



**AGENDA PACKET**  
**VILLAGE OF LAKE ZURICH**  
**Village Board of Trustees Meeting**

**April 21, 2025**  
**07:00 pm**

# **VILLAGE OF LAKE ZURICH**

## **VILLAGE BOARD OF TRUSTEES MEETING**

**APRIL 21, 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**

- Recognition of Trustee Eukers' 8 Years of Public Service

**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 April 7, 2025**

Attachment: [6a.pdf](#)

**B. Approval of Executive Session Minutes from the Village Board Meeting of March 17, 2025**

**C. Approval of Semi-Monthly Warrant Register Dated April 21, 2025 Totaling \$517,009.61**

Attachment: [6c.pdf](#)

**D. Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and Municipal Grocery Service Occupation Tax for the Village of Lake Zurich (Assign Ord. #2025-04-608)**

**Summary:** As part of the State of Illinois' Fiscal Year 2025 budget, the General Assembly repealed the 1% statewide tax on groceries effective January 1, 2026. The State gave municipalities the authority to implement a replacement grocery sales tax to be enacted locally by ordinance. The 1% grocery tax generates approximately \$1.3 million of General Fund revenue annually, which directly supports core municipal services of Police, Fire, and Public Works. The Village proposes to implement a municipal 1% grocery tax to replace the expiring state grocery tax. This change results in no increase in the taxes paid on grocery sales while maintaining a critical, stable revenue stream needed for municipal operations.

Attachment: [6d.pdf](#)

**E. Reduction in Letter of Credit for Zen Properties at 865 Telser Road**

**Summary:** Zen Properties provided a guarantee of site improvements in the form of a Letter of Credit (LOC) for \$143,040.70 as a performance and payment security for site work at the development. They have requested to reduce the guarantee to a maintenance LOC in an amount of \$14,304.07 that has been agreed to by the Village's Development Review Team.

The reduced LOC is required to guarantee improvements for a period of two years and cannot be less than 10% of the total initial cost of improvements. Staff recommends a reduction of the LOC to \$14,304.07.

Attachment: [6e.pdf](#)

## **F. Reduction in Letter of Credit for Heritage Church at 255 Quentin Road**

**Summary:** Shawn Mann of Professional Building Services, representing Heritage Church, have provided a guarantee of site improvements in the form of a Letter of Credit for \$470,510 as a performance and payment security for site work at the development. They have request to reduce the guarantee to a maintenance LOC in an amount of \$42,773.70 that has been agreed to by the Village's Development Review Team.

The reduced LOC is required to guarantee improvements for a period of two years and cannot be less than 10% of the total initial cost of improvements. Staff recommends a reduction of the LOC to \$42,773.70.

Attachment: [6f.pdf](#)

## **G. Ordinance Granting a Variation for a Swimming Pool at 202 Mark Lane (Assign Ord. #2025-04-609)**

**Summary:** Owner Mr. Jan Jozwiak has filed a zoning application to allow for a swimming pool to be constructed within the interior side yard at 202 Mark Lane. The proposed location will exceed the minimum rear setback requirement but require a variation to be located within the interior side yard. The proposed pool will be located 40 feet from the rear lot line and 29 feet from the interior side lot line.

At the April 16, 2025 Planning and Zoning Commission meeting, staff recommended approval of the variation for the pool and approval of the ordinance submitted to the Village Board.

Attachment: [6g.pdf](#)

## **H. Ordinance Amending Title 7, Chapter 6 of the Lake Zurich Municipal Code Concerning the Regulation of Trees (Assign Ord. #2025-04-610)**

**Summary:** The existing tree ordinance was last amended in October 2007. Since then, there have been mini text amendments in 2012, 2019, and 2023 to update certain procedural provisions. The current amendment proposes to add non-emergency tree pruning standards and penalties to the existing code with the remaining provisions of the Tree Ordinance remaining unaltered.

Attachment: [6h.pdf](#)

## **I. Approval of Employment Agreement Between the Village of Lake Zurich and Ray Keller for the Position of Village Manager**

**Summary:** The current employment contract between the Village of Lake Zurich and Ray Keller regarding the Village Manager position, expires on April 30, 2025. The Mayor and Board of Trustees entered into negotiations regarding a successor employment agreement and the Village expresses interest in retaining the services of Mr. Keller as Village Manager.

Attachment: [6i.pdf](#)

## **7. NEW BUSINESS**

### **A. Courtesy Review for Luxe Corsa Car Condos at 24455 N. US Highway 12 (Trustee Spacone)**

**Summary:** Miller Street Partners, represented by Romeo Kaputija, and OKW Architects, represented by Katie Lambert, are seeking the Village Board's input on a car condominium concept. Luxe Corsa Car Condos would be developed on a 20-acre site at 24455 N US Highway 12, commonly known as the Calabrese property, situated north of Meadow Wood Townhomes on Rand Road.

The proposed development includes the construction of 121 luxury car garage condominiums and a luxury car dealership on this currently unincorporated site, which would necessitate its annexation into the Village.

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

Attachment: [7a.pdf](#)

## **8. TRUSTEE REPORTS**

## **9. VILLAGE STAFF REPORTS**

**A. Monthly Data Metric Reports**

Attachment: [Parks\\_Rec.pdf](#)  
Attachment: [Police.pdf](#)  
Attachment: [Public Works.pdf](#)  
Attachment: [Village Managers Office.pdf](#)  
Attachment: [Finance.pdf](#)  
Attachment: [Fire.pdf](#)  
Attachment: [Community Development.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 or lease of real estate
- 5 ILCS 120 / 2 (c) (6) setting price for sale/lease of real estate
- 5 ILCS 120 / 2 (c) (11) pending or imminent litigation

**11. ADJOURNMENT**

The next regularly scheduled Village Board meeting is on Monday, May 5, 2025.

**UNAPPROVED MINUTES****VILLAGE OF LAKE ZURICH**

Board of Trustees  
70 East Main Street



Monday, April 7, 2025 7:00 p.m.

1. **CALL TO ORDER** by Mayor Thomas M. Poynton at 7:00 pm.
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Jake Marx, Trustee William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, Trustee Greg Weider. Trustee Mary Beth Euker is absent tonight due to a work conflict. Others Present: Attorney Uhler, Village Manger Keller, Assistant Duebner, Chief Husak, Director Brown, Director Caputo.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
  - o There were none.
5. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
  - Mayor Poynton proclaimed Arbor Day in Lake Zurich on April 25, 2025 and encouraged residents to get involved for the Arbor Day event the next day on April 26.
  - Mayor Poynton proclaimed Telecommunicator Week in Lake Zurich as April 13 – 19, 2025.
  - Mayor Poynton provided a summary on Laurie Stutzman, who he is recommending be reappointed to the Community-Police Advisory Commission for a 3-Year Term.

**Actions:** A motion was made by Trustee Spacone, seconded by Trustee Riley, to reappoint Laurie Stutzman to the CPAC.

**AYES:** Trustee Spacone, Marx, Sugrue, Weider, Riley

**NAYS:**

**ABSENT:** Euker

**MOTION CARRIED.**

6. **CONSENT AGENDA**
  - A. Approval of Minutes from the Village Board Meeting of March 17, 2025
  - B. Approval of Executive Session Minutes from the Village Board Meeting of March 3, 2025
  - C. Approval of Semi-Monthly Warrant Register Dated April 7, 2025 Totaling \$1,235,941.27
  - D. Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Lake Zurich (Assign Ord. #2025-04-607)

**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.

**E. Resolution to Induce the Redevelopment of Certain Property Within the Industrial District Tax Increment Financing Redevelopment Project Area #4 for Echo at 400 Oakwood Road (Assign Reso. #2025-04-094)**

**Summary:** The Illinois Tax Increment Allocation Redevelopment Act allows the Village to stimulate or induce redevelopment projects designated as the Industrial Center Redevelopment Project Area.

ECHO proposes to expand its manufacturing operations with an additional 80,000 square feet attached to its current distribution center. This estimated \$17 million investment would retain a major employer in Lake Zurich, accompanied by additional jobs and increased assessed property value.

ECHO requests consideration of TIF funding to help build the expansion due to high building costs and limited solutions to accommodate the new underground stormwater detention facilities. Adoption of the inducement resolution does not commit the Village to a specific incentive at this time, but makes qualifying activities eligible for potential future TUF reimbursement.

**F. 2025-2026 Special Recreation Association of Central Lake County Member Agency Contribution in the Amount of \$129,274**

**Summary:** The Village is one of eight member agencies of the Special Recreation Association of Central Lake County (SRACLC), which provides community based therapeutic recreation programs and services to people of all ages with disabilities or special needs. As a SRACLC member, the Village is able to levy a tax (\$375,000 in FY2025) to support inclusion assistance and ADA accessible facilities and equipment, including eligible improvements with the upcoming OSLAD project at Paulus Park. Over the past year, numerous Lake Zurich youth benefit from this investment in both Village programs (e.g. inclusion assistance with Dance, Day Camp, etc.) and SRA programs and events.

Ongoing participation in SRACLC requires an annual agency contribution, which was included in the FY 2025 budget. Staff recommends approval of the Special Recreation Association of Central Lake County member agency contribution for the amount of \$129,274.

**G. Resolution for the Lake Zurich Triathlon Route to be Held on July 13, 2025 (Assign Reso. #2025-04-095)**

**Summary:** The Illinois Department of Transportation issues permits to local authorities to temporarily close portions of State highways for public events. Staff requests the Village Board approve the resolution for the Lake Zurich Triathlon route held on July 13, 2025.

**H. Resolution for Jack O Lantern World 5k Race Route to be Held on September 28, 2025 (Assign Reso. #2025-04-096)**

**Summary:** The proposed resolution allows the Illinois Department of Transportation to issue permits to local authorities to temporarily close portions of State highways for public events. Staff requests the Village Board approve the resolution for the Jack O Lantern World 5k Race route held on September 28, 2025.

**I. Resolution for Alpine Races Route to be Held on August 17, 2025 (assign Reso. #2025-04-097)**

**Summary:** The proposed resolution allows the Illinois Department of Transportation to issue permits to local authorities to temporarily close portions of State highways for the Alpine Races route on August 17, 2025.

**J. Agreement with Suburban Concrete Inc. for the 2025 Concrete Flatwork Program in the Amount Not-to-Exceed \$200,000**

**Summary:** The FY 2025 budget allocates \$200,000 in the Non-Home Rule Sales Tax Fund for concrete curb and sidewalk repairs. A bid opening was held on February 28, 2024 with six bids received. The 2024 contract includes a one-year term with the option to renew up to two additional one-year periods and a three percent increase based on the CPI. Staff recommends exercising the renewal option to award a contract to Suburban Concrete for the 2025 Concrete Flatwork Program in the amount not-to-exceed \$200,000.

**K. Resolution Accepting Public Improvements Within the Avery Ridge Subdivision and Release of Site Work Guarantees in the Form of a Letter of Credit and Bond (Assign Reso. #2025-04-098)**

**Summary:** M/I Homes of Chicago, LLC, the developers of Avery Ridge Subdivision, requests a final acceptance of all public improvements and to release the Letter of Credit and Bond held by the Village for qualified site improvements. The Letter of Credit for \$1,544,728.90 was provided as a performance and payment security for site work at Avery Ridge Subdivision including improvements to the roadway, storm sewer, water main, and sanitary sewer. Upon completion of the work in 2021, the LOC was reduced to its current amount of \$395,859.90.

A bond was issued by RLI insurance company for the remaining site improvements, including earthwork and soil erosion control in the amount of \$1,333,896.30. Upon completion of the work in 2021, the Bond was reduced to its current amount of \$299,158.50.

Village Engineer Manhard Consulting and Village Staff have inspected the property and concur that the public improvements can be accepted and the guarantees released.

Staff requests approval of the resolution accepting public improvements within Avery Ridge Subdivision with release of the Letter of Credit in the full amount of \$395,859.90 and release of the Bond in the full amount of \$299,158.50.

**Actions:** A motion was made by Trustee Spacone, seconded by Trustee Marx, to approve the Consent Agenda as presented.

AYES: Trustee Spacone, Marx, Sugrue, Weider, Riley

NAYS:

ABSENT: Euker

**MOTION CARRIED.**

**7. NEW BUSINESS**

**A. Resolution Approving the Sale of Property and Authorizing Execution of Sale Contract of 85 S. Old Rand Road (Assign Reso. #2025-04-099)**

**Summary:** Alex Jump representing JumpCo LLC Park Ave. Series has requested to purchase the Village owned property at 85 S. Old Rand Road for future development. Mr. Jump currently owns the adjacent property at 100 Park Avenue. The total purchase price to be paid by Mr. Jump is \$35,000 with a 10% deposit and bearing 100% of the closing costs.

JumpCo has agreed to a plat of consolidation that will combine 100 Park Avenue and 85 S. Old Rand Road into a single developable lot, to be executed after closing.

The plat will also grant a 20-foot-wide utility easement to the Village to facilitate future water main maintenance.

Village Attorney Scott Uhler spoke about some technical language that could be improved in the proposed sales contract regarding the public water line easement and plat of consolidation and he recommends that the Village proceed with approving the sale tonight but using the revised contract that was provided to the Buyer earlier today. Assistant Duebner introduced Mr. Jump, who spoke to the Board about his future plans for the property about cleaning up the lot and a possible future structure and re-use.

**Actions:** A motion was made by Trustee Riley, seconded by Trustee Sugrue, to approve Resolution #2025-04-099 Approving the Sale of Property and Authorizing the Execution of Sale Contract of 85 South Old Rand Road with final attorney edits.

AYES: Trustee Weider, Spacone, Marx, Sugrue, Riley

NAYS:

ABSENT: Euker

**MOTION CARRIED.**

**B. Resolution Approving the Sale of Property and Authorizing Execution of Sale Contract of 173 W. Main Street** (Assign Reso. #2025-04-100)

**Summary:** Derick Goodman representing THG Holdings LLC or Nominee proposes to purchase the Village-owned property located at 173 W. Main Street, also known as Block A. Mr. Goodman anticipates subsequently submitting petitions to develop the 1.7-acre property for a mixed townhome and commercial development. The total purchase price is \$1,050,000. A \$25,000 deposit will be forthcoming within 5 days of the Village Board approving the sale.

AVM Duebner introduced Mr. Goodman senior and junior to the Village Board and spoke about the sales contract and the future marketing of the property for a future development. Mr. Goodman junior spoke about their previous townhome developments in the suburbs. They are hopeful in the future they can attract a restaurant user to the property, in addition to the townhomes they intend to build. Trustees asked some follow-up questions to the Goodmans' on their future plans that will involve Village approvals and a public hearing process.

