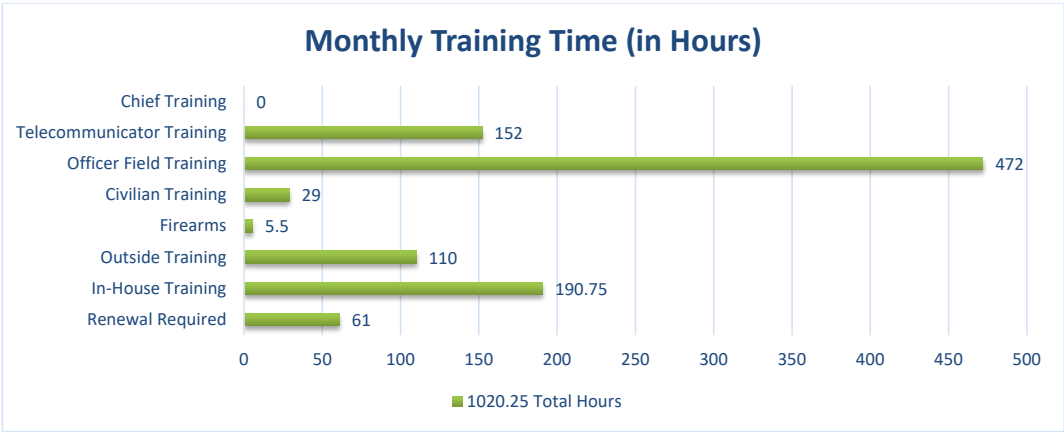
Information depicted in this graph relates to traffic stops conducted by Department personnel.



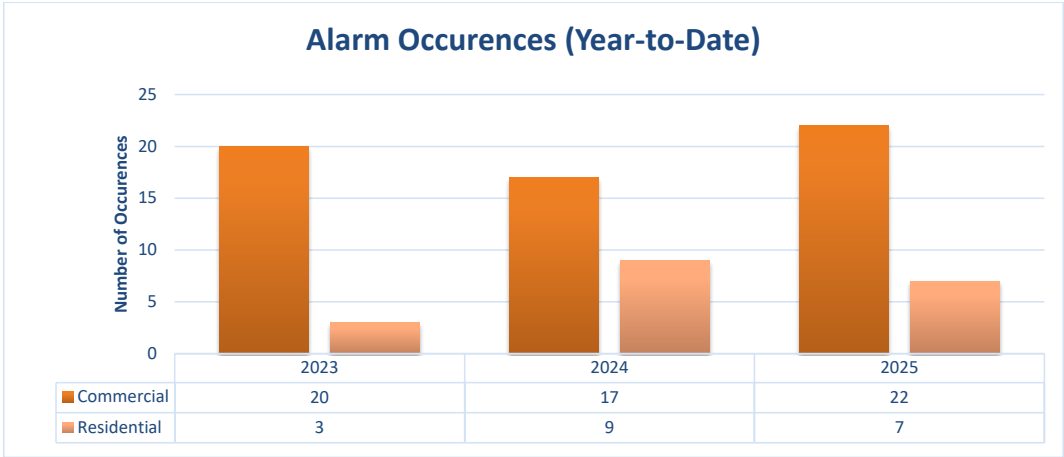
Information depicted in this graph relates to Driving Under the Influence of Alcohol/Drug arrests, Driving while Driver's License Suspended/Revoked arrests, and various criminal arrests (Domestic Battery, Retail Theft, Drug Offenses, etc.) conducted by Department personnel.



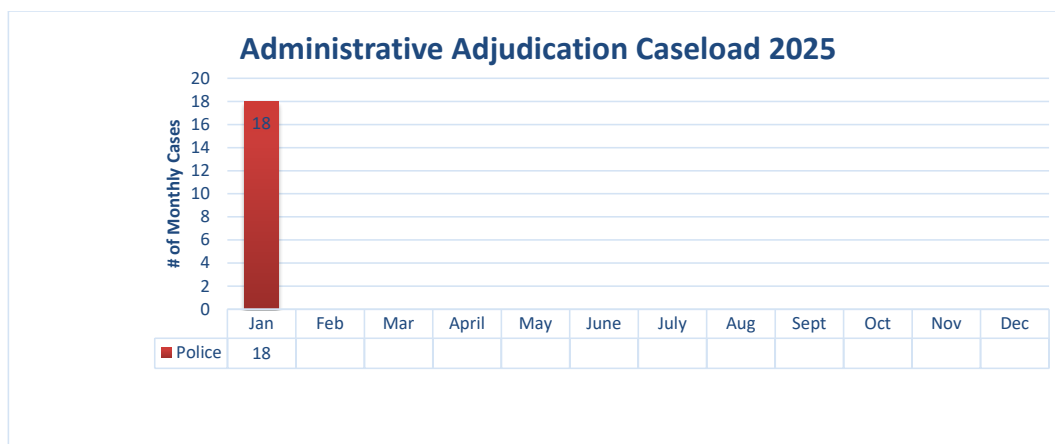
The Department conducts traffic crash investigations on both public roadways and private property (primarily parking lots). The traffic crashes are broken down into four categories: fatal, personal injury, property damage, and private property. Routine traffic crashes are taken by Patrol personnel. Traffic Safety personnel investigate fatal, serious personal injury, and commercial motor vehicles.



Training is an important element to maintain or improve skills/knowledge/ability. The main categories of training include field training, chief’s training, civilian training, firearms training, outside agency training, in-house training, and renewal required training.



The records department monitors the number of alarms to which Patrol personnel respond – many of the alarms are false.



The Administrative Adjudication process was originally put in place to address automated traffic enforcement citations. This program has been expanded to review vehicle equipment compliance citations, administrative tows, and parking citations.

Red Light Camera Violations and Accidents (Year-to-Date)

2025	Red Light Violations		Adjudication for Red Light Violations				Accidents at Red Light Intersections		
	Citations	Net Received	Hearings	Liable	Not Liable	Non-Suit	12/ Miller Road	12/ Route 22	12/ June Terrace
January	175	\$14,500	2	2	0	0	1	2	1
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	175	\$14,500	2	2	0	0	1	2	1

Information depicted in this chart relates to red light camera violations, adjudication (court) for those contesting their violation, and accidents that have occurred at intersections with red light cameras.



PUBLIC WORKS DEPARTMENT

MONTHLY INFORMATION REPORT

January 2025

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION MAKING

505 TELSER ROAD
LAKE ZURICH, IL 60047

DEPARTMENTAL NARRATIVE

Park Maintenance: Crews continue to address maintenance items within the parks.

Winter Operations: Crews have prepared all vehicles and equipment associated with winter operations. Blending of liquid de-icing products used in anti-icing and pre-wetting of granular material is complete and will continue throughout the season. Crews responded to one (7) events in January with snow totaling 4.2 inches. Detailed resource usage can be found in the graphs in the final section of this report.

Special Events: Crews prepared for and performed clean-up for Miracle on Main Street.

Infrastructure Projects:

2024 Watermain and Road Resurfacing Improvements

A minor punch list was created and was sent to Pirtano Construction. Most of the items on the list have been addressed. Parts were ordered to repair the last concern with a hydrant.

2024 Natural Area Maintenance Program

Bid documents were released on February 19, 2024 and are scheduled to be read on April 4, 2024. Staff and the vendor had a pre-construction meeting, and work began in May.

2024 Police Department Gun Range HVAC Improvements

The Village Board approved the Gun range Ventilation Project in May. Weather has delayed progress this month. New curbs have been installed along with the new roof configuration and drains. Weather permitting, installation should take place in February.

2024 Buffalo Creek Bank Stabilization

ILM has finalized this project. Their staff is responsible for monitoring and maintenance of the site as part of the original contract.

Main St. Promenade Improvements

Work has been suspended due to the winter weather. The 2 large circles at either end of the Promenade have been secured and made accessible for the winter months. In the Spring C.R. Schmit will return and finalize installation of the PaverArt designs in the circles.

January Water Main Break Locations:

263 Vista Rd
10 Mohawk Trail
41 Rugby Rd
4 Hollycourt Terr
5 Prospect Rd

Employee Training:

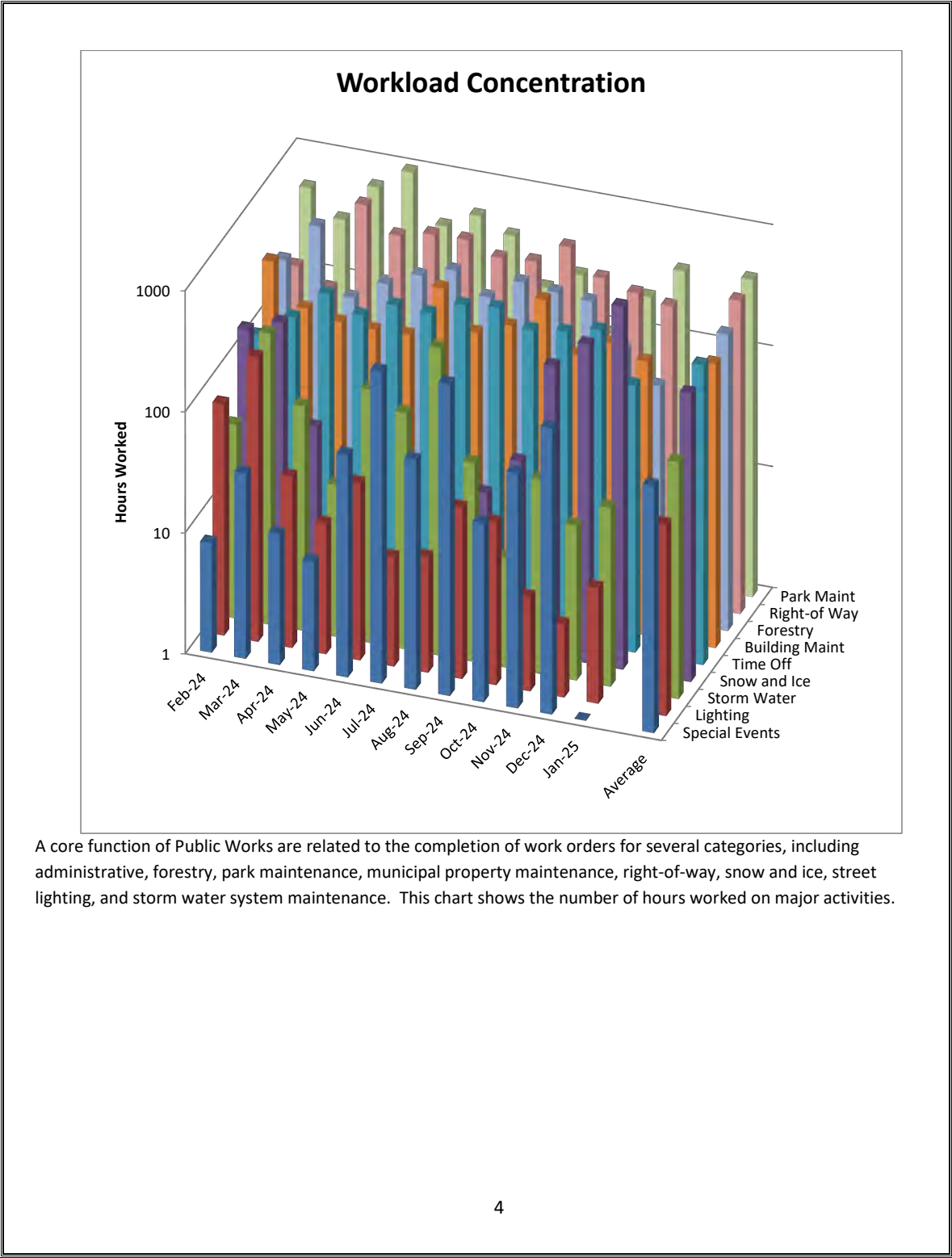
All employees participated in Cold Stress in the Workplace training.

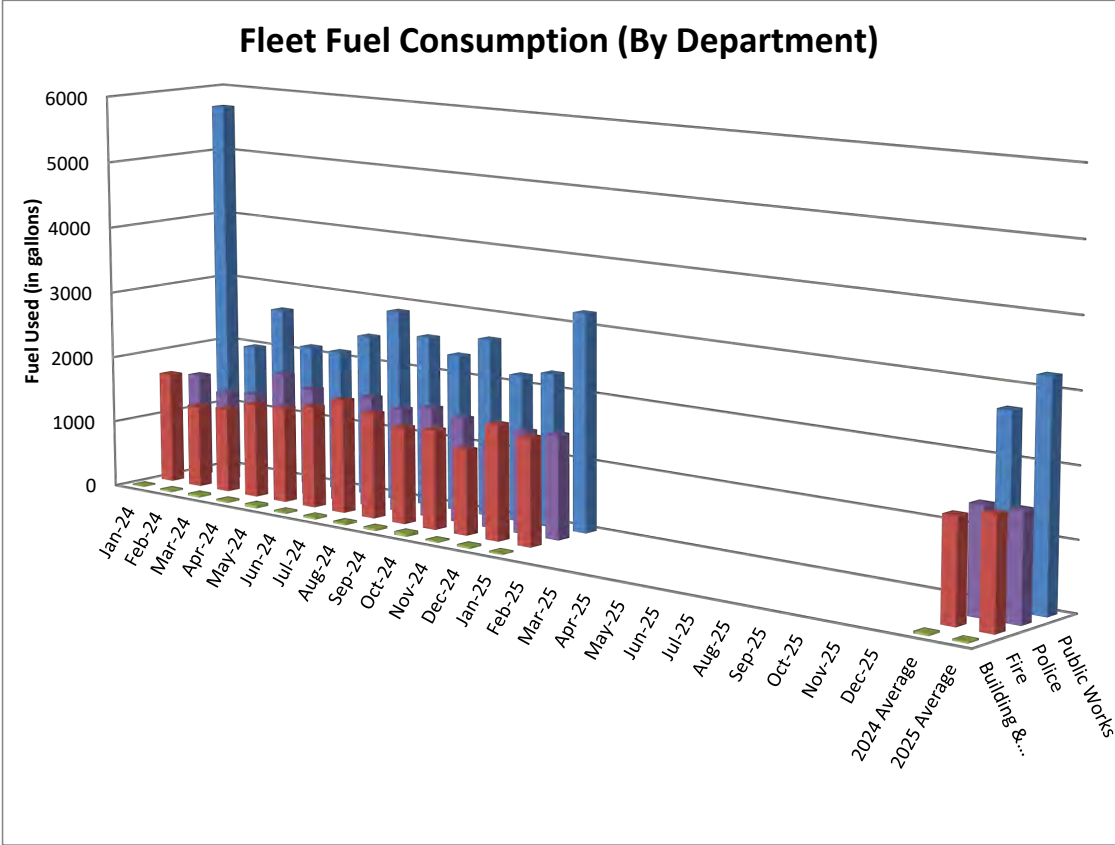
Anniversaries:

New Employees:

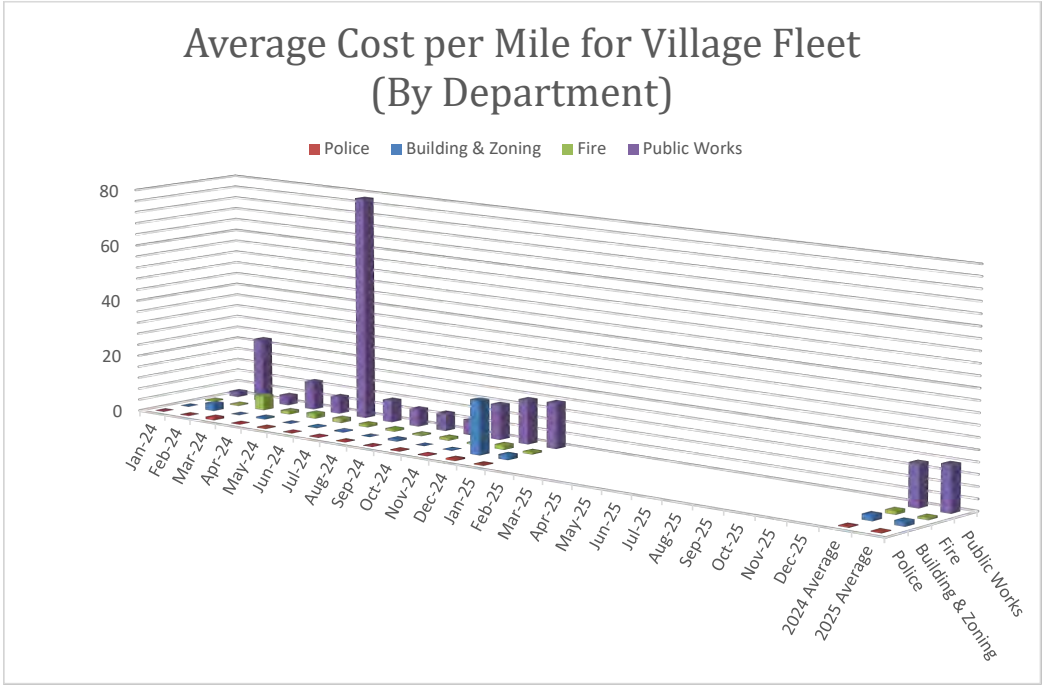
Staff Kudos:

- **Jake Kramer**-Received a glowing review for assisting one of our senior residents after a snow event.
- **Steve Fenton & Jake Kramer**-A resident near Timber wood and Bristol gave praise for the excellent removal and dispersal of snow, creating a safe passageway for the students at the bus stop.
- **Scott Abbott, Terry Brown, Jack Fitch, Will Wierer, & Tony Holub**-Received compliments for their tireless efforts and great attitudes on an overnight main break repair in the frigid temperatures.

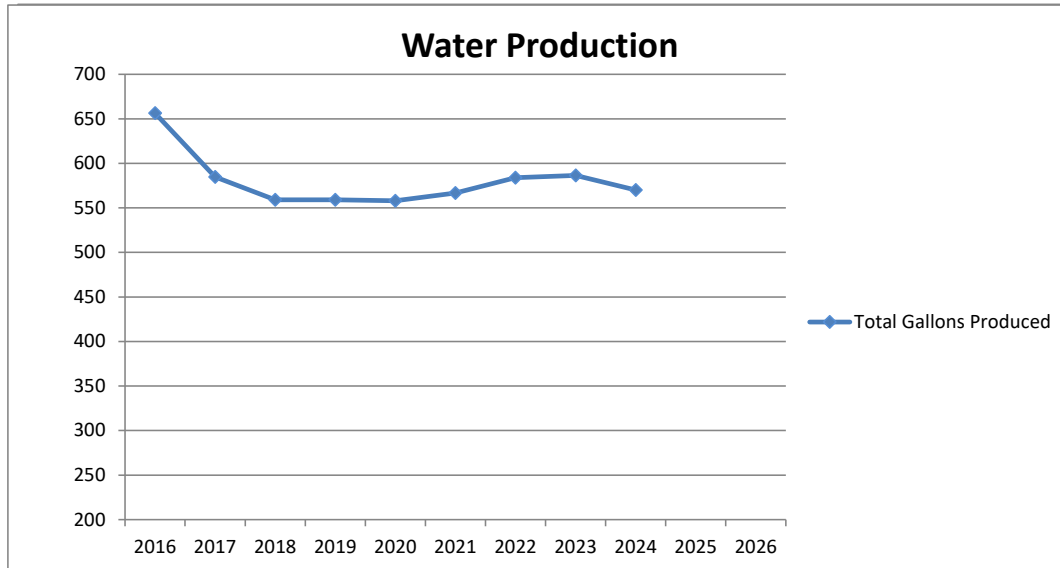




Tracking fuel consumption allows staff to make informed decisions relating to the municipal vehicle fleet, including the number of vehicles in each department, the types of vehicles purchased and the type of fuel source used. Dramatic fluctuations in fuel consumption can occur during events such as heavy snowstorms. (Output measure)