**Actions:** A motion was made by Trustee Riley, seconded by Trustee Spacone, to approve resolution #2025-04-100 approving the sale of the parcels identified as 173 W. Main Street to THG Holdings LLC or Nominee.

AYES: Trustee Riley, Marx, Weider, Sugrue, Spacone.

NAYS:

ABSENT: Euker

**MOTION CARRIED.**

**C. Award a Contract to Stuckey Construction Company, Inc. for the OSLAD Paulus Park Grant Construction Project in the Amount Not-to-Exceed \$4,050,000**

**Summary:** In March 2024, the Village of Lake Zurich was awarded a \$600,000 OSLAD grant for another round of improvements at Paulus Park, including shoreline restoration, renovation of the splash pad with game tables, creation of a new pump house, a bandshell for the park's stage, baggo courts, another bathroom and landscaping. The Village retained Hitchcock Design Group to design the project elements, prepare the construction documents, and conduct the bid process. In March 2025, Hitchcock Design Group conducted the bid process, which yielded six proposals. Stuckey Construction Company Inc. of Waukegan, IL submitted the lowest responsible bid at \$3,681,900 based on the elements staff selected for inclusion in the project scope.

With contingency, the project recommend approving the bid award to not exceed \$4,050,000. The FY 2025 Capital Project Fund budget includes \$3.4 million for work to be undertaken this year, supplemented by \$232,940 in SRA funding for eligible project costs. The remaining project balance will be included in the FY 2026 budget, to coincide with the completion of the project and to reflect actual construction costs.

Director Caputo spoke more about the project scope and timeline, which should be completed by the end of October 2025.

**Actions:** A motion was made by Trustee Weider, seconded by Trustee Marx, to Award a contract for the OSLAD Paulus Park Grant Construction Project to Stuckey Construction Company, Inc. of Waukegan, Illinois for the base bid #1, base bid #2, and alternates #2, #4, and #10 for a project total, including 10% construction contingency, not to exceed of \$4,050,090.

AYES: Trustee Weider, Spacone, Riley, Marx, Sugrue,

NAYS:

ABSENT: Euker

**MOTION CARRIED.**

**8. TRUSTEE REPORTS**

- There were none.

**9. VILLAGE STAFF REPORTS**

- Director Caputo reminded the community of the Easter Egg Hunt this coming Saturday, April 12.

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

- 5 ILCS 120 / 2 (c) (1) personnel review
- 5 ILCS 120 / 2 (c) (5) purchase or lease of real estate
- 5 ILCS 120 / 2 (c) (6) setting price for sale/lease of real estate
- 5 ILCS 120 / 2 (c) (21) review of executive session minutes

A motion was made by Trustee Weider, seconded by Trustee Sugure, to move to Executive Session for the purpose of 5 ILCS 120 / 2 (c) (21) review of Executive Session minutes and 5 ILCS 120 / 2 (c) (5) purchase or lease of real estate. There will be no further business in Open Session.

AYES: Trustee Weider, Spacone, Riley, Marx, Sugrue,  
NAYS:  
ABSENT: Euker

Meeting adjourned to Executive Session at 7:47 pm.

**11. ADJOURNMENT**

A motion to adjourn the Executive Session and Open Session was made by Trustee Marx, seconded by Trustee Spacone.

AYES: Trustee Weider, Spacone, Riley, Marx, Sugrue,  
NAYS:  
ABSENT: Euker

**MOTION CARRIED**

The meeting adjourned at 8:31 pm.

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<b>Item</b>	<b>GL Number</b>	<b>GL Desc</b>	<b>Invoice Description</b>	<b>Amount</b>
<b>Fund 101 GENERAL</b>				
	Dept 00000			
1	101-00000-15001	PREPAID EXPENDITURES	CIVIC PLUS WEBSITE	5,471.92
2	101-00000-15001	PREPAID EXPENDITURES	SOFTWARE SUBSCRIPTION - POLICE SCHEDULING	1,600.00
3	101-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0022 - 1265 COUNTRY CLUB	914.44
4	101-00000-25201	BUILDING PERMIT DEPOSITS	COMMUNITY DEVELOPMENT ENGINEERING	1,328.25
5	101-00000-25201	BUILDING PERMIT DEPOSITS	WILDWOOD ESTATES	3,447.50
6	101-00000-25201	BUILDING PERMIT DEPOSITS	670 S OLD RAND RD DEVELOPMENT	1,537.50
7	101-00000-25201	BUILDING PERMIT DEPOSITS	MEADOW WOOD EAST	2,668.75
8	101-00000-25201	BUILDING PERMIT DEPOSITS	670 S OLD RAND RD DEVELOPMENT	4,695.25
9	101-00000-25201	BUILDING PERMIT DEPOSITS	555 OAKWOOD RD	820.00
10	101-00000-25201	BUILDING PERMIT DEPOSITS	202 MARK LN AD #2280810	73.60
11	101-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BCE22-0021 - 377 N RAND RD	1,057.66
	Total For Dept 00000			<u>23,614.87</u>
	Dept 11006 LEGISLATIVE MAYOR & BOARD			
1	101-11006-54303	LEGAL NOTICE/PUBLISHING	VILLAGE CODE ONLINE UPDATES	162.00
	Total For Dept 11006 LEGISLATIVE MAYOR & BOARD			<u>162.00</u>
	Dept 12001 VILLAGE ADMIN ADMINISTRATION			
1	101-12001-52201	VILLAGE ATTORNEY	LEGAL SERVICES - FEB 2025	8,672.29
	Total For Dept 12001 VILLAGE ADMIN ADMINISTRATION			<u>8,672.29</u>
	Dept 12120 VILLAGE ADMIN HUMAN RESOURCES			
1	101-12120-52111	OTHER PROFESSIONAL SVCS	CREDIT FOR INCORRECT PRICING	(3.88)
2	101-12120-52111	OTHER PROFESSIONAL SVCS	EMPLOYEE SCREENING SERVICES	27.52
3	101-12120-54305	EMPLOYEE EXAMS	EMPLOYEE HEALTH TESTING	929.00
	Total For Dept 12120 VILLAGE ADMIN HUMAN RESOURCES			<u>952.64</u>
	Dept 12180 VILLAGE ADMIN ECONOMIC DEVELOPMENT			
1	101-12180-51654	MEMBERSHIPS & SUBSCRIP	ADVERTISE VILLAGE OWNED PROPERTIES	131.00
2	101-12180-51654	MEMBERSHIPS & SUBSCRIP	ADVERTISE VILLAGE OWNED PROPERTIES	131.00

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<b>Item</b>	<b>GL Number</b>	<b>GL Desc</b>	<b>Invoice Description</b>	<b>Amount</b>
3	101-12180-54308	TAX REBATES	TAX REBATE - DECEMBER 2024	28,309.86
4	101-12180-54308	TAX REBATES	TAX REBATE - DECEMBER 2024	8,818.79
5	101-12180-54308	TAX REBATES	TAX REBATE - DECEMBER 2024	17,637.58
			Total For Dept 12180 VILLAGE ADMIN ECONOMIC DEVELOPMENT	<u>55,028.23</u>
			Dept 13001 FINANCE ADMINISTRATION	
1	101-13001-52112	PROFESSIONAL ACCOUNTING	FISCAL AUDIT 2024	12,600.00
2	101-13001-52704	MAINT-EQUIPMENT	METER LEASE - JAN 29 '25 - APR 28 '25	176.52
			Total For Dept 13001 FINANCE ADMINISTRATION	<u>12,776.52</u>
			Dept 17001 TECHNOLOGY ADMINISTRATION	
1	101-17001-52111	OTHER PROFESSIONAL SVCS	AWS CLOUD SVCS - MAR	15.66
2	101-17001-52111	OTHER PROFESSIONAL SVCS	CIVIC PLUS WEBSITE	10,943.85
3	101-17001-52111	OTHER PROFESSIONAL SVCS	MS CLOUD SERVICES - MAR	136.73
4	101-17001-52111	OTHER PROFESSIONAL SVCS	DOCUWARE SUPPORT - APR	435.01
5	101-17001-52118	SOFTWARE MAINTENANCE	MICROSOFT ENTERPRISE AGREEMENT 2025-26	16,618.32
6	101-17001-52118	SOFTWARE MAINTENANCE	SOFTWARE SUBSCRIPTION - POLICE SCHEDULING	3,200.00
7	101-17001-52704	MAINT-EQUIPMENT	REC COPIES - 1/01/25 - 3/31/25	1,467.10
8	101-17001-53203	TELEPHONE & DATA SVCS	INTERNET - 133 N OLD RAND	151.90
9	101-17001-53203	TELEPHONE & DATA SVCS	COMBINED INTERNET - MAR/APR 2025	5,945.01
10	101-17001-53203	TELEPHONE & DATA SVCS	BARN ELEVATOR PHONE	73.66
11	101-17001-53203	TELEPHONE & DATA SVCS	ANALOG LINES 2025 - APR	1,332.56
12	101-17001-53205	COMPUTER SUPPLIES	CANON PRINthead	564.95
13	101-17001-55255	COMPUTER SOFTWARE	MICROSOFT ENTERPRISE AGREEMENT 2025-26	26,802.32
14	101-17001-56601	CAPITAL LEASE	FIRE & PD - COPIER LEASE	164.74
			Total For Dept 17001 TECHNOLOGY ADMINISTRATION	<u>67,851.81</u>
			Dept 24001 POLICE ADMINISTRATION	
1	101-24001-52111	OTHER PROFESSIONAL SVCS	TOWER RECORDS	95.00
2	101-24001-52111	OTHER PROFESSIONAL SVCS	RED LIGHT CAMERA FEE	2,550.00
3	101-24001-52111	OTHER PROFESSIONAL SVCS	CELL PHONE TOWER RECORDS	100.00
4	101-24001-52111	OTHER PROFESSIONAL SVCS	CELL PHONE TOWER RECORDS	50.00

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<b>Item</b>	<b>GL Number</b>	<b>GL Desc</b>	<b>Invoice Description</b>	<b>Amount</b>
5	101-24001-52111	OTHER PROFESSIONAL SVCS	CELL PHONE TOWER RECORDS	100.00
6	101-24001-53203	TELEPHONE & DATA SVCS	CABLE - PD	65.41
7	101-24001-53209	UNIFORMS	VEST, BELT, PANTS - HUSAK	332.04
8	101-24001-53401	CUSTODIAL SUPPLIES	TOWELS, TISSUE, SOAP	446.36
			Total For Dept 24001 POLICE ADMINISTRATION	<hr/> 3,738.81
			Dept 24210 POLICE OPERATIONS	
1	101-24210-51652	TRAINING AND MEETINGS	REIMB: ILEAS HOTEL	418.38
2	101-24210-51652	TRAINING AND MEETINGS	CPR BI-ANNUAL CERTIFICATIONS	875.00
3	101-24210-52111	OTHER PROFESSIONAL SVCS	SOLICITOR PERMIT FINGERPRINTS A/C #03486	675.00
4	101-24210-52111	OTHER PROFESSIONAL SVCS	STARCOM - APRIL	1,932.00
5	101-24210-52204	OTHER LEGAL	PROSECUTORIAL SERVICES - MAR	6,666.67
6	101-24210-52204	OTHER LEGAL	ADJUDICATION SERVICES - MAR	175.00
7	101-24210-52703	MAINT-VEHICLES	CAR WASH - PD	272.00
8	101-24210-53209	UNIFORMS	SHIRTS, CHEVRON - BUTLER	67.75
9	101-24210-53209	UNIFORMS	NAMETAG - FERNANDEZ	23.67
10	101-24210-53209	UNIFORMS	TOURNIQUET, PANTS, SHIRTS - PILASKI	243.29
11	101-24210-53209	UNIFORMS	SWEATER - HEER	133.15
12	101-24210-53209	UNIFORMS	REIMB: HOLSTER MOUNT	46.43
13	101-24210-53209	UNIFORMS	REIMB: SUNGLASSES	177.09
			Total For Dept 24210 POLICE OPERATIONS	<hr/> 11,705.43
			Dept 24230 POLICE CRIME PREVENTION	
1	101-24230-52111	OTHER PROFESSIONAL SVCS	INVESTIGATIVE SEARCH ENGINE	75.00
2	101-24230-52111	OTHER PROFESSIONAL SVCS	INVESTIGATIVE SEARCH TOOL	85.00
3	101-24230-52111	OTHER PROFESSIONAL SVCS	INVESTIGATIVE SEARCH ENGINE	252.00
4	101-24230-53209	UNIFORMS	BELT, SUPPLIES - SIEBER	103.03
5	101-24230-53209	UNIFORMS	REIMB: SHOES, BELT	139.94
6	101-24230-53209	UNIFORMS	REIMB: SHOES	118.79
7	101-24230-53211	OTHER SUPPLIES	PROMOTIONAL KOOZIES	548.40
			Total For Dept 24230 POLICE CRIME PREVENTION	<hr/> 1,322.16

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Dept 24240 POLICE INTERGOVERNMENTAL				
1	101-24240-53209	UNIFORMS	REIMB: SHIRTS	113.24
2	101-24240-53209	UNIFORMS	REIMB: PANTS	65.99
3	101-24240-53209	UNIFORMS	REIMB: PANTS	65.99
Total For Dept 24240 POLICE INTERGOVERNMENTAL				<hr/> 245.22
Dept 25001 FIRE ADMINISTRATION				
1	101-25001-52707	MAINT-OTHER	FIRE EXTINGUISHER INSPECTION/REPAIR	90.57
2	101-25001-52707	MAINT-OTHER	ANNUAL FIRE EXTINGUISHER MAINTENANCE	4.71
3	101-25001-53203	TELEPHONE & DATA SVCS	COMBINED INTERNET - MAR/APR 2025	2,972.51
4	101-25001-53203	TELEPHONE & DATA SVCS	ANALOG LINES 2025 - APR	185.55
5	101-25001-53204	MOBILE VOICE & DATA	ICLOUD 50BG STORAGE - APR	0.99
6	101-25001-53204	MOBILE VOICE & DATA	CELL PHONES - FIRE	35.54
7	101-25001-53208	OFFICE SUPPLIES	CLIPS, PAPER, STAPLES	50.84
8	101-25001-53208	OFFICE SUPPLIES	SUGAR, COFFEE CREAMER, STIRS	92.59
9	101-25001-53210	SMALL TOOLS & EQUIP	SURGE PROTECTOR, FANS	183.81
10	101-25001-53211	OTHER SUPPLIES	TOWELS, DETERGENT, TISSUE, LINERS	235.42
11	101-25001-53211	OTHER SUPPLIES	LINERS	139.98
12	101-25001-53211	OTHER SUPPLIES	TOWELS, DETERGENT, TISSUE, CLEANER	180.68
13	101-25001-53211	OTHER SUPPLIES	TOWELS	77.98
14	101-25001-53211	OTHER SUPPLIES	TOWELS, SPONGES	60.98
15	101-25001-54305	EMPLOYEE EXAMS	FACILITY USE - PROMOTIONAL EXAM	160.00
16	101-25001-56601	CAPITAL LEASE	FIRE & PD - COPIER LEASE	<hr/> 164.73
Total For Dept 25001 FIRE ADMINISTRATION				4,636.88
Dept 25320 FIRE FIRE SUPPRESSION				
1	101-25320-52111	OTHER PROFESSIONAL SVCS	FIRE STARCOM FEES - APRIL	2,206.00
2	101-25320-52707	MAINT-OTHER	SCBS SERVICE	60.50
3	101-25320-53209	UNIFORMS	UNIFORMS - GLOVES	120.00
4	101-25320-53209	UNIFORMS	FIRE BOOTS AND GLOVES	739.96
5	101-25320-53211	OTHER SUPPLIES	REHAB SUPPLIES	24.58

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6	101-25320-53211	OTHER SUPPLIES	REHAB SUPPLIES	61.20
		Total For Dept 25320 FIRE FIRE SUPPRESSION		3,212.24
		Dept 25330 FIRE EMS		
1	101-25330-51651	LICENSING/CERTIFICATIONS	NWCEMSS SYSTEM ENTRY - O'DONNELL	75.00
2	101-25330-52111	OTHER PROFESSIONAL SVCS	AMBULANCE FEES - APR/MAY 2024	3,152.41
3	101-25330-52111	OTHER PROFESSIONAL SVCS	AMBULANCE FEES - JAN 2025	4,831.76
4	101-25330-52111	OTHER PROFESSIONAL SVCS	AMBULANCE FEES - FEB 2025	1,972.15
5	101-25330-52118	SOFTWARE MAINTENANCE	LANGUAGE LINE VIDEO INTERPRETATION - MAR 2025	5.75
6	101-25330-53211	OTHER SUPPLIES	PROVU CHARGING DOCK & CASE	2,822.27
7	101-25330-53211	OTHER SUPPLIES	CLIPPERS, HI LO SOLUTION	306.56
8	101-25330-53211	OTHER SUPPLIES	OXYGEN RENTAL	127.21
9	101-25330-53211	OTHER SUPPLIES	INFANT/CHILD DEFIB STARTER KIT	486.72
		Total For Dept 25330 FIRE EMS		13,779.83
		Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION		
1	101-28001-52111	OTHER PROFESSIONAL SVCS	RECORDING DOCUMENTS	4.00
2	101-28001-52111	OTHER PROFESSIONAL SVCS	FEBRUARY 2025 BUILDING SERVICES	4,199.24
3	101-28001-52113	ENGR/ARCHITECTURAL	WILDWOOD ESTATES	3,991.25
4	101-28001-52113	ENGR/ARCHITECTURAL	1177 SYCAMORE	636.00
5	101-28001-52113	ENGR/ARCHITECTURAL	1170 SYCAMORE LN - SINGLE FAMILY HOME	392.00
6	101-28001-52113	ENGR/ARCHITECTURAL	255 QUENTIN RD	1,562.75
7	101-28001-52113	ENGR/ARCHITECTURAL	BUILDING PERMIT REVIEWS - 2025	2,326.25
8	101-28001-52113	ENGR/ARCHITECTURAL	1110 HONEY LAKE RD	227.50
9	101-28001-52113	ENGR/ARCHITECTURAL	COMMUNITY DEVELOPMENT ENGINEERING	410.00
10	101-28001-52113	ENGR/ARCHITECTURAL	REGAL REDEVELOPMENT - 755 S RAND RD	297.00
11	101-28001-52113	ENGR/ARCHITECTURAL	629 ROSE RD	952.00
12	101-28001-52113	ENGR/ARCHITECTURAL	442 S RAND RD	625.50
13	101-28001-52113	ENGR/ARCHITECTURAL	865 TELSER RD	830.00
14	101-28001-52113	ENGR/ARCHITECTURAL	880 S RAND RD	1,012.75
15	101-28001-52113	ENGR/ARCHITECTURAL	330 E MAIN ST	512.50

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16	101-28001-52113	ENGR/ARCHITECTURAL	SEC US 12 & N OLD RAND RD DEVELOPMENT	1,435.00
		Total For Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION		19,413.74
		Dept 36001 PUBLIC WORKS ADMINISTRATION		
1	101-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 04/03	30.81
2	101-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 04/10	30.81
3	101-36001-52603	LAKE/WATER QUALITY MGMT	2025 WATER QUALITY ASSESSMENT	2,150.00
4	101-36001-52701	MAINT-BLDGS & GROUNDS	VILLAGE HALL PEST CONTROL - APR	79.50
5	101-36001-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 04/03	99.25
6	101-36001-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 04/10	63.21
7	101-36001-53208	OFFICE SUPPLIES	RUBBERBANDS, PAPER, SCIZZORS, FILE FOLDERS	273.61
8	101-36001-53209	UNIFORMS	PPE BOOTS - ROGERS	202.44
9	101-36001-53401	CUSTODIAL SUPPLIES	LINERS, TOWELS, WIPES	482.04
10	101-36001-53403	LANDSCAPING SUPPLIES	SEED, WEED CONTROL	787.20
11	101-36001-53404	RIGHT OF WAY SUPPLIES	SPACER RINGS	86.50
12	101-36001-53405	BLDG & GROUNDS SUPPLIES	DOOR CLOSER	273.15
13	101-36001-53405	BLDG & GROUNDS SUPPLIES	STAIN	157.88
14	101-36001-53405	BLDG & GROUNDS SUPPLIES	KEYS	16.96
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		4,733.36
		Dept 36420 PUBLIC WORKS PARK MAINTENANCE		
1	101-36420-52701	MAINT-BLDGS & GROUNDS	BUFFALO CREEK PEST CONTROL - APR	77.22
2	101-36420-52701	MAINT-BLDGS & GROUNDS	PAULUS PK PEST CONTROL - APR	80.36
3	101-36420-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 04/03	116.38
4	101-36420-52701	MAINT-BLDGS & GROUNDS	BC PANIC DIAGNOSTIC	263.98
5	101-36420-52704	MAINT-EQUIPMENT	505 MAINTENANCE OF FIRE EXTINGUISHERS	121.18
6	101-36420-53201	ELECTRICITY	7 E MAIN ST	31.15
7	101-36420-53401	CUSTODIAL SUPPLIES	LINERS, TOWELS, WIPES	296.34
8	101-36420-53405	BLDG & GROUND MAINT SUPP	PRESSURE GAUGE	46.50
9	101-36420-53405	BLDG & GROUND MAINT SUPP	SHOP TOWELS, SPACERS, BITS	48.37
10	101-36420-53405	BLDG & GROUND MAINT SUPP	CLAMPS	26.52
11	101-36420-53405	BLDG & GROUND MAINT SUPP	FENCE REPAIR	394.72

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12	101-36420-54306	EQUIPMENT RENTAL	PAULUS PARK PORT-O-POTTY	161.95
		Total For Dept 36420 PUBLIC WORKS PARK MAINTENANCE		1,664.67
		Dept 36471 PUBLIC WORKS FLEET SERVICES		
1	101-36471-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 04/03	31.02
2	101-36471-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 04/10	31.02
3	101-36471-52111	OTHER PROFESSIONAL SVCS	SAFETY INSPECTIONS	78.00
4	101-36471-52111	OTHER PROFESSIONAL SVCS	LIFT INSPECTION	350.00
5	101-36471-52701	MAINT-BLDGS & GROUNDS	T-STAT	53.11
6	101-36471-52703	MAINT-VEHICLES	ANNUAL VEHICLE INSPECTIONS	2,814.52
7	101-36471-52703	MAINT-VEHICLES	CAR WASH - PW	25.50
8	101-36471-52703	MAINT-VEHICLES	CAR WASH - FD	59.50
9	101-36471-52703	MAINT-VEHICLES	TRANS REPAIR 247	821.00
10	101-36471-52703	MAINT-VEHICLES	TCM REPLACEMENT 247	3,720.56
11	101-36471-52703	MAINT-VEHICLES	TENSIONER REPAIR 105	358.08
12	101-36471-53211	OTHER SUPPLIES	TORCH GAS	258.64
13	101-36471-53211	OTHER SUPPLIES	HARDWARE	5.96
14	101-36471-53211	OTHER SUPPLIES	PIGTAIL PLUG	12.74
15	101-36471-53406	AUTO PARTS & SUPPLIES	LAMP	595.80
16	101-36471-53406	AUTO PARTS & SUPPLIES	BUCKLE	96.96
17	101-36471-53406	AUTO PARTS & SUPPLIES	SWAY LINK	39.38
18	101-36471-53406	AUTO PARTS & SUPPLIES	BRAKE PARTS	185.37
19	101-36471-53406	AUTO PARTS & SUPPLIES	CHARGER	208.84
20	101-36471-53406	AUTO PARTS & SUPPLIES	PRESSURE SWITCH	16.85
21	101-36471-53406	AUTO PARTS & SUPPLIES	SWITCH COVER	5.60
22	101-36471-53406	AUTO PARTS & SUPPLIES	VALVES	100.51
23	101-36471-53406	AUTO PARTS & SUPPLIES	CREDIT - CORE RETURN	(36.00)
24	101-36471-53406	AUTO PARTS & SUPPLIES	BATTERIES 246	353.92
25	101-36471-53406	AUTO PARTS & SUPPLIES	BATTERY	152.39
26	101-36471-53406	AUTO PARTS & SUPPLIES	BATTERY	152.39
27	101-36471-53406	AUTO PARTS & SUPPLIES	PURGE VALVE	35.70
28	101-36471-53406	AUTO PARTS & SUPPLIES	FILTERS	133.86

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29	101-36471-53406	AUTO PARTS & SUPPLIES	WIPER	24.16
30	101-36471-53406	AUTO PARTS & SUPPLIES	CREDIT - PART RETURN	(152.39)
31	101-36471-53406	AUTO PARTS & SUPPLIES	FILTERS	101.08
32	101-36471-53406	AUTO PARTS & SUPPLIES	CREDIT - PARTS RETURN	(152.39)
33	101-36471-53406	AUTO PARTS & SUPPLIES	SPARK PLUG	8.19
34	101-36471-53406	AUTO PARTS & SUPPLIES	STARTER	535.00
35	101-36471-53407	EQUIP MAINT PART&SUPPLIE	SWIVEL	127.54
36	101-36471-53407	EQUIP MAINT PART&SUPPLIE	SPRAY WAND	218.88
37	101-36471-53407	EQUIP MAINT PART&SUPPLIE	WATERING SYSTEM PARTS	210.47
38	101-36471-53407	EQUIP MAINT PART&SUPPLIE	EXHAUST COVER	61.43
39	101-36471-53407	EQUIP MAINT PART&SUPPLIE	TRAILER PLUG	39.48
40	101-36471-53407	EQUIP MAINT PART&SUPPLIE	CONNECTOR	19.98
41	101-36471-53407	EQUIP MAINT PART&SUPPLIE	BREAK AWAY SWITCH	91.96
42	101-36471-53418	LUBRICANTS & FLUIDS	OIL	20.97
43	101-36471-53418	LUBRICANTS & FLUIDS	AIR TOOL OIL	7.99
		Total For Dept 36471 PUBLIC WORKS FLEET SERVICES		11,823.57
		Dept 67920 RECREATION SPECIAL RECREATION		
1	101-67920-52116	SRA PROGRAMS	PLAYGROUND MULCH	1,440.00
2	101-67920-52116	SRA PROGRAMS	SRACL C ANNUAL MEMBERSHIP	129,274.00
		Total For Dept 67920 RECREATION SPECIAL RECREATION		130,714.00
		Dept 67965 RECREATION ATHLETICS		
1	101-67965-52115	RECREATION PROGRAM SERVICE	MAR PICKLEBALL	343.50
		Total For Dept 67965 RECREATION ATHLETICS		343.50
		Dept 67970 RECREATION AQUATICS		
1	101-67970-51651	LICENSING/CERTIFICATIONS	2025 BEACH LICENSE #134-28476	257.00
2	101-67970-51651	LICENSING/CERTIFICATIONS	2025 BEACH LICENSE #134-28205	257.00
		Total For Dept 67970 RECREATION AQUATICS		514.00
		Dept 67975 RECREATION SPECIAL INTERESTS/EVENTS		

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1	101-67975-52115	RECREATION PROGRAM SERVICE	JAN-APR 7TH GUITAR/UKULELE	535.80
		Total For Dept 67975	RECREATION SPECIAL INTERESTS/EVENTS	535.80
			<b>Total For Fund 101 GENERAL</b>	<b>377,441.57</b>
			<b>Fund 202 MOTOR FUEL TAX</b>	
			Dept 36001 PUBLIC WORKS ADMINISTRATION	
1	202-36001-52701	MAINT-BLDGS & GROUNDS	MAIN ST SIGNAL MAINT	216.74
2	202-36001-53201	ELECTRICITY	STREETLIGHT ELECTRIC	464.24
		Total For Dept 36001	PUBLIC WORKS ADMINISTRATION	680.98
			<b>Total For Fund 202 MOTOR FUEL TAX</b>	<b>680.98</b>
			<b>Fund 227 DISPATCH CENTER</b>	
			Dept 24220 POLICE DISPATCH	
1	227-24220-53209	UNIFORMS	ZIP JACKET - PAREDES	77.82
		Total For Dept 24220	POLICE DISPATCH	77.82
			<b>Total For Fund 227 DISPATCH CENTER</b>	<b>77.82</b>
			<b>Fund 401 VILLAGE CAPITAL PROJECTS</b>	
			Dept 36001 PUBLIC WORKS ADMINISTRATION	
1	401-36001-55251	LAND IMPROVEMENTS	IDNR - OSLAD	39,041.40
2	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD STATION 1 FLOORING	15,242.15
3	401-36001-55252	BLDG & BLDG IMPROVEMENTS	PAINT	37.91
4	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD CABINET INSTALL	258.19
5	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD CABINET INSTALL	32.94
6	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FROGTAPE	24.97
7	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD SINK PLUMB	104.13
8	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD SINK VALVE	9.73
9	401-36001-55252	BLDG & BLDG IMPROVEMENTS	WALL PLATES	23.14
10	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD FITTINGS, WALL PLATES, GFCI	210.01