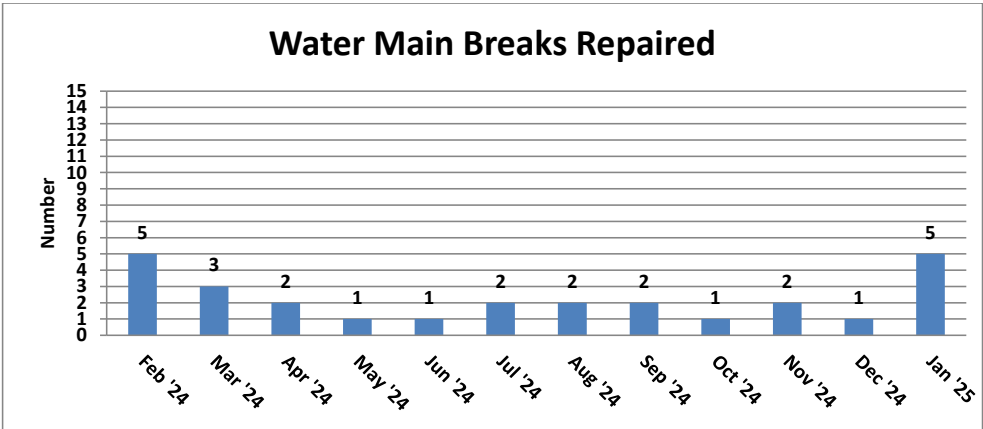
Vehicle cost per mile is an initial indicator of an efficient fleet operation. With basic cost per mile information in hand, all components that feed into that cost can be scrutinized and measured. These components include labor rates, fuel costs and parts costs. Looking further into the Village' vehicle cost per mile, staff can measure other components such as average vehicle age. When vehicles are replaced within their life cycle, the impact is usually positive.



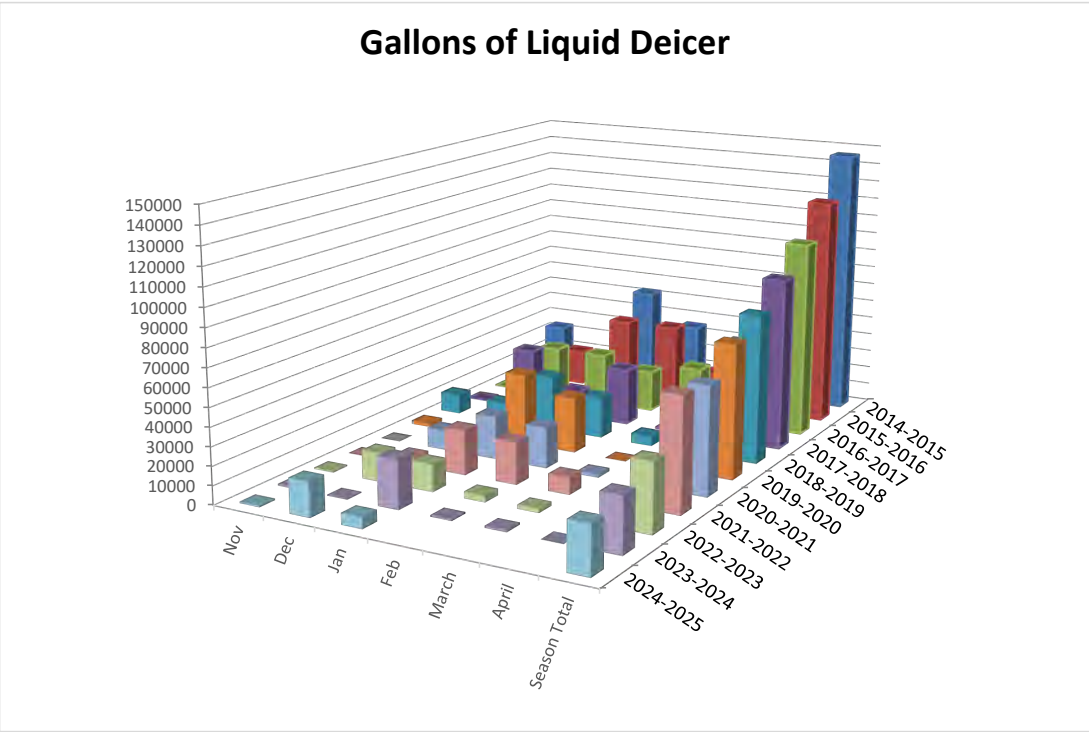
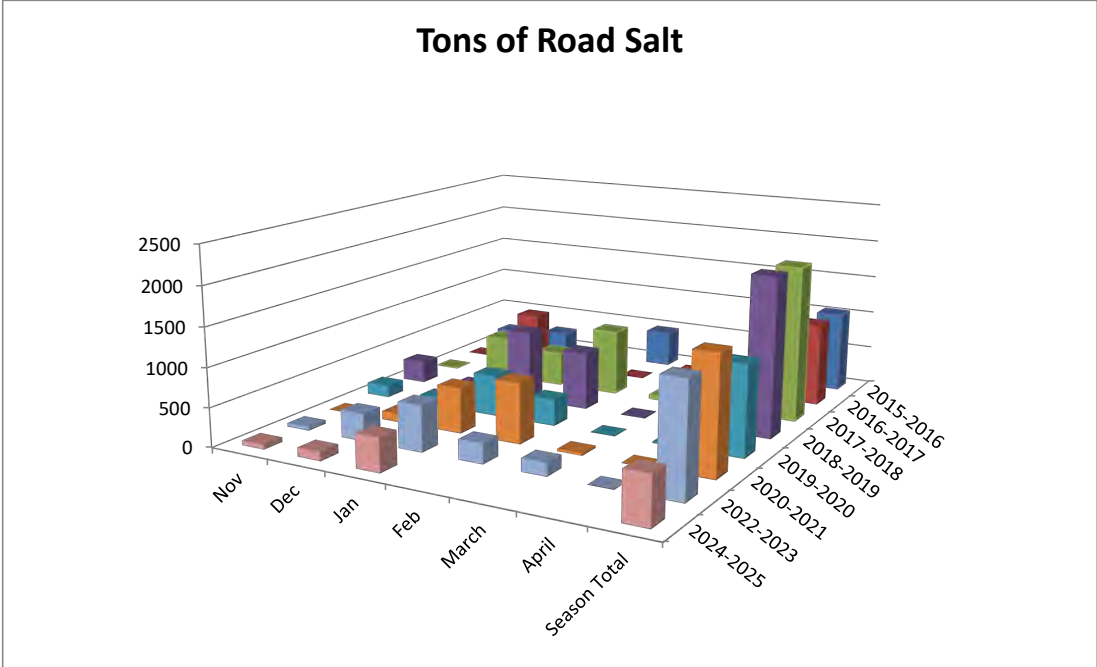
From 2012 to 2015, there was a steady decline in the annual volume of water produced and used by our community. This trend was altered in 2016 due to dry weather leading to increased watering of lawns and landscaped areas.