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11	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FIRE DEPT. CABINET	204.30
12	401-36001-55252	BLDG & BLDG IMPROVEMENTS	ELECTRICAL SUPPLIES	30.74
13	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD SINK FAUCET	593.98
14	401-36001-55252	BLDG & BLDG IMPROVEMENTS	POLY	25.98
15	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD SINK DRAIN	60.61
16	401-36001-55252	BLDG & BLDG IMPROVEMENTS	ELECTRICAL WORK FOR OFFICES AT HALL	2,900.00
17	401-36001-55252	BLDG & BLDG IMPROVEMENTS	LUMBER	169.80
18	401-36001-55252	BLDG & BLDG IMPROVEMENTS	LUMBER	59.84
19	401-36001-55252	BLDG & BLDG IMPROVEMENTS	RETURN - LUMBER	(237.72)
20	401-36001-55252	BLDG & BLDG IMPROVEMENTS	CAULK, TACK CLOTH	22.70
21	401-36001-55252	BLDG & BLDG IMPROVEMENTS	LUMBER	37.45
22	401-36001-55252	BLDG & BLDG IMPROVEMENTS	STAIN	145.85
23	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD PAINT	133.18
24	401-36001-55252	BLDG & BLDG IMPROVEMENTS	FD PAINT	30.95
Total For Dept 36001 PUBLIC WORKS ADMINISTRATION				59,162.23
<b>Total For Fund 401 VILLAGE CAPITAL PROJECTS</b>				<b>59,162.23</b>
<b>Fund 501 WATER &amp; SEWER</b>				
Dept 00000				
1	501-00000-21204	LC CONNECTION FEES PAYABLE	LC CONNECTION FEE - 1289 S RAND RD	3,264.30
Total For Dept 00000				3,264.30
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	501-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 04/03	29.25
2	501-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 04/10	29.25
3	501-36001-52201	VILLAGE ATTORNEY	LEGAL SERVICES - FEB	603.75
4	501-36001-53203	TELEPHONE & DATA SVCS	ANALOG LINES 2025 - APR	168.68
5	501-36001-53203	TELEPHONE & DATA SVCS	SCADA CELLPHONE/MODEM CONNECTION - MAR	109.20
Total For Dept 36001 PUBLIC WORKS ADMINISTRATION				940.13

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Dept 36530 PUBLIC WORKS WATER BILLING				
1	501-36530-52111	OTHER PROFESSIONAL SVCS	WATER BILL PROCESSING - MAR 2025	591.34
2	501-36530-52112	PROFESSIONAL ACCOUNTING	FISCAL AUDIT 2024	1,400.00
3	501-36530-53206	POSTAGE & SHIPPING	WATER BILL PROCESSING - MAR 2025	2,751.05
Total For Dept 36530 PUBLIC WORKS WATER BILLING				<hr/> 4,742.39
Dept 36550 PUBLIC WORKS WATER SERVICE				
1	501-36550-52709	MAINT-METERS	ANNUAL LARGE (INDUSTRIAL/COMMERCIAL) WATER METER TESTING	15,722.00
2	501-36550-53210	SMALL TOOLS & EQUIP	BLADE ARBORS FOR CUT-OFF SAWS	11.32
3	501-36550-53211	OTHER SUPPLIES	CHLORINE RESIDUAL REAGENT	445.45
4	501-36550-53211	OTHER SUPPLIES	JULIE LOCATE MARKING PAINT	574.20
5	501-36550-53405	BLDG & GROUND MAINT SUPP	WELL 10 TOWER DOOR REPLACEMENT DEADBOLT LOCK ASSY	99.00
6	501-36550-53407	EQUIP MAINT PART&SUPPLIE	WELL 12 BRINE PIPING REPAIR	1,838.59
7	501-36550-53410	METERS PARTS & SUPPLIES	WATER METER SMART POINT MXU'S	4,591.13
8	501-36550-53410	METERS PARTS & SUPPLIES	3" OMNI WATER METER REPLACEMENT REGISTERS	2,450.03
9	501-36550-53410	METERS PARTS & SUPPLIES	SELF TAPPING SCREWS/MXU INSTALLATION	3.21
10	501-36550-53414	CHEMICALS	CHLORINE	<hr/> 3,090.00
Total For Dept 36550 PUBLIC WORKS WATER SERVICE				28,824.93
Dept 36560 PUBLIC WORKS SEWER SERVICE				
1	501-36560-52701	MAINT-BLDGS & GROUNDS	LIFT STATION GENERATOR CABLE LUGS (TERMINAL OFFSETS)	822.61
2	501-36560-52710	MAINT-INST & SCADA	FIELD SERVICE CALL/ORCHARD LIFT STA /FIRMWARE UPDATE	450.00
3	501-36560-53201	ELECTRICITY	ELECTRICITY/SANITARY FLOW CONTROL	56.58
4	501-36560-53211	OTHER SUPPLIES	JULIE LOCATE MARKING PAINT	574.20
5	501-36560-53408	LIFT STATION PARTS & SUP	DEERPATH LIFT STATION ALARM BACKUP BATTERY	21.25
6	501-36560-53408	LIFT STATION PARTS & SUP	BETTY DR LIFT STATION CHECK VALVE PIPING	<hr/> 898.00
Total For Dept 36560 PUBLIC WORKS SEWER SERVICE				2,822.64
<b>Total For Fund 501 WATER &amp; SEWER</b>				<hr/> <b>40,594.39</b>
<b>Fund 615 EQUIPMENT REPLACEMENT</b>				
Dept 10001 GENERAL GOVERNMENT ADMINISTRATION				

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1	615-10001-55254	MACHINERY & EQUIPMENT	OPTIPLEX SMALL FORM FACTOR 7020	5,418.91
2	615-10001-55254	MACHINERY & EQUIPMENT	505 PRESSURE WASHER PLUMB	562.75
			Total For Dept 10001 GENERAL GOVERNMENT ADMINISTRATION	<u>5,981.66</u>
			Dept 36001 PUBLIC WORKS ADMINISTRATION	
1	615-36001-55254	MACHINERY & EQUIPMENT	FUEL SYSTEM UPS	6,988.11
2	615-36001-55263	VEHICLES - PUBLIC WORKS	WQESTERN PRODIGY PLOW PER QUOTE #QU-79-910968-1	16,586.00
			Total For Dept 36001 PUBLIC WORKS ADMINISTRATION	<u>23,574.11</u>
			<b>Total For Fund 615 EQUIPMENT REPLACEMENT</b>	<b><u>29,555.77</u></b>
			<b>Fund 710 PERFORMANCE ESCROW</b>	
			Dept 00000	
1	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0564 - 230 OAKWOOD RD	1,000.00
2	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0351 - 790 W IL RT 22	1,000.00
3	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0352 - 442 S RAND RD	250.00
4	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0018 - 602 BRAEMAR LN	300.00
5	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0114 - 50 FERN RD	500.00
6	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0068 - 8 JOHNATHAN RD	500.00
7	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0023 - 900 ORCHARD POND	500.00
8	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0232 - 614 S SOUTH COUNT	500.00
9	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0104 - 201 ALPINE DR	500.00
10	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0369 - 595 ERIC CT	500.00
11	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0412 - 728 S RAND RD	1,000.00
12	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0013 - 1079 AVERY RIDGE	500.00
13	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0323 - 132 SCHILLER ST	500.00
14	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0050 - 194 VISTA RD	300.00
15	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD25-0049 - 127 W HARBOR DR	500.00
			Total For Dept 00000	<u>8,350.00</u>
			Dept 17001 TECHNOLOGY ADMINISTRATION	
1	710-17001-53214	PEG CABLE EXPENSE	COMBINED INTERNET - MAR/APR 2025	990.85
			Total For Dept 17001 TECHNOLOGY ADMINISTRATION	<u>990.85</u>

**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 4/21/2025  
**\$517,009.61**

Page 13 of 14

<i>Item</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
			<b>Total For Fund 710 PERFORMANCE ESCROW</b>	<b><u>9,340.85</u></b>
			<b>Fund 720 PAYROLL CLEARING</b>	
		Dept 00000		
1	720-00000-22404	SUPPLEMENTAL LIFE INS PAYABLE	GROUP LIFE INSURANCE - APR	156.00
		Total For Dept 00000		<u>156.00</u>
			<b>Total For Fund 720 PAYROLL CLEARING</b>	<b><u>156.00</u></b>

**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 4/21/2025  
**\$517,009.61**

Page 14 of 14

<i>Item</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
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**Fund Totals:**

Fund 101 GENERAL	377,441.57
Fund 202 MOTOR FUEL TAX	680.98
Fund 227 DISPATCH CENTER	77.82
Fund 401 VILLAGE CAPITAL PROJECTS	59,162.23
Fund 501 WATER & SEWER	40,594.39
Fund 615 EQUIPMENT REPLACEMENT	29,555.77
Fund 710 PERFORMANCE ESCROW	9,340.85
Fund 720 PAYROLL CLEARING	156.00

**\$ 517,009.61**



*At the Heart of Community*

OFFICE OF THE VILLAGE MANAGER

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

MEMORANDUM

**Date:** April 15, 2025

**To:** Ray Keller, Village Manager *PK*

**From:** Kyle Kordell, Management Services Director

**Copy:** Amy Sparkowski, Finance Director

**Subject:** Municipal Grocery Retailer's Occupation Tax & Service Occupation Tax

MEMORANDUM  
4/15/2025

**Issue:** As part of the State of Illinois' Fiscal Year 2025 budget, the General Assembly adopted Public Act 103-0781 to repeal the 1% statewide tax on groceries effective January 1, 2026 and gave municipalities the authority to implement replacement grocery sales tax locally by ordinance. The Village proposes to maintain the existing 1% grocery tax, resulting in no change to the existing tax on groceries and maintaining the local revenue stream.

**Analysis:** The statewide 1% tax on groceries is collected and administered by the State and remitted to local governments. With the adoption of the 2025 State budget, State enacted legislation eliminating the grocery tax effective January 1, 2026. This change has no impact on the state budget, but eliminates a stable revenue source on which municipalities and counties rely for funding local government operations.

The Village benefits from hosting several grocery stores that serve Lake Zurich and the surrounding communities. The 1% grocery tax generates approximately \$1.3 million of General Fund revenue annually. This revenue source is a crucial, stable funding source that supports the core Village services of Police, Fire, and Public Works. Adoption of a local grocery tax replaces the expiring state sales tax, but will not increase the amount of sales taxes paid on groceries.

**Recommendation:** Approval of the attached ordinance implementing (effective January 1, 2026) a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Retailers' Service Tax. If approved, Staff will file a certified copy of the ordinance with the Illinois Department of Revenue before the October 1, 2025 deadline.

## VILLAGE OF LAKE ZURICH



## ORDINANCE NO. 2025-04-608

**AN ORDINANCE IMPLEMENTING A MUNICIPAL GROCERY RETAILERS' OCCUPATION TAX AND A MUNICIPAL GROCERY SERVICE OCCUPATION TAX FOR THE VILLAGE OF LAKE ZURICH**

**WHEREAS**, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalizes as may be deemed proper; and

**WHEREAS**, the Village of Lake Zurich is a non-home rule Illinois municipality pursuant to the Constitution of the State of Illinois of 1970, as amended; and,

**WHEREAS**, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) provides that, beginning on January 1, 2026, all Illinois municipalities may impose a tax "upon all persons engaged in the business of selling groceries at retail in the municipality" (the "Municipal Grocery Tax") (65 ILCS 5/8-11-24): and,

**WHEREAS**, the Municipal Grocery Retailers' Occupation Tax may be imposed "at the rate of 1% of the gross receipts from these sales" (65 ILCS 5/8-11-24); and,

**WHEREAS**, the Municipal Grocery Retailers' Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and,

**WHEREAS**, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) requires any municipality imposing a Municipal Grocery Retailers' Occupation Tax under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) to also impose a Service Occupation Tax at the same rate, "upon all persons engaged, in the municipality, in the business of making sales of services, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service" (the "Municipal Grocery Service Occupation Tax") (65 ILCS 5/8-11-24): and,

**WHEREAS**, any Municipal Grocery Service Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and,

**WHEREAS**, the President and Board of Trustees of the Village believe that it is appropriate, necessary and in the best interests of the Village and its residents, that the

Village levy a Municipal Grocery Service Occupation Tax as permitted by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24); and,

**NOW, THEREFORE**, be it ordained, by the President and Board of Trustees of the Village of Lake Zurich as follows:

**SECTION 1. Incorporation of Recitals.** The foregoing recitals shall be and are hereby incorporated as findings of fact as it said recitals were fully set for herein.

**SECTION 2. Municipal Grocery Retailers' Occupation Tax Imposed.** A tax is hereby imposed upon all persons engaged in the business of selling groceries at retail in this municipality at the rate of 1% of the gross receipts from such sales made in the course of such business while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

**SECTION 3. Municipal Grocery Service Occupation Tax.** A tax is hereby imposed upon all persons engaged in this municipality in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service. The rate of this tax shall be the same rate identified in Section 2, above. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

**SECTION 4. Illinois Department of Revenue to Administer Both Taxes.** The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Illinois Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance.

**SECTION 5. Clerk to file Ordinance with Illinois Department of Revenue.** As required under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24), the Clerk is hereby directed to file a certified copy of this Ordinance with the Illinois Department of Revenue on or before October 1, 2025.

**SECTION 6. Effective Date.** The taxes imposed by this Ordinance shall take effect on the later of: (i) January 1, 2026; (ii) the first day of July next following the adoption and filing of this Ordinance with the Department of Revenue, if filed on or before the preceding April 1st; or, (iii) the first day of January next following the adoption and filing of this Ordinance with the Department of Revenue, if filed on or before the preceding October 1st.

**SECTION 7. Repeal of Conflicting Provisions.** All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this

Ordinance.

**SECTION 8. Publication.** That this Chapter shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

PASSED this \_\_\_\_\_ day of April, 2025.

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_\_ day of April, 2025.

ATTEST:

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Thomas Poynton, Village President

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Kathleen Johnson, Village Clerk



*At the Heart of Community*

COMMUNITY DEVELOPMENT DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

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

**MEMORANDUM**

Date: April 21, 2025

To: Ray Keller, Village Manager *PK*

From: Sarosh Saher, Community Development Director

CC: Mike Brown, Public Works Director  
David Modrzejewski, Building Services Supervisor

**Re: Reduction in Letter of Credit – 865 Telser Road (Zen Properties)**

AGENDA ITEM  
*6e*

**Issue:** Village staff received the attached request dated March 20, 2025 from Mr. Zenny Kukich of Zen Properties to reduce the letter of credit regarding the property at 865 Telser Road.

**Background:** A guarantee of site improvements in the form of a Letter of Credit (LOC) dated April 10, 2024, in the amount of \$143,040.70 was provided as a performance and payment security for site work at the development. This included stormwater detention improvements, utility installation and other miscellaneous improvements including a retaining wall, grading and soil erosion control. The work has been completed.

A request to reduce the guarantee to a maintenance LOC in an amount of \$14,304.07 has been requested by the property owner and agreed to by the Village's Development Review Team (DRT). The reduced LOC is required to guarantee the improvements against faulty workmanship and/or materials for a period of two (2) years and cannot be less than 10% of the total initial cost of improvements attributed to the LOC.

**Analysis:** The proposed reduction is based on substantial completion of the items denoted in the Engineer's Opinion of Probable Cost dated January 3, 2024, at the time of approval of the development. Village Engineer and Staff have inspected the property, reviewed the request and concur.

**Recommendation:** Staff recommends a reduction of the LOC to \$14,304.07.

**Attachments:**

- Developer's request for reduction dated March 20, 2025
- Original LOC dated April 10, 2024

## ZEN PROPERTIES

865 Telser Road, Unit 100  
Lake Zurich, IL 60047

March 20, 2025

Mr. Ray Keller  
**Village of Lake Zurich**  
70 E. Main Street  
Lake Zurich, IL 60047

RE: Letter of Credit No. 0409  
Zen Properties  
865 Telser Road, Lake Zurich, IL

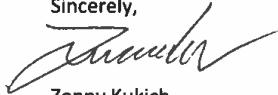
Dear Mr. Keller,

Please accept this as our formal request to reduce letter of credit no. 0409 issued by Cornerstone Bank in the amount of \$143,040.70, to 10% of the original or \$14,304.07.

All Site work has been completed. As-Built documents have been completed and were submitted to Community Development on February 18, 2025. A Copy is attached for reference. Upon approval by Village Board of Trustees, Cornerstone Bank will issue a new letter of credit in the amount of \$14,304.07.

Thank you for your cooperation. If you should have any questions or comments, please do not hesitate to call.

Sincerely,



Zenny Kukich  
**ZEN PROPERTIES**  
kas/ZP – VILLAGE.LOC REDUCTION REQUEST.LTR

CC: Jim Smearman, Cornerstone Bank  
Kyle Kordell, Village of Lake Zurich

Attachment: As-built



650 E. ALGONQUIN ROAD, SUITE 100, SCHAUMBURG, IL 60173 • 847-704-8770 • CORNERSTONENB.COM

**FIRST AMENDMENT OF IRREVOCABLE STANDBY LETTER OF CREDIT #0409**

April 1, 2025

**BENEFICIARY**

Village of Lake Zurich  
70 East Main Street  
Lake Zurich, IL 60047

**APPLICANT**

Zenny Z. Kukich  
410 Walden Lane  
Prospect Heights, IL 60070

Gentlemen:

We hereby amend our Standby Letter of Credit No. 0409 as follows:

The maturity date has been extended from April 10, 2025 to June 10, 2025 to accommodate the Village Board Meeting on April 21, 2025 when the terms of a replacement Letter of Credit will be presented.

All other terms and conditions of the letter of credit remain the same.

Cornerstone National Bank & Trust Company

By:

Name:

Its: *James D. Smearman*  
Assistant Vice President

By:

Name:

Its: *Roy Schultz*  
Senior Vice President/Division Head





650 E. ALGONQUIN ROAD, SUITE 100, SCHAUMBURG, IL 60173 • 847-704-8770 • CORNERSTONENB.COM

### IRREVOCABLE STAND-BY LETTER OF CREDIT NO. 0409

DATE OF ISSUE: <b>April 10, 2024</b>	IRREVOCABLE STANDBY LETTER OF CREDIT NUMBER 0409
DATE OF EXPIRY: <b>April 10, 2025</b>	
<b>APPLICANT:</b> Zenny Z. Kukich 410 Walden Lane Prospect Heights, IL 60070	<b>BENEFICIARY:</b> VILLAGE OF LAKE ZURICH 70 EAST MAIN STREET LAKE ZURICH, IL 60047
<b>ADVISING BANK:</b> Cornerstone National Bank & Trust Company 1 W. Northwest Hwy. Palatine, IL 60067 Attn: Loan Dept.	<b>AMOUNT:</b> \$143,040.70 (U.S. DOLLARS)

WE, **Cornerstone National Bank & Trust Company** (THE "BANK"), HEREBY ISSUES TO THE VILLAGE OF LAKE ZURICH, 70 EAST MAIN STREET, LAKE ZURICH, IL 60047 THIS IRREVOCABLE STANDBY LETTER OF CREDIT NUMBER 0409 (THE "LETTER OF CREDIT"), IN THE AGGREGATE AMOUNT OF One Hundred Forty-Three Thousand Forty Dollars and 70/100 (**\$143,040.70 (USD)**) AVAILABLE WITH THE PRESENTATION OF THE FOLLOWING DOCUMENTS:

1. BENEFICIARY'S SIGNED DRAFT AT SIGHT DRAWN ON **Cornerstone National Bank & Trust Company**, BEARING THE CLAUSE "DRAWN UNDER Cornerstone National Bank & Trust Company LETTER OF CREDIT NO. 0409 DATED April 10, 2024."

2. BENEFICIARY'S CERTIFICATE SIGNED BY THE VILLAGE CLERK OF VILLAGE OF LAKE ZURICH, STATING EITHER: (A) THAT SAID LETTER OF CREDIT IS ABOUT TO EXPIRE AND HAS NOT BEEN EXTENDED; OR (B) THAT WORK HAS NOT BEEN COMPLETED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS AND AGREEMENTS (INCLUDING ANY AMENDMENTS THEREOF) FOR THE FOLLOWING PROJECT:

**"The project pertains to the ground-up construction of a multi-unit industrial building in Lake Zurich, Illinois, featuring four separate units tailored for industrial purposes at 865 Telser Rd Lake Zurich, IL 60047."**

AND

3. THE ORIGINAL OF THIS LETTER OF CREDIT AND ALL AMENDMENTS, IF ANY.



### **IRREVOCABLE STAND-BY LETTER OF CREDIT NO. 0409**

THIS IRREVOCABLE LETTER OF CREDIT SHALL EXPIRE ON April 10, 2025; PROVIDED, HOWEVER, THE UNDERSIGNED SHALL SEND THE VILLAGE CLERK, BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, OR OVERNIGHT COURIER AT LEAST 35 DAYS PRIOR TO THE EXPIRATION DATE THAT SAID LETTER OF CREDIT IS ABOUT TO EXPIRE. IN NO EVENT SHALL THIS IRREVOCABLE LETTER OF CREDIT OR THE OBLIGATIONS CONTAINED HEREIN EXPIRE EXCEPT UPON SAID PRIOR WRITTEN NOTICE, IT BEING EXPRESSLY AGREED BY THE UNDERSIGNED THAT THE ABOVE EXPIRATION DATE SHALL BE EXTENDED AS SHALL BE REQUIRED TO COMPLY WITH THIS NOTICE PROVISION.

THE EXPIRATION DATE OF THIS STANDBY LETTER OF CREDIT SHALL BE AUTOMATICALLY EXTENDED FOR SUCCESSIVE ONE YEAR PERIODS, UNLESS ISSUER NOTIFIES BENEFICIARY BY REGISTERED MAIL OR OTHER RECEIPTED MEANS OF DELIVERY SENT TO BENEFICIARY'S ABOVE STATED ADDRESS SIXTY DAYS (60) OR MORE DAYS BEFORE THE THEN CURRENT EXPIRATION DATE THAT ISSUER ELECTS NOT TO EXTEND THE EXPIRATION DATE.

PARTIAL AND MULTIPLE DRAWS ARE PERMITTED. FOLLOWING ANY PARTIAL DRAW HONORED BY US, WE WILL ENDORSE THIS LETTER OF CREDIT AND RETURN THE ORIGINAL TO THE BENEFICIARY BY OVERNIGHT COURIER SERVICE, PROVIDED THERE IS A BALANCE AND THE LETTER OF CREDIT HAS NOT EXPIRED.

THE UNDERSIGNED FURTHER AGREES THAT THIS IRREVOCABLE LETTER OF CREDIT SHALL REMAIN IN FULL FORCE AND EFFECT AND PERTAIN TO ANY AND ALL AMENDMENTS OR MODIFICATIONS WHICH MAY BE MADE FROM TIME TO TIME TO THE PLANS, SPECIFICATIONS AND AGREEMENTS FOR THE PROJECT, WITHOUT NOTICE FROM THE VILLAGE OF SUCH AMENDMENTS OR MODIFICATIONS.

ALL BANKING CHARGES ASSOCIATED WITH THIS LETTER OF CREDIT ARE FOR THE ACCOUNT OF THE APPLICANT.

THIS LETTER OF CREDIT SETS FORTH IN FULL THE TERMS OF OUR UNDERTAKING, AND SUCH UNDERTAKING SHALL NOT IN ANY WAY BE MODIFIED, AMPLIFIED OR LIMITED BY REFERENCE TO ANY DOCUMENT, INSTRUMENT OR AGREEMENT REFERRED TO IN THIS STANDBY LETTER OF CREDIT, EXCEPT ONLY ISP98 REFERRED TO HEREIN, AND ANY SUCH REFERENCE SHALL NOT BE DEEMED TO INCORPORATE HEREIN ANY SUCH DOCUMENT, INSTRUMENT OR AGREEMENT.

ALL ACTS, REQUIREMENTS AND OTHER PRECONDITIONS FOR THE ISSUANCE OF THE IRREVOCABLE LETTER OF CREDIT HAVE BEEN COMPLETED.

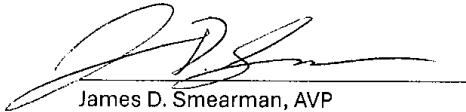
**IRREVOCABLE STAND-BY LETTER OF CREDIT NO. 0409**

THE BANK HEREBY UNDERTAKES AND ENGAGES THAT ALL DRAWINGS MADE IN CONFORMITY WITH THIS IRREVOCABLE LETTER OF CREDIT WILL BE DULY HONORED IF PRESENTED TO **Cornerstone National Bank & Trust Company** BY 5:00 PM CENTRAL TIME ON OR BEFORE THE CURRENT EXPIRY DATE. IF, WITHIN TEN (10) DAYS OF THE DATE ANY DRAWINGS MADE IN CONFORMITY WITH THIS IRREVOCABLE LETTER OF CREDIT IS PRESENTED, WE FAIL TO HONOR THE DRAWING, WE AGREE TO PAY ALL REASONABLE ATTORNEY FEES, COURT COSTS AND OTHER EXPENSES INCURRED BY THE VILLAGE OF LAKE ZURICH, IN ENFORCING THE TERMS OF THIS LETTER OF CREDIT.

THIS LETTER OF CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES 1998 ("ISP98"), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590.

PLEASE ADDRESS ALL CORRESPONDENCE REGARDING THIS LETTER OF CREDIT TO Cornerstone National Bank & Trust Company REFERENCING THE LETTER OF CREDIT NUMBER MENTIONED ABOVE. FOR TELEPHONE ASSISTANCE, PLEASE CONTACT James D. Smearman 847-704-8777 OR BY EMAIL TO [jsmearman@cnbtc.bank](mailto:jsmearman@cnbtc.bank).

Cornerstone National Bank & Trust Company



James D. Smearman, AVP



Roy C. Schultz, Sr. VP/Division Head

**From:** Sarosh Saher  
**To:** ksheehan@flexconstruction.com  
**Cc:** Mary Meyer (Mary.Meyer@lakezurich.org); Nadine Gerling (Nadine.Gerling@lakezurich.org); Janis Higgins (Janis.Higgins@lakezurich.org)  
**Subject:** RE: [External Sender] Phone Call - (865 Telser - LOC and Eng Permit Fee calculations)  
**Date:** Monday, April 8, 2024 9:11:00 AM  
**Attachments:** VILLAGE - LETTER OF CREDIT calcs spreadsheet v2.pdf

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Kelly – following up on the reason that I had called you on Friday.

We revisited the review of the revised EOPC that you submitted a couple of weeks ago and after internal discussion have further adjusted the numbers that are now contextual to the site. Please see the attached revised calculations.

In summary the totals are as follows:

Total approved EOPC based on the review of the revised EOPC - \$382,767.50

Total of items requiring surety – \$130,037.00

**LOC amount - \$143,040.70** (110% of total items requiring surety)

**Engineering Permit Fee - \$15,310.70** (4.0% of total EOPC – for Site Development costs between \$250,000 and \$750,000)

Please let me know if you have any further questions.

Thanks.

Sarosh

**Sarosh B. Saher, AICP**

Community Development Director | Village of Lake Zurich | 505 Telser Road, Lake Zurich, IL 60047

[sarosh.saher@lakezurich.org](mailto:sarosh.saher@lakezurich.org) | Direct: 847-540-1754

Engage with Lake Zurich at [LakeZurich.org/Connect](http://LakeZurich.org/Connect)

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**From:** ksheehan@flexconstruction.com <ksheehan@flexconstruction.com>

**Sent:** Friday, April 5, 2024 5:05 PM

**To:** Sarosh Saher <Sarosh.Saher@lakezurich.org>

**Subject:** [External Sender] Phone Call

Sarosh,

I'm disappointed that I missed your phone call this afternoon. I did receive your message that you'd ring back on Monday. I'll be in all day and look forward to talking with you.

I am hopeful that any remaining items with Zen Properties can be addressed, and a permit issued.

Thank you.