	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	46.667	45.868	44.227	43.867	42.319	43.414	44.980	44.448	46.246
February	40.952	41.098	41.452	41.645	40.367	39.261	40.767	41.302	
March	44.543	43.155	43.946	43.552	42.924	41.852	44.741	44.178	
April	49.974	45.098	43.570	40.662	45.129	43.301	44.971	47.335	
May	49.588	48.065	45.339	44.834	51.240	67.048	54.729	50.643	
June	56.169	46.114	45.489	51.130	56.763	60.282	62.204	51.841	
July	53.755	57.074	59.526	54.529	53.105	55.144	56.076	50.569	
August	54.746	54.067	61.419	58.959	54.083	55.279	55.155	54.230	
September	53.928	46.809	44.786	51.040	51.058	48.164	50.266	51.738	
October	47.169	44.369	43.476	44.443	44.019	44.912	46.189	46.840	
November	42.335	42.089	41.475	40.680	42.441	40.581	42.471	41.675	
December	44.961	45.305	44.379	42.684	43.222	44.757	43.811	45.217	
Total	584.787	559.111	559.084	558.025	566.670	583.995	586.360	570.016	46.246
Avg	1.598	1.532	1.532	1.529	1.553	1.600	1.606	1.557	1.492
% incr/decr	-12.23%	-4.59%	0%	-0.02%	1.55%	3.06%	0.04%	-2.79%	

The highlighted months are the lowest for each of these months in the last 8 years. The highest monthly production in the last 8 years occurred in May of 2022. In 2024, our daily average was 1.56 million gallons per day.



A water main break can be a hole or crack in the water main. Common causes of breaks in the water main include: age, pipe material, shifting in the ground attributed to fluctuations in moisture and temperature (below and above the frost line), corrosive soil that causes a thinning of the water main pipe, improper backfill, severe changes in water pressure (hammer) which has several causes and physical contact (damage) by excavating contractors.





VILLAGE MANAGER'S OFFICE

MONTHLY INFORMATION REPORT

JANUARY 2025

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET
LAKE ZURICH, IL 60047

A Look Back at January 2025...

Lake Zurich Wins Environmental Award for Buffalo Creek Streambank Project

The American Public Works Association recognized the Village of Lake Zurich's Buffalo Creek streambank stabilization project at its January 2025 awards meeting, which recognized outstanding organizations for the best in American public works.

The Buffalo Creek streambank, located just south of Bristol Trails Park, has experienced severe erosion over the years with timber retaining walls collapsing. So, the Village invested \$518,000 on this environmental green infrastructure improvement project that will reinforce about 1,400 feet of streambank with protective armoring and gabion retaining walls, flood storage, and plant restoration using deep-rooted wetland species that are native to northern Illinois.

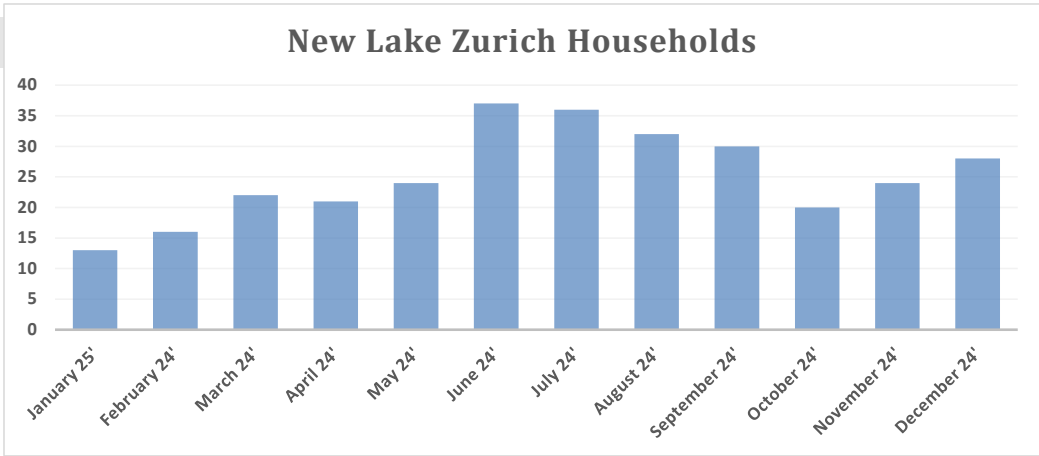
Due to our continued emphasis on pre-planning, the project is likely to secure State DCEO grant funding to cover costs associated with design and construction up to \$494,000, which will cover the majority of the project costs.



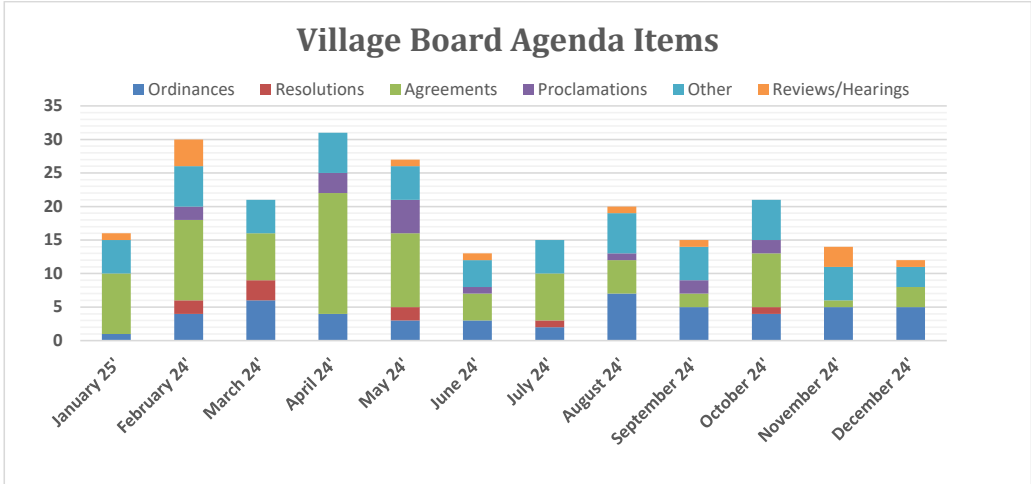
2025 Comprehensive Plan



Following the community open house on January 15 at Vault 232, Teska Associates is in the process of incorporating feedback obtained into the final draft of the new comprehensive plan. Vault 232's inviting party room was abuzz with energy and excitement around the plan as nearly 70 members of the public shared insightful comments. Village staff plans to formally present the new Comp Plan to the Board of Trustees for formal adoption at the March 17, 2025 Village Board meeting.

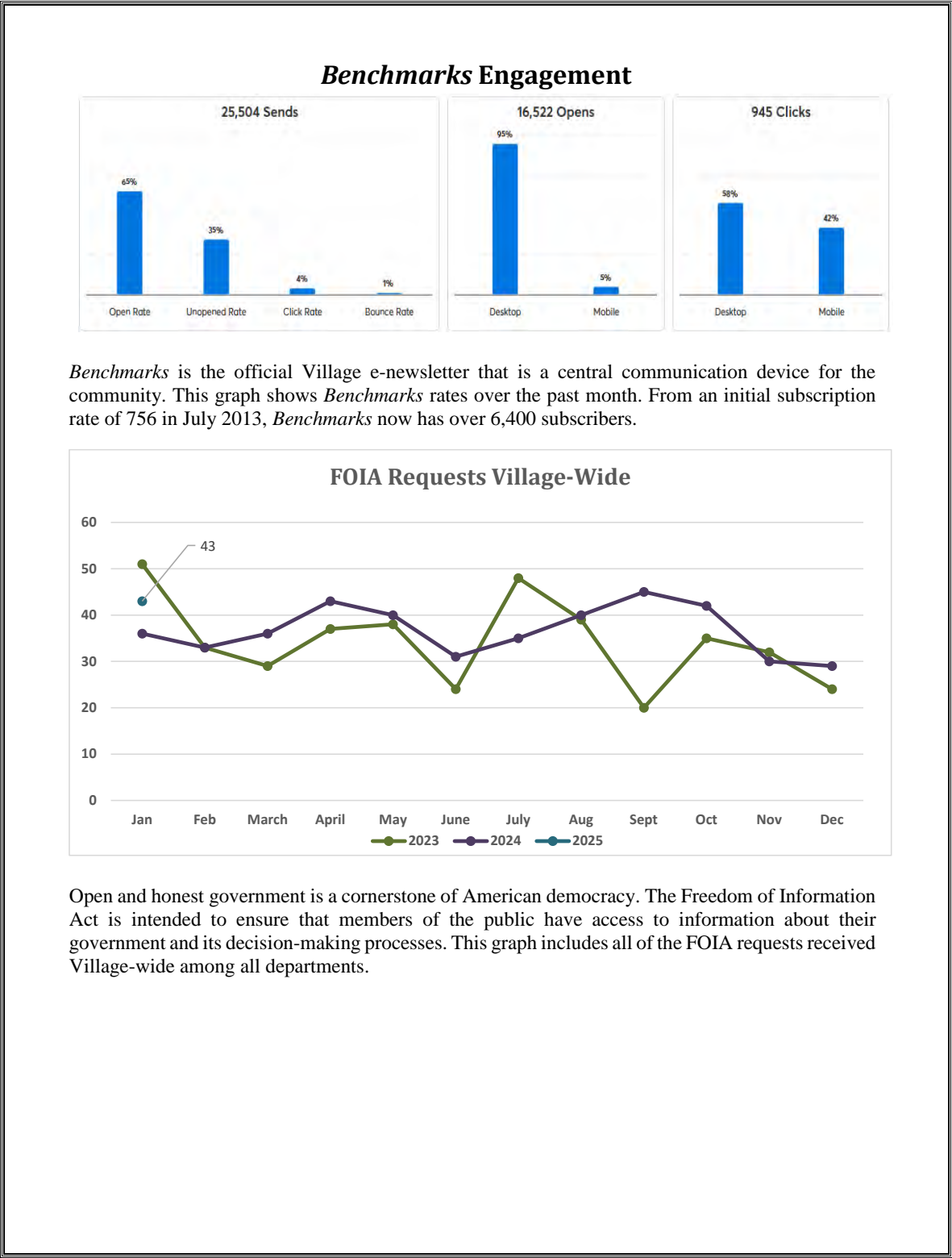


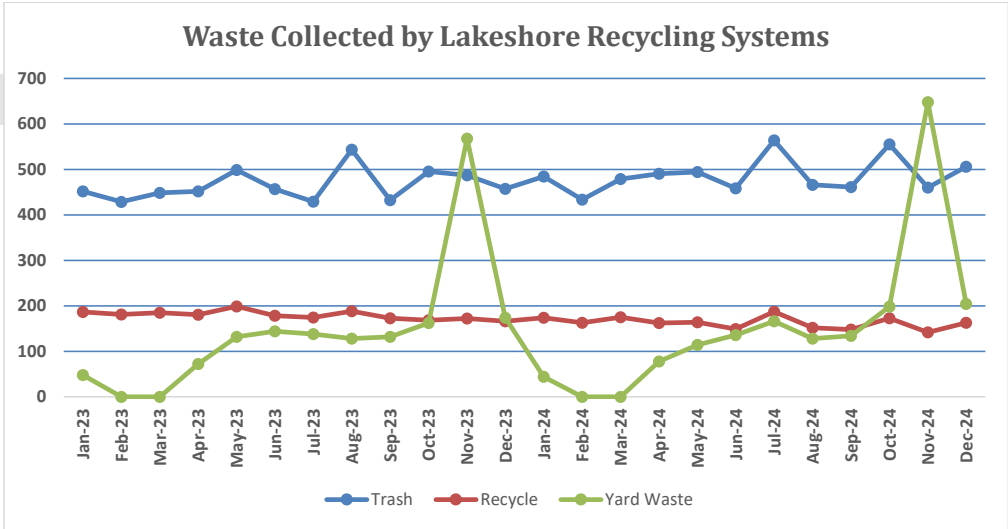
This metric shows the number of new residential homes occupied. Each month, staff sends new Lake Zurich residents a Village welcome packet that provides valuable information to those who are not familiar with the Lake Zurich area or the services offered by their local government. This metric does not include tenets in rental units, but only new single residential owners.



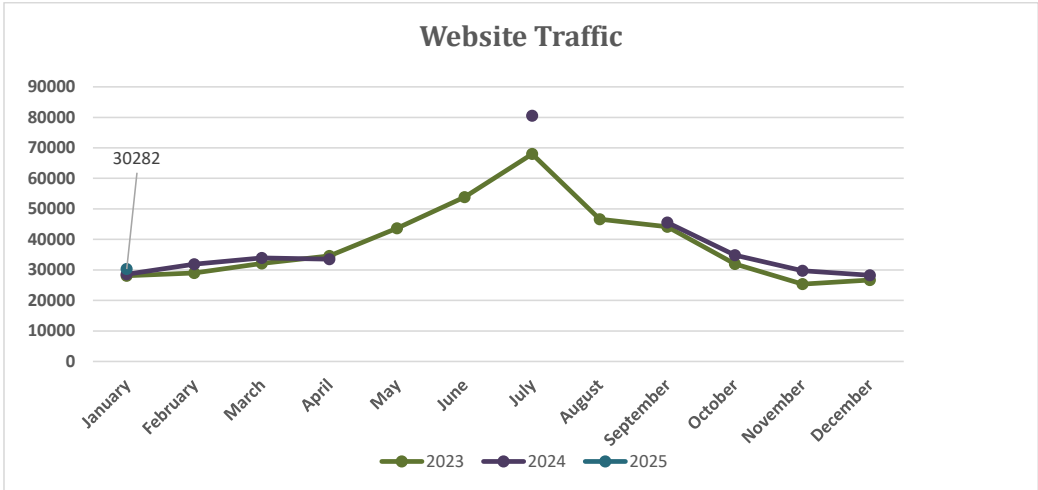
This metric shows the number of action items included on Village Board meeting agendas. As the local legislative governing body, the number of items acted upon by the Village Board has a direct input on Lake Zurich's strategic orientation. This data can be useful in decisions regarding meeting frequency, legislative workload, agenda preparation, activity levels, etc.