Kelly Sheehan  
**FLEX CONSTRUCTION CORPORATION**  
1190 Heather Drive  
Lake Zurich, IL  
Office: 847-540-0200  
Cell: 847-878-9864

## Village LOC and Engineering fee Calculations

	A	B	C	D	E	F	P	Q	R	S	T	U	V
1		Engineer's Opinion of Probable											
2	Schmitt Engineering												
3	2111 West Calhoun												
4	Woodstock, Illinois 60098												
5	1/3/2024												
6		865 TESLER ROAD LAKE ZURICH IL, 60047											
7													
8	20200100	EARTH EXCAVATION, INCLUDES 2" OF TOPSOIL CUT	CY	5143	5.00	\$ 25,715.00							
9	20800150	TRENCH BACKFILL	CY	530	30.00	\$ 15,900.00							
10	21101615	TOPSOIL FURNISH AND PLACE, 4"	SY	5136	2.50	\$ 12,840.00							
11	25000110	SEEDING	AC	1.06	5000.00	\$ 5,300.00							
12	25100630	EROSION CONTROL BLANKET	SY	5136	1.50	\$ 7,704.00							
13	28000400	PERIMETER EROSION BARRIER	FT	990	3.00	\$ 2,970.00							
14	28000500	INLET AND PIPE PROTECTION	EA	5	150.00	\$ 750.00							
15	28100107	STONE RIP RAP CLASS A4	SY	40	100.00	\$ 4,000.00							
16	35100300	AGGREGATE BASE COURSE, TYPE A 4"	SY	152	15.00	\$ 2,280.00							
17	3S100500	AGGREGATE BASE COURSE, TYPE A 6"	SY	245	25.00	\$ 6,125.00							
18	35100800	AGGREGATE BASE COURSE, TYPE A 10"	SY	3687	10.00	\$ 36,870.00							
19	40600275	BITUMINOUS MATERIALS PRIME COAT	LB	8295	0.50	\$ 4,147.50							
20	40600290	BITUMINOUS MATERIALS TACK COAT	LB	1660	0.50	\$ 830.00							
21	40602970	HOT-MIX ASPHALT BINDER COURSE, IL-9.SFC, N70 + 3"	TN	636	100.00	\$ 63,600.00							
22	40604002	HOT-MIX ASPHALT SURFACE COURSE, IL-9.5FG, MIX "C", N70 - 2"	TN	413	125.00	\$ 51,625.00							
23	42000101	PORTLAND CEMENT CONCRETE PAVEMENT, 6" (JOINTED)	SY	245	115.00	\$ 28,175.00							
24	42400200	PORTLAND CEMENT CONCRETE SIDEWALKS INCH	SF	1366	5.00	\$ 6,830.00							
25	44000500	COMBINATION CURB AND GUTTER REMOVAL: CURB CUT	FT	74	13.50	\$ 999.00							
26	52200800	SEGMENTAL CONCRETE BLOCK WALL	SF	1360	22.50	\$ 30,600.00							
27	52200900	CONCRETE STRUCTURES (RETAINING	CY	86	100.00	\$ 8,600.00							
28	54213669	Metal FLARED END SECTIONS 24"	EA	1	250.00	\$ 250.00							
29	S50AD050	STORM SEWERS, CLASS A, TYPE 1 12"	FT	77	35.00	\$ 2,695.00							
30		STORM SEWERS, CLASS A, TYPE 1 18" 6. Proposed 18" RCP Storm Sewer - 184-ft @ 1.0% slope											
31	550A0110	STORM SEWERS, CLASS A, TYPE 1 21"	FT	126	45.00	\$ 5,670.00	0	\$ -	\$ -				
32	S50A0120	STORM SEWERS, CLASS A, TYPE 1 24"	FT	304	35.00	\$ 10,640.00	0	\$ -	\$ -				
33	60218300	MANHOLES, TYPE A, 2'-DIAMETER, TYPE 1 FRAME, OPEN LID	EA	1	2250.00	\$ 2,250.00				\$ 2,250.00			
34	60218400	MANHOLES, TYPE A, 2'-DIAMETER, TYPE 1 FRAME, CLOSED LID	EA	1	2250.00	\$ 2,250.00				\$ 2,250.00			
35	60223700	MANHOLES, TYPE A, S'-DIAMETER, TYPE 1 FRAME, OPEN LID	EA	1	4000.00	\$ 4,000.00				\$ 4,000.00			

	A	B	C	D	E	F	P	Q	R	S	T	U	V
36	60223800	MANHOLES, TYPE A, S'-DIAMETER, TYPE 1 FRAME, CLOSED LID	EA	2	4000.00	\$ 8,000.00	0		\$ -	\$ -			
37	60223800	MANHOLES, TYPE A, 4'-DIAMETER, TYPE 1 FRAME, CLOSED LID	EA	2	3000.00	\$ 6,000.00	0		\$ -	\$ -			
38	60603800	COMBINATION CURB AND GUTTER, TYPE B-6.12	FT	627	16.00	\$ 10,032.00	701		\$ 23.00	\$ 16,123.00			
39	78000100	PAINT PAVEMENT Marking - LETTERS AND SYMBOLS	SF	30	10.00	\$ 300.00				\$ 300.00			
40	78000200	THERMOPLASTIC PAVEMENT MARKING LINE 4"	FT	1847	2.50	\$ 4,617.50				\$ 4,617.50			
41	X0000001	LOADING DOCK 2" STORM SEWER & PUMP	EA	1	500.00	\$ 500.00				\$ 500.00			
42	X0000003	2" HDPE WOP WITH FLAPPER GATE	FT	69	25.00	\$ 1,725.00				\$ 1,725.00			
43	X0326713	SANITARY SEWER CONNECTION	EA	1	150.00	\$ 150.00				\$ 150.00			
	X5620030	WATER SERVICE CONNECTION 8" [pressure connection]	EA	1	150.00	\$ 150.00	1		\$ 4,200.00	\$ 4,200.00			\$ 4,200.00
44		Price is the lowest price for 8" PC from Lake Zurich 2024 Infrastructure Project											
45	<b>X5620098</b>	WATER SERVICE LINE 8", (OPEN CUT)	FT	53	75.00	\$ 3,975.00				\$ 3,975.00			\$ 3,975.00
46	X7010216	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	15	1	6000.00	\$ 6,000.00				\$ 6,000.00			\$ 6,000.00
47	ZOOS6800	SANITARY SEWER 6" (OPEN CUT)	FT	134	75.00	\$ 10,050.00				\$ 10,050.00			\$ 10,050.00
48													
49		<b>TOTAL PRICE:</b>				\$ 395,115.00				\$ 382,767.50			\$ 130,037.00
50													
51		Surety Calculations											
52		total items needing surety											\$ 130,037.00
53		LOC Amount = 110% of Surety amount											\$ 143,040.70
54													
55		Engineering Permit Fee Calculations											
56		Total EOPC											\$ 382,767.50
57		Engineering Permit Fee											\$ 15,310.70
58		For fee at \$250,001 To \$750,000: 4.0 percent of EOPC.											

## Comments by Village Engineer

Engineer's Opinion of Estimate of Cost						
<b>Schmitt Engineering</b>						
<b>215 West Calhoun</b>						
<b>Woodstock, Illinois 60098</b>						
<b>2/20/2024</b>						
<b>865 TESLER ROAD LAKE ZURICH IL, 60047</b>						
CODE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	
20200100	EARTH EXCAVATION, INCLUDES 2" OF TOPSOIL CUT	CY	5143	\$ 5.00	\$ 25,715.00	
20800150	TRENCH BACKFILL	CY	530	\$ 30.00	\$ 15,900.00	
21101615	TOPSOIL FURNISH AND PLACE, 4"	SY	5136	\$ 2.50	\$ 12,840.00	
25000110	SEEDING	AC	1.06	\$ 5,000.00	\$ 5,300.00	
25100630	EROSION CONTROL BLANKET	SY	5136	\$ 1.50	\$ 7,704.00	
28000400	PERIMETER EROSION BARRIER	FT	990	\$ 3.00	\$ 2,970.00	
28000500	INLET AND PIPE PROTECTION	EA	4	\$ 150.00	\$ 600.00	
28100107	STONE RIP RAP CLASS A4	SY	35	\$ 100.00	\$ 3,500.00	
35100300	AGGREGATE BASE COURSE, TYPE A 4"	SY	152	\$ 15.00	\$ 2,280.00	
35100500	AGGREGATE BASE COURSE, TYPE A 6"	SY	245	\$ 25.00	\$ 6,125.00	
35100800	AGGREGATE BASE COURSE, TYPE A 10"	SY	3687	\$ 10.00	\$ 36,870.00	
40600275	BITUMINOUS MATERIALS PRIME COAT	LB	8295	\$ 0.50	\$ 4,147.50	
40600290	BITUMINOUS MATERIALS TACK COAT	LB	1660	\$ 0.50	\$ 830.00	
40602970	HOT-MIX ASPHALT BINDER COURSE, IL-9.5FG, N70 - 3"	TN	636	\$ 100.00	\$ 63,600.00	
40604002	HOT-MIX ASPHALT SURFACE COURSE, IL-9.5FG, MIX "C", N70 - 2"	TN	413	\$ 125.00	\$ 51,625.00	
42000101	PORTLAND CEMENT CONCRETE PAVEMENT 6" (JOINED)	SY	304	\$ 115.00	\$ 34,960.00	
42400200	PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH	SF	1366	\$ 5.00	\$ 6,830.00	
44000500	COMBINATION CURB AND GUTTER REMOVAL	FT	74	\$ 13.50	\$ 999.00	
52200800	SEGMENTAL CONCRETE BLOCK WALL	SF	681	\$ 22.50	\$ 15,322.50	
52200900	CONCRETE STRUCTURES (RETAINING WALL)	CY	86	\$ 100.00	\$ 8,600.00	
550A0050	STORM SEWERS, CLASS A, TYPE 1 12"	FT	77	\$ 35.00	\$ 2,695.00	
550A0055	STORM SEWERS, CLASS A, TYPE 1 18"	FT	126	\$ 45.00	\$ 5,670.00	
60218300	MANHOLES, TYPE A, 2'-DIAMETER, TYPE 1 FRAME, OPEN LID	EA	1	\$ 2,250.00	\$ 2,250.00	
60218400	MANHOLES, TYPE A, 2'-DIAMETER, TYPE 1 FRAME, CLOSED LID	EA	1	\$ 2,250.00	\$ 2,250.00	
60223700	MANHOLES, TYPE A, 5'-DIAMETER, TYPE 1 FRAME, OPEN LID	EA	1	\$ 4,000.00	\$ 4,000.00	
60603800	COMBINATION CURB AND GUTTER, TYPE B-6.12	FT	701	\$ 16.00	\$ 11,216.00	
78000100	PAINT PAVEMENT MARKING - LETTERS AND SYMBOLS	SF	30	\$ 10.00	\$ 300.00	
78000200	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	FT	1847	\$ 2.50	\$ 4,617.50	
X0000001	LOADING DOCK 2" STORM SEWER & PUMP	EA	1	\$ 500.00	\$ 500.00	
X0000003	2" HDPE WQP WITH FLAPPER GATE	FT	69	\$ 25.00	\$ 1,725.00	
X0326713	SANITARY SEWER CONNECTION	EA	1	\$ 150.00	\$ 150.00	
X5620030	WATER SERVICE CONNECTION 8"	EA	1	\$ 150.00	\$ 150.00	
X5620098	WATER SERVICE LINE 8", (OPEN CUT)	FT	53	\$ 75.00	\$ 3,975.00	
X7010216	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	LS	1	\$ 6,000.00	\$ 6,000.00	
Z0056800	SANITARY SEWER - WMQP 6" (OPEN CUT)	FT	134	\$ 75.00	\$ 10,050.00	
TOTAL PRICE: \$ 362,266.50						

Backup provided by Village Engineer

## IDOT Bid Item Report

<https://www.flexureflow.com/>

Pay Item #	Pay Item Description	Unit	Quantity	Award Unit Price	County	Dist	Contract	Date	Bid Unit Prices:
20200100	EARTH EXCAVATION	CU YD	1,428.300	\$36.00	LAKE	1	62P09	11/17/2023	\$49.00, \$48.00, \$36.00, \$49.00, \$48.00
20200100	EARTH EXCAVATION	CU YD	305	\$75.00	LAKE	1	62T71	09/22/2023	\$75.00, \$75.00, \$75.00, \$92.00
20200100	EARTH EXCAVATION	CU YD	3,918	\$42.50	LAKE	1	62R18	08/04/2023	\$42.50, \$76.75, \$40.00
20200100	EARTH EXCAVATION	CU YD	226	\$70.00	LAKE	1	61J64	08/04/2023	\$45.00, \$45.00, \$70.00
20200100	EARTH EXCAVATION	CU YD	4,415	\$75.90	LAKE	1	62J41	06/16/2023	\$75.90, \$43.00, \$69.16
20200100	EARTH EXCAVATION	CU YD	51,760	\$21.25	LAKE	1	60N11	04/28/2023	\$21.25, \$20.00
28000200	EARTH EXCAVATION FOR EROSION CONTROL	CU YD	187	\$38.00	LAKE	1	60N11	04/28/2023	\$38.00, \$45.00

## IDOT Bid Item Report

<https://www.flexureflow.com/>

Pay Item #	Pay Item Description	Unit	Quantity	Award Unit Price	County	Dist	Contract	Date	Bid Unit Prices:
550A0090	STORM SEWERS, CLASS A, TYPE 1 18"	FOOT	42	\$117.00	LAKE	1	61J15	03/10/2023	\$117.00, \$144.00, \$110.29
550A0090	STORM SEWERS, CLASS A, TYPE 1 18"	FOOT	91	\$100.00	LAKE	1	62A53	01/20/2023	\$78.00, \$100.00, \$100.00, \$100.00, \$100.00, \$100.00
550A0090	STORM SEWERS, CLASS A, TYPE 1 18"	FOOT	115	\$131.00	LAKE	1	61H79	06/17/2022	\$585.00, \$585.00, \$585.00, \$131.00
550A0090	STORM SEWERS, CLASS A, TYPE 1 18"	FOOT	40	\$81.00	LAKE	1	61G85	03/11/2022	\$142.00, \$157.00, \$64.40, \$105.00, \$70.00, \$81.00
550A0090	STORM SEWERS, CLASS A, TYPE 1 18"	FOOT	18	\$105.00	LAKE	1	62J26	11/05/2021	\$100.00, \$180.00, \$105.00, \$255.00

<https://www.flexureflow.com/>

Pay Item #	Pay Item Description	Unit	Quantity	Award Unit Price	County	Dist	Contract	Date	Bid Unit Prices:
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	29	\$83.30	LAKE	1	61J82	01/19/2024	\$75.00, \$83.30, \$141.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	2,652	\$40.00	LAKE	1	61J64	08/04/2023	\$42.00, \$42.00, \$40.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	32	\$78.75	LAKE	1	62J41	06/16/2023	\$78.75, \$75.00, \$79.50
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	1,100	\$35.02	LAKE	1	61J06	03/10/2023	\$50.00, \$49.00, \$35.02, \$50.00, \$55.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	42	\$150.00	LAKE	1	61J05	03/10/2023	\$56.00, \$150.00, \$150.00, \$170.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	154	\$50.00	LAKE	1	62N66	08/05/2022	\$50.00, \$50.00, \$55.00, \$55.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	1,886	\$32.00	LAKE	1	61H79	06/17/2022	\$34.20, \$34.50, \$37.00, \$32.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	1,600	\$28.00	LAKE	1	61H63	04/29/2022	\$28.00, \$28.00, \$28.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	11,845	\$23.00	LAKE	1	61G85	03/11/2022	\$26.00, \$29.00, \$23.00, \$35.00, \$23.00, \$23.00
60603800	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	414	\$24.00	LAKE	1	62H69	03/11/2022	\$24.00



*At the Heart of Community*

COMMUNITY DEVELOPMENT DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

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

**MEMORANDUM**

Date: April 21, 2025

To: Ray Keller, Village Manager *PK*

From: Sarosh Saher, Community Development Director

CC: Mike Brown, Public Works Director  
David Modrzejewski, Building Services Supervisor

**Re: Reduction in Letter of Credit – 255 Quentin Road (Heritage Church)**

AGENDA ITEM  
6f

**Issue:** Village staff received the attached request dated April 15, 2024 from Mr. Shawn W. Mann of Professional Building Services (PBS Design Build), contractors for the project, to reduce the letter of credit regarding the property at 255 Quentin Road, commonly known as Heritage Church.

**Background:** A guarantee of site improvements in the form of a Letter of Credit (LOC) dated October 28, 2022, in the amount of \$470,510. 70 was provided as a performance and payment security for site work at the development. This included stormwater detention improvements, utility installation and other miscellaneous improvements including earthwork, landscaping and soil erosion control. The work has been completed.

A request to reduce the guarantee to a maintenance LOC in an amount of \$42,773.70 has been requested by the property owner and agreed to by the Village's Development Review Team (DRT). The reduced LOC is required to guarantee the improvements against faulty workmanship and/or materials for a period of two (2) years and cannot be less than 10% of the total initial cost of improvements attributed to the LOC.

**Analysis:** The proposed reduction is based on substantial completion of the items denoted in the Engineer's Opinion of Probable Cost dated April 28, 2021, at the time of approval of the development. Village Engineer and Staff have inspected the property, reviewed the request and concur.

**Recommendation:** Staff recommends a reduction of the LOC to \$42,773.70.

**Attachments:**

- Developer's request for reduction dated April 15, 2024
- Original LOC dated October 28, 2022
- LOC Reduction Calculations



Ray Keller  
 Village Manager  
 70 E Main Street  
 Lake Zurich, IL 60047

**RE: Request for Surety Letter of Credit Reduction for Heritage Church**

Mr. Keller,

Professional Building Services kindly requests a reduction in the surety Letter of Credit amount for Heritage Church. Total current surety amount (110% of all applicable items based on the EOPC) is \$470,510.70 (total surety amount).

The following actions have been completed or submitted to the village as part of the completion process:

- Inspections of improvements that have been completed. Inspections have been completed by the Village Engineer, Manhard Consulting.
- Record Drawings (as-built plans) covering the improvements to be accepted have been submitted for review. (All as built drawings shall satisfy all standards of section 10-5-8-1 of this chapter and of the Lake Zurich stormwater management ordinance)
- A revised surety Letter of Credit in the amount of \$42,773.70 has been submitted guaranteeing the improvements against faulty workmanship and/or materials for a period of two (2) years after acceptance.

We are requesting a reduction on all items to a 10% maintenance Letter of Credit completed with some items remaining to be maintained at full surety (110%). Attached is a list of the items, amounts and completion status.

Professional Building Services appreciates the cooperation of the Village of Lake Zurich during the improvement project.

Sincerely,

Shawn W. Mann  
 Shawn W. Mann  
 PBS – [shawnm@pbsdesignbuild.com](mailto:shawnm@pbsdesignbuild.com) – 855.672.4010

04/15/2024  
 Date

**W:** PBSDESIGNBUILD.COM | **T:** 855.672.4010 | **E:** INFO@PBSDESIGNBUILD.COM

# UBT Union Bank & Trust.

October 28, 2022

Letter of Credit No. 2590466

**Issuer:**  
Union Bank & Trust Company

**Beneficiary:**  
Village of Lake Zurich  
70 East Main St  
Lake Zurich, IL 60047

**Applicant:**  
Heritage Church  
255 N Quentin Rd  
Lake Zurich, IL 60047

**Letter of Credit No:** 2590466  
**Issue Date:** October 28, 2022  
**Expiration Date:** March 1, 2024  
**Expiration Place:** Lincoln, NE  
**Amount:** 470,510.70 USD Four Hundred Seventy Thousand, Five Hundred Ten Dollars and Seventy Cents.

We hereby issue our Irrevocable Non-Transferable Standby Letter of Credit 2590466 in favor of Village of Lake Zurich (hereinafter referred to as Beneficiary) for the account, and at the request, of Heritage Church, (applicant) in the amount equal to U.S. \$470,510.70, Four Hundred Seventy Thousand, Five Hundred Ten Dollars and Seventy Cents. Drafts on this letter of credit shall be presented only at our counters at Union Bank & Trust Company, 4243 Pioneer Woods Dr, Lincoln, NE 68506.

1). A statement signed by village manager or director of public works (signed as such) stating that: \_\_\_\_\_

Either:

(A) We have received notice from Union Bank & Trust Company that letter of credit number 2590466 in accordance with the terms of a revised development application by Heritage Church and submitted to the Village of Lake Zurich, with architectural plans originally submitted to the Village as relates to Village of Lake Zurich ordinance No. \_\_\_\_\_ and engineering plans originally submitted to the village as also relates to said ordinance, and that Heritage Church is in default thereunder, or that Heritage Church is in default of their required public improvements obligations or any other agreement or agreements between

Member FDIC



P.O. Box 82535  
Lincoln, NE 68501-2535



402.323.1828



ubt.com

the village and Heritage Church as are entered into or amended from time to time, or that Heritage Church is in violation of any village ordinance.

- 2) Original of this Letter of Credit and any amendments thereto.
- 3) A sight draft specifying that it is presented under this Letter of Credit and stating "drawn under Union Bank and Trust Company, Letter of Credit Number 2590466 dated October 28, 2022.

If the foregoing documents are presented in strict compliance with the terms and conditions of this letter of credit, our obligation under this letter of credit is unconditional and independent of any obligations, payment or reimbursement by beneficiary or the applicant.

Partial drawings are permitted, but must still be accompanied by the original of this letter of credit. We reserve the right to substitute a replacement letter of credit with the stated amount reduced by the amount of such draw.

This letter of credit shall remain in full force for a period of one (1) year from the effective date hereof and shall automatically extend itself from year to year thereafter unless and until Union Bank & Trust Co shall give at least ninety (90) days prior written notice to the Village of Lake Zurich, Illinois, by certified mail, return receipt requested, of its intent to terminate the same at the then current expiration date. During the last thirty (30) days during which the letter of credit is in full force and effect, the Village of Lake Zurich may draw up to the full amount available under the Letter of Credit with a draft accompanied by a document stating that the beneficiary or its agent has not complied with the development agreement, and has not provided an acceptable substitute Irrevocable Letter of Credit, and that the drawing is for the explicit purpose of guaranteeing and/or providing for the completion.

This Letter of Credit may not be transferred in whole or in part.

This Letter of Credit shall not be amended, except by writing signed by us and by the beneficiary stating expressly that it is intended to be an amendment. This Letter of Credit shall not be amended by any action (other than signing such an amendment) or by any inaction by either us or the beneficiary, except as expressly provided in the immediately succeeding paragraph.

This Letter of Credit shall be governed by the International Standby Practices 1998 ("ISP 98"), International Chamber of Commerce Publication No. 590 (The "ISP 98"), or any later revision which may be in effect at the time. This Letter of Credit shall be governed by the Internal Laws of the State of Illinois to the extent that the terms of the ISP 98 are not applicable, provided that, in the event of any conflict between the ISP 98 and such Illinois Laws, the ISP98 shall control.

Union Bank & Trust Co.



Christopher C Wagner  
Vice President  
Commercial Lending



3s701 West Avenue, Suite 150  
Warrenville, Illinois 60555

[www.eraconsultants.com](http://www.eraconsultants.com)

phone 630.393.3060  
fax 630.393.2152

PROJECT: Heritage Church  
LOCATION: Lake Zurich, IL  
PROJECT #: W20005.FD

BY: AK/AZ  
DATE: 4/28/2021  
REV: 10/10/2022

Code Description	Quantity	Unit	Unit Cost	Subtotal
<b>Removals*</b>				
Tree Removal (6 to 15 Units Diameter)	75	UNIT	\$98.00	\$7,350.00
Tree Removal (Over 15 Units Diameter)	370	UNIT	\$62.00	\$22,940.00
Storm Sewer	185	LF	\$18.00	\$3,330.00
Forcemain	170	LF	\$15.00	\$2,550.00
Water Service	92	LF	\$5.00	\$460.00
Lighting	1	L SUM	\$1,000.00	\$1,000.00
Asphalt Pavement & Stone Base, Full Depth	1,750	SY	\$10.00	\$17,500.00
Asphalt Surface & Binder Courses	1,020	SY	\$4.00	\$4,080.00
Asphalt Surface Course	3,000	SY	\$3.00	\$9,000.00
Curb and Gutter	1,210	LF	\$5.00	\$6,050.00
Concrete Parking Lot, Sidewalk, and Patio	5,010	SF	\$4.00	\$20,040.00
*Does not include building/foundation demo, playground demo, & gas line demo				Subtotal \$94,300

Code Description	Quantity	Unit	Unit Cost	Subtotal
<b>Earthwork and Landscape</b>				
Site Earth Excavation, Topsoil Stripping, & Placement	8,730	CY	\$10.00	\$87,300.00
Building Earth Excavation, Topsoil Stripping, & Placement	2,150	CY	\$10.00	\$21,500.00
Earth Excavation and Haul-Off	600	CY	\$35.00	\$21,000.00
Removal of Unsuitable Materials, 24" Allowance (Parking Lot), & Placement	1,030	CY	\$15.00	\$15,450.00
Emergent Wetland Seeding	0.25	AC	\$8,500.00	\$2,125.00
Slope Stabilization Seeding	0.64	AC	\$8,500.00	\$5,440.00
Turf Seeding	1	AC	\$3,500.00	\$3,500.00
Temporary Erosion Control Blanket	3050	SY	\$2.25	\$6,862.50
Silt Fence	2650	LF	\$2.75	\$7,287.50
Inlet Protection	18	EACH	\$250.00	\$4,500.00
Rock Outlet Protection	4.5	TONS	\$190.00	\$855.00
Temporary Perforated Riser Pipe, Concrete, & Stone, Complete	1	L SUM	\$1,830.00	\$1,830.00
Restoration	1	L SUM	\$5,000.00	\$5,000.00
Subtotal \$182,650				

Code Description	Quantity	Unit	Unit Cost	Subtotal
<b>Utilities**</b>				
Storm Sewer - 8" HDPE / PVC	30	LF	\$40.00	\$1,200.00
Storm Sewer - 12" HDPE / PVC	219	LF	\$60.00	\$13,140.00
Storm Sewer - 12" RCP	234	LF	\$68.00	\$15,912.00
Storm Sewer - 18" RCP	52	LF	\$80.00	\$4,160.00
Storm Sewer - 24" RCP	299	LF	\$85.00	\$25,415.00
Storm Sewer - 30" RCP	231	LF	\$95.00	\$21,945.00
Underdrain - 4"	144	LF	\$35.00	\$5,040.00
Yard Dain - 12" Dia.	2	EA	\$800.00	\$1,600.00
Cleanout - 6" Dia.	3	EA	\$600.00	\$1,800.00
Hydro-Brake Vortex	1	EA	\$2,000.00	\$2,000.00
Hydrodynamic Separator	1	EA	\$21,000.00	\$21,000.00
Manhole - 4' Dia.	3	EA	\$3,400.00	\$10,200.00
Manhole - 5' Dia.	1	EA	\$5,000.00	\$5,000.00
Catch Basin - 2' Dia.	1	EA	\$2,200.00	\$2,200.00
Catch Basin - 4' Dia.	3	EA	\$3,200.00	\$9,600.00
Catch Basin - 6' Dia.	1	EA	\$5,000.00	\$5,000.00
Flared End Section - 30" Dia.	1	EA	\$2,800.00	\$2,800.00
Restrictor Structure Modifications	1	L SUM	\$1,000.00	\$1,000.00
Sanitary Manhole - 4' Dia.	6	EACH	\$2,600.00	\$15,600.00
Sanitary Sewer - 8" PVC	926	LF	\$40.00	\$37,040.00
Sanitary Sewer - 2" Forcemain	45	LF	\$35.00	\$1,575.00
Sanitary Sewer Sleeve - 12" PVC	40	LF	\$70.00	\$2,800.00
Trench Backfill - Sanitary	736	CY	\$30.00	\$22,080.00
Trench Backfill - Storm	455	CY	\$30.00	\$13,650.00

\*\*Does not include electrical utilities, lighting, or gas line.

Subtotal **\$241,767**

Hardscape***		7	EACH	\$250.00	\$1,750.00
Handicap Sign & Post		280	SF	\$16.00	\$4,480.00
Dumpster Pad		1	L SUM	\$16,000.00	\$16,000.00
Dumpster Enclosure Fence		90	LF	\$80.00	\$7,200.00
Paver Block Retaining Wall		5,958	SF	\$8.00	\$47,664.00
Concrete Sidewalk		2,240	LF	\$28.00	\$62,720.00
Curb and Gutter		22	LF	\$28.00	\$616.00
Concrete Gutter		730	SF	\$16.00	\$11,680.00
Concrete Pavement Patch		1,227	SF	\$14.00	\$17,178.00
Concrete Pavement		1,895	SF	\$10.00	\$18,950.00
Concrete Patio		3,724	SY	\$41.00	\$152,684.00
Asphalt Surface, Asphalt Binder, & Stone Base		1,010	SY	\$20.00	\$20,200.00
Asphalt Surface & Asphalt Binder		3,030	SY	\$10.00	\$30,300.00
Asphalt Surface		745	SF	\$5.00	\$3,725.00
Grasspaver Pavement		112	SF	\$30.00	\$3,360.00
Detectable Warning Panels		1	L SUM	\$5,000.00	\$5,000.00
Pavement Markings				Subtotal	\$403,507

\*\*\*Does not include concrete steps or railing.