Average length of regular January Village Board meetings: 1 hour 24 mins



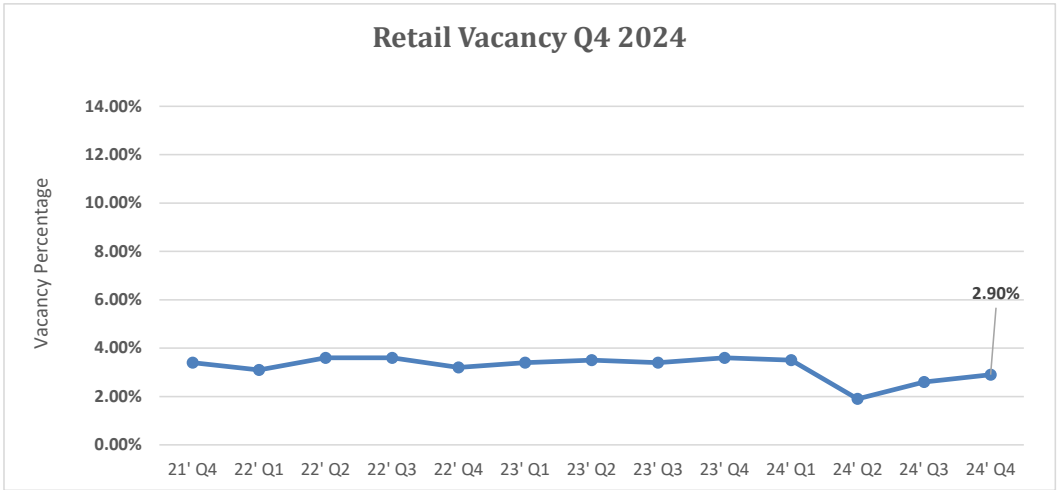


Prairieland Disposal began service to Lake Zurich in September 2020. Lakeshore Recycling Systems (LRS) took over service in October 2021. The above metric reports the volume of waste collected each month including trash, recycling, and yard waste. This metric is updated once per quarter. *Trash* and *Recycling* is reported in tons while *Yard Waste* is reported in cubic yards.

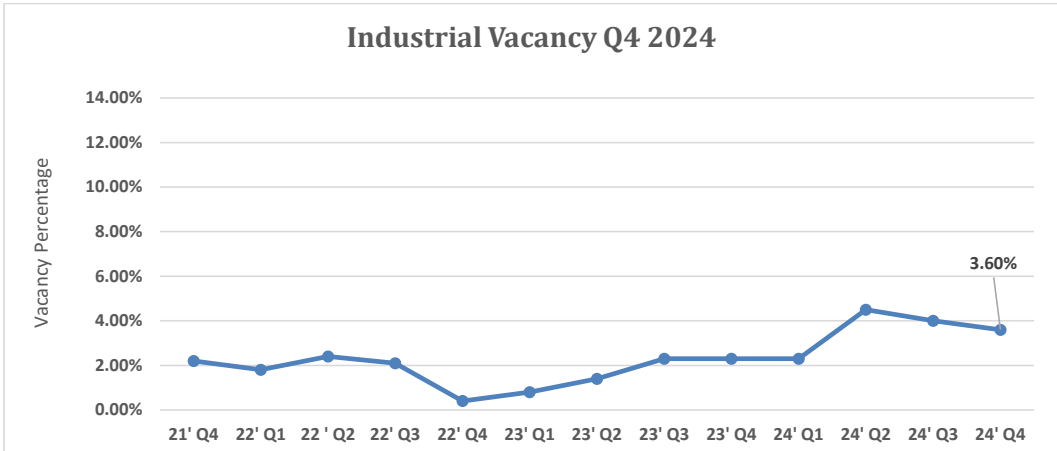


This data represents the number of visits to LakeZurich.org. A digital presence for Lake Zurich is important for government transparency and providing resident-oriented service. E-government can also improve the overall democratic process by increasing collaboration with citizens and facilitating decision-making. This metric tracks the number of visits to LakeZurich.org.

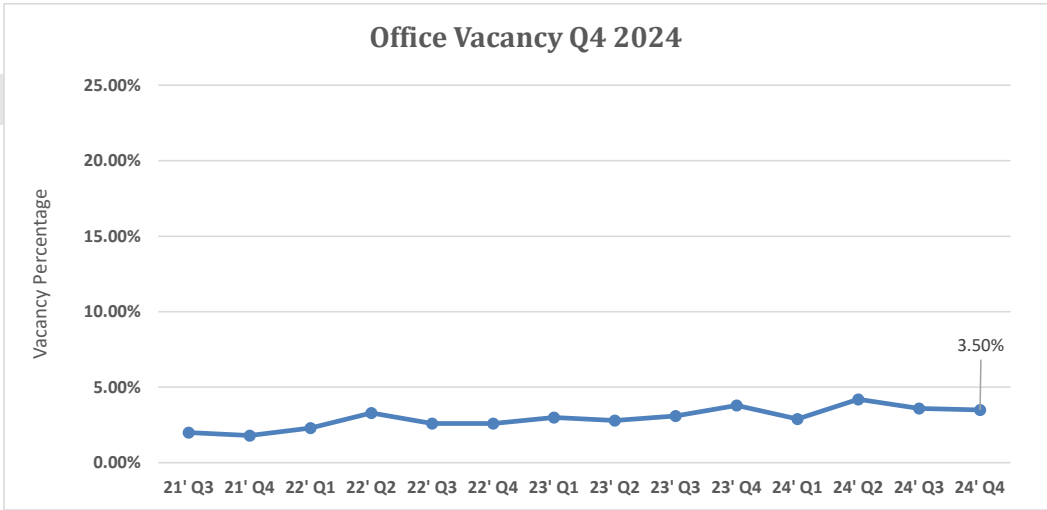
Most Visited Page in January: Parks & Recreation



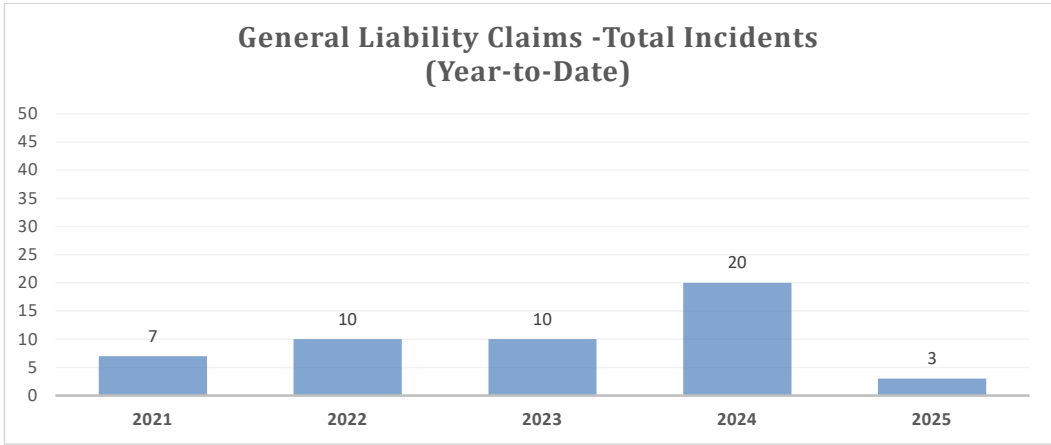
The Lake Zurich retail vacancy rate increased in Quarter 4 of 2024 from 2.6% to 2.9% vacant compared to the third quarter (*based on Lake County Partners data*). As of December 31, 2024, there was 76,056 square feet of retail space reported vacant in Lake Zurich, with average rates at \$18.81 per square foot (nnn).



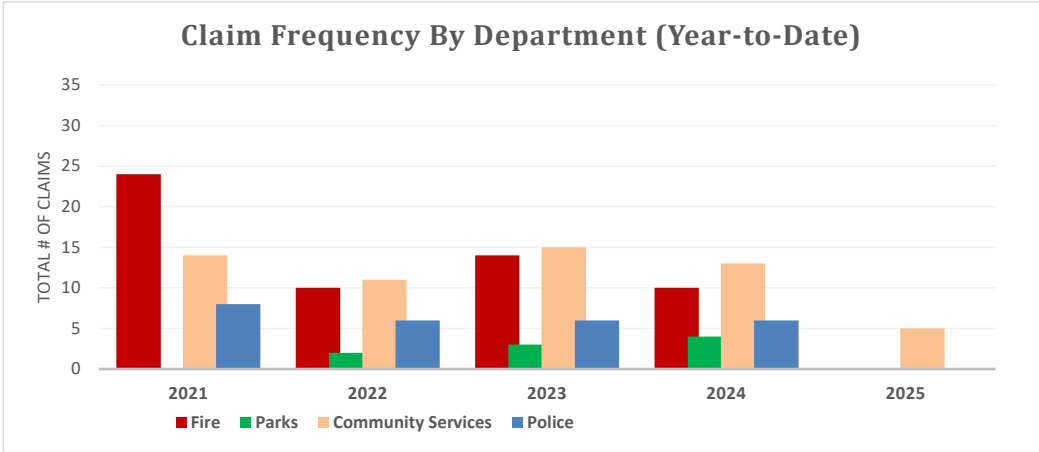
The Lake Zurich industrial vacancy rate decreased to 3.6% in Quarter 4 of 2024 compared to Q3 when 4% was reported vacant (*based on Lake County Partners data*). As of December 31, 2024, there was 200,937 square feet of industrial space reported vacant in Lake Zurich, with average rates at \$5.56 per square foot (nnn).



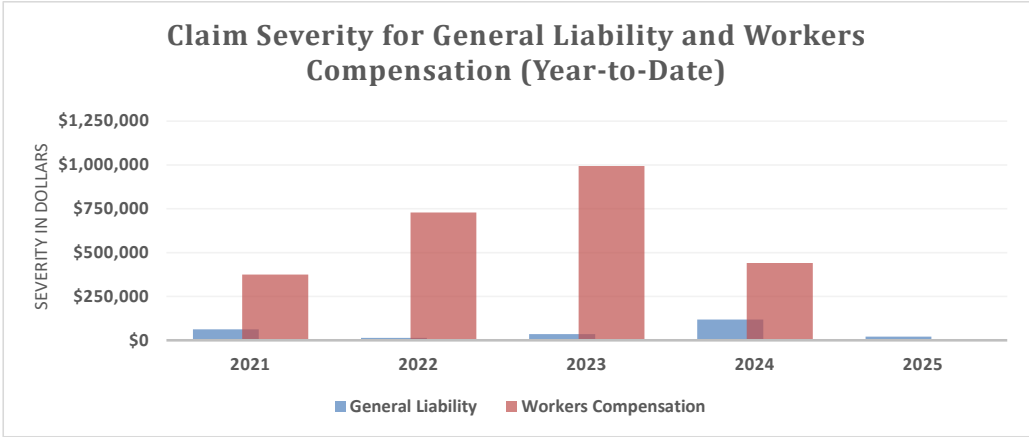
The Lake Zurich office vacancy rate decreased slightly to 3.5% in Quarter 4 of this year compared to Quarter 3 at 3.6% vacant (*based on Lake County Partners data*). As of December 31, 2024, there was 24,687 square feet of office space reported vacant in Lake Zurich, with average rates at \$24.77 per square foot (full service).



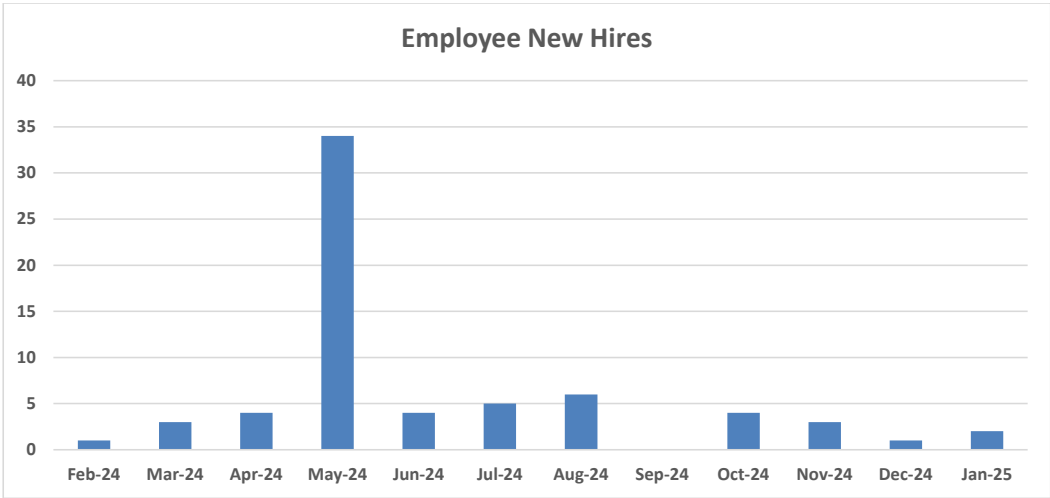
Risk management insurance coverage is provided by the Intergovernmental Risk Management Agency, a risk sharing pool of approximately 70 local municipalities and special service districts, which have joined together to manage and fund their property/casualty/workers' compensation claims. This metric reports total General Liability claims (both open and closed claims) in all departments since January 1st.



Loss prevention programs and a culture of safety that encourages safe work practices will decrease claim frequency rates. This data shows the total number of claims by department updated quarterly, which is an aggregate number of the following claim types: Auto Liability, Auto Physical Damage, General Liability, Property Damage, and Workers Compensation. It is important to realize that Community Services is responsible for routine maintenance, so its general liability claims will naturally be high due to claims involving parkway trees, mailboxes, sidewalks, fire hydrants, the municipal fleet, etc.



This metric provides a snapshot of the Village’s overall liability position, separated by General Liability Claims (such as property damage) and Workers Compensation Claims (such as medical bills and lost work-time). Fewer claims filed against the Village mean less money spent and improved financial stability. This data includes the total costs, including net property loss and any other associated expenses, such as attorney fees.



This metric shows the number of new hires over the past year. Includes full-time, part-time, and seasonal employees. A large number of seasonal staff are hired each spring to accommodate parks and recreation programs and lifeguards for the beaches.