5% General Conditions: \$46,100  
Total: \$968,300

3330.00  
182,650.00  
241,757.00  
427,737.00

X 110%

\$470,510.70  
Letter of  
credit

Itemized Surety Calculations					
Work Description	Total Item Cost	Original Surety (110% of Item cost)	Reduced Surety 10% (10% of item cost)	Retained at 100%	
Storm Sewer Removal (Removals)	\$ 3,330.00	\$ 3,663.00	\$ 333.00		
Earthwork and Landscape (total)	\$ 182,650.00	\$ 200,915.00	\$ 18,265.00		
Public Utilities - details below (does not include electric, lighting or gas)					
Storm Sewer • 8' HOPE/ PVC	\$ 1,200.00	\$ 1,320.00	\$ 120.00		
Storm Sewer • 12" HOPE / PVC	\$ 13,140.00	\$ 14,454.00	\$ 1,314.00		
Storm Sewer • 12" RCP	\$ 15,912.00	\$ 17,503.20	\$ 1,591.20		
Storm Sewer • 18" RCP	\$ 4,160.00	\$ 4,576.00	\$ 416.00		
Storm Sewer • 24" RCP	\$ 25,415.00	\$ 27,956.50	\$ 2,541.50		
Storm Sewer • 30" RCP	\$ 21,945.00	\$ 24,139.50	\$ 2,194.50		
Underdrain • 4'	\$ 5,040.00	\$ 5,544.00	\$ 504.00		
Yard Dain • 12- Dia.	\$ 1,600.00	\$ 1,760.00	\$ 160.00		
Cleanout • 6" Dia.	\$ 1,800.00	\$ 1,980.00	\$ 180.00		
Hydro-Brake Vortex	\$ 2,000.00	\$ 2,200.00	\$ 200.00		
Hydrodynamic Separator	\$ 21,000.00	\$ 23,100.00	\$ 2,100.00		
Manhole • 4' Ola.	\$ 10,200.00	\$ 11,220.00	\$ 1,020.00		
Manhole • 5' Ola.	\$ 5,000.00	\$ 5,500.00	\$ 500.00		
Catch Basin - 2' Dia.	\$ 2,200.00	\$ 2,420.00	\$ 220.00		
Catch Basin- 4' Ola.	\$ 9,600.00	\$ 10,560.00	\$ 960.00		
Catch Basin • 6' Dia.	\$ 5,000.00	\$ 5,500.00	\$ 500.00		
Flared End Section • 30" Dia.	\$ 2,800.00	\$ 3,080.00	\$ 280.00		
Restrictor Structure Modifications	\$ 1,000.00	\$ 1,100.00	\$ 100.00		
Sanitary Manhole - 4' Dia.	\$ 15,600.00	\$ 17,160.00	\$ 1,560.00		
Sanitary Sewer -8" PVC	\$ 37,040.00	\$ 40,744.00	\$ 3,704.00		
Sanitary Sewer - 2" Force main	\$ 1,575.00	\$ 1,732.50	\$ 157.50		
Sanitary Sewer Sleeve - 12" PVC	\$ 2,800.00	\$ 3,080.00	\$ 280.00		
Trench Backfill - Sanitary	\$ 22,080.00	\$ 24,288.00	\$ 2,208.00		
Trench Backfill - Storm	\$ 13,650.00	\$ 15,015.00	\$ 1,365.00		
Total Cost Subject to LOC	\$ 427,737.00				
Amount of LOC (110% of total cost)		\$ 470,510.70			
Maintenance items Surety (10% of total cost)			\$ 42,773.70		
Surety for items retained at 100%				\$ -	
Total reduced/revised LOC					\$ 42,773.70



*At the Heart of Community*

COMMUNITY DEVELOPMENT DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

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

**MEMORANDUM**

Date: April 21, 2025

To: Ray Keller, Village Manager *PK*

From: Sarosh Saher, Community Development Director

CC: Colleen McCauley, Village Planner  
David Modrzejewski, Building Services Supervisor

Re: Zoning Variation for a Pool – 202 Mark Lane  
Mr. Jan Jozwiak of J.M.L.J. Construction Co. Inc. – Owner

MEMORANDUM  
6

**Issue**

Mr. Jan Jozwiak (the “Applicant” and “Owner”), has filed a zoning application for the property at 202 Mark Lane (the “*Subject Property*”). Specifically, the Applicant is seeking:

- Variation from Code Section 9-3-11.E.6.m, “Specified Structures and Uses in Required Yards; ...swimming pools” to allow for a Swimming Pool to be constructed within the Interior Side Yard.

**2014-2019 Strategic Plan.** This agenda item is consistent with the following objectives under Goal #2 – Development:

- Become more business friendly and customer oriented

**Analysis**

The Subject Property is located within the Village’s R-4 Residential District that provides for single-family homes. The R-4 zoning district requires that swimming pools cannot be placed within any required front yard, corner side yard, or interior side yard. In the case of the subject property, the above ground pool is proposed to be constructed within the interior side yard. The proposed pool will be located 40 feet from the rear lot line and approximately 29 feet from the interior side lot line. The proposed location will exceed the minimum rear setback requirement but require a variation to be located within the interior side yard.

Variation for a Pool – 202 Mark Lane  
April 21, 2025

The proposed in-ground pool measures 15 feet in width and 30 feet in length and will be surrounded by a brick patio on all sides, resulting in a total combined footprint of the pool and patio of 1,280 square feet. Due to the shallow depth of the rear yard and the existing wood deck on the property, constructing a code-compliant pool in the rear yard is not feasible. The existing wood deck is located 27.5 feet from the rear lot line, leaving insufficient space to accommodate the proposed pool and patio while maintaining the required 23-foot rear setback. Although the deepest point of the rear yard measures 51.25 feet, placing the pool and patio in this area would leave only 19.25 feet between the pool and the rear lot line—still necessitating a variation—and would position the pool uncomfortably close to the home, potentially creating drainage concerns.

Therefore, the applicant proposes to construct the pool entirely within the interior side yard, which is unusually wide due to the property's location along a cul-de-sac. This configuration provides ample space for the proposed pool dimensions while avoiding the constraints and complications associated with rear yard placement.

Pursuant to public notice published on March 29, 2025, in the Daily Herald, a public hearing has been scheduled with the Lake Zurich Planning & Zoning Commission for April 16, 2025, to consider the Application. On March 27, 2025, the Village posted a public hearing sign on the Subject Property (Exhibit B).

The video stream from the PZC meeting can be accessed via the link:  
<https://play.champds.com/lakezurichil/event/152>

A detailed evaluation and summary of the project can be found in the Staff Report that was provided to the Planning and Zoning Commission, which is a part of the attached Ordinance.

### **Recommendation**

At their meeting on April 16, 2025, the Planning and Zoning Commission recommended approval of the variation and provided its findings and conditions for approval. These findings are incorporated and made a part of the approval ordinance submitted to the Village Board for consideration, and subject to the following conditions for approval.

While staff indicated that there were remedies available to construct the pool without the need for a variation, these remedies do not provide reasonable use of the property through the functionality, utility and enjoyment that the Applicants sought with the proposed variation for the pool.

Staff therefore recommends approval of the ordinance with the following conditions:

1. Substantial conformance with the following documentation submitted as part of the application and subject to revisions required by Village Staff, Village Engineer, and any applicable governmental agencies:
  - a. Zoning Application and Cover Letter prepared by the Applicant Jan Jozwiak, builder and owner of 202 Mark Lane, dated March 12, 2025.

● Page 2

Variation for a Pool – 202 Mark Lane  
April 21, 2025

- b. Exhibit A: Legal Description of the Subject Property.
- c. Plat of Survey provided by Jan Jozwiak.
- d. Letters of Consent from neighbors dated March 12 and March 18, 2025.

2. The Applicant shall ensure that the proposed fence is installed to completely enclose the proposed swimming pool per the requirements of the building code. Additionally, the landscaping, as depicted in the submitted plan, is installed and maintained to provide effective visual screening from the adjacent property to the south. These elements must be installed concurrently with the swimming pool permit and kept in good condition to maintain their intended function.
3. As mitigation for the variance, the Applicant shall agree not to install any other structure within the interior side yard located between the swimming pool/brick patio and the southerly interior side lot line.
4. The development shall be in compliance with all other applicable codes and ordinances of the Village of Lake Zurich.
  - Approval Ordinance including the following exhibits
    - Exhibit A – Legal description of the property
    - Exhibit B – April 16, 2025 Staff Report and PZC final findings, recommendation and conditions

**VILLAGE OF LAKE ZURICH****ORDINANCE No. 2025-04-609**

**AN ORDINANCE GRANTING A VARIATION  
(202 Mark Lane - Swimming Pool)**

**WHEREAS**, Mr. Jan Jozwiak ("Applicant" and "Owner") filed an application with the Village of Lake Zurich dated March 12, 2025 ("PZC 2025-05") for the single-family residential property located at 202 Mark Lane ("Subject Property"), said Property legally described in Exhibit A, for zoning approval for a variation to allow for the construction of an in-ground swimming pool within the interior side yard setback for the Property; and

**WHEREAS**, said Property is located within the R-4 Single Family Residential Zoning District ("District") in the Village; and

**WHEREAS**, the Applicant has filed this request for zoning relief which was heard by the Lake Zurich Planning and Zoning Commission ("PZC"); and

**WHEREAS**, Applicant seeks a variation from the requirement of Section 9-3-11 of the Village of Lake Zurich Zoning Code ("Code") establishing the location on this Property in this R-4 Single Family Residential Zoning District for all swimming pools; and

**WHEREAS**, the R-4 Single Family Residential Zoning District further provides that swimming pools cannot be located within any required front yard, corner yard, or side yard; and

**WHEREAS**, due to the orientation of the house and the design of the lot, the allowable rear yard area and setback limitations for the Property, the proposed location in the side yard is the only possible location to construct the in-ground swimming pool; and

**WHEREAS**, Applicant seeks a variation from the required yard to construct the in-ground swimming pool within the side yard; and

**WHEREAS**, strict application of the required 23-foot rear yard setback to this Property would greatly reduce the size and utility of the in-ground swimming pool; and

**WHEREAS**, to reasonably locate the proposed swimming pool on the property, Applicant seeks to place the pool within the interior side yard, and in compliance with the Code regulations for the rear and side yards for this Property; and

**WHEREAS**, the swimming pool will be screened along the side and rear of the Property by a series of mature trees and a fence to minimize any adverse visual impact on neighboring property; and

**WHEREAS**, on March 27, 2025, the Village posted a public hearing sign on the Property and public notice of the public hearing was published on March 29, 2025, in the Daily Herald, for a public hearing scheduled with the PZC for April 16, 2025, to consider this Application; and

**WHEREAS**, the PZC conducted a public hearing on April 16, 2025, to consider the Applicant's request for a variation to allow the swimming pool to be constructed within the side yard as limited by Section 9-3-11 of the Code, for this Property, in this District, and did consider the application, documentation submitted and all of the facts and circumstances affecting the application, relative to those requirements and standards for variations set forth at Sections 9-17-2, 9-17-3 and 9-17-4 of the Code, as described in the report and recommendations set forth in the April 16, 2025 STAFF REPORT, consisting of 12 pages, those findings and recommendations of said STAFF REPORT adopted by the PZC as its own at its April 16, 2025 meeting, all 12 pages of said STAFF REPORT attached hereto as Exhibit B; and

**WHEREAS**, at its April 21, 2025 meeting, the Mayor and Board of Trustees considered the above referenced findings and recommendations of the PZC recommending the grant of this variation in order to afford the Applicant adequate functionality, utility and enjoyment of the proposed pool, and having considered all of the facts and circumstances affecting the application, and has determined that the application adequately meets the applicable standards in Sections 9-17-2, 9-17-3 and 9-17-4 of the Lake Zurich Zoning Code for the Property in this R-4 Single Family Residential Zoning District.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Lake Zurich, Lake County, Illinois, as follows:

**SECTION 1: ADOPTION AND INCORPORATION OF RECITALS.** The foregoing recitals, recommendations, drawings, exhibits and plans are incorporated herein as findings and requirements of the Mayor and Board of Trustees, and all Exhibits referenced herein are made a part of and incorporated into this Ordinance and related approvals, as further provided below.

**SECTION 2: GRANT OF VARIATION AND CONDITIONS.** The Mayor and Board of Trustees do hereby accept and adopt the recommendation of the PZC to grant the

variation requested by Applicant to construct the swimming pool within the side yard as restricted within Section 9-3-11 Paragraph E.6.m and, based upon all information and evidence presented to the PZC, approve and adopt the PZC recommendation to grant this variation for the Property subject to the following terms and conditions:

1. Substantial conformance with the following documentation submitted as part of the application and subject to revisions required by Village Staff, Village Engineer, and any applicable governmental agencies:
  - a. Zoning Application and Cover Letter prepared by the Applicant Jan Jozwiak, builder and owner of 202 Mark Lane, dated March 12, 2025.
  - b. Exhibit A: Legal Description of the Subject Property.
  - c. Plat of Survey provided by Jan Jozwiak.
  - d. Letters of Consent from neighbors dated March 12 and March 18, 2025.
2. The Applicant shall ensure that the proposed fence is installed to completely enclose the proposed swimming pool per the requirements of the building code. Additionally, the landscaping, as depicted in the submitted plan, is installed and maintained to provide effective visual screening from the adjacent property to the south. These elements must be installed concurrently with the swimming pool permit and kept in good condition to maintain their intended function.
3. As mitigation for the variance, the Applicant shall agree not to install any other structure within the interior side yard located between the swimming pool/brick patio and the southerly interior side lot line.
4. The development shall be in compliance with all other applicable codes and ordinances of the Village of Lake Zurich.

**SECTION 3: FINDINGS IN SUPPORT OF VARIATION.** The findings and recommendation of the PZC, based upon its consideration of staff reports and filings provided to the PZC, are hereby accepted by the Board and adopted as its own, based upon all available information from both the PZC hearing and the discussions taking place at the PZC and Board meeting and shall be made a part of the official record for the application.

**SECTION 4: COMPLIANCE WITH ORDINANCE AND ALL CODES.** Except as otherwise specifically provided in writing in advance by the Village, no work may be commenced on the Property pursuant to the approval granted in this Ordinance until all conditions precedent of this Ordinance and Code requirements for such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.

**SECTION 5: SEVERABILITY.** 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 6: *CONFLICTS*. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 7: *EFFECTIVE DATE*. This Ordinance shall be in full force and effect upon its passage and approval and publication, as provided by law.

PASSED this \_\_\_\_\_ day of April, 2025.

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_\_ day of April, 2025.

ATTEST:

\_\_\_\_\_  
Thomas Poynton, Village President

\_\_\_\_\_  
Kathleen Johnson, Village Clerk

**EXHIBIT A**  
**Legal Description of Property**

LOT 11 OF LAKE ZURICH SUNSET SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 43 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT SAID LOT 11; THENCE SOUTH 67 DEGREES 10 MINUTES 44 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 51 DEGREES 39 MINUTES 39 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 105.15 FEET TO THE SOUTHWEST CORNER OF SAID LOT 11; THENCE NORTH 00 DEGREES 19 MINUTES 47 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 11 A DISTANCE OF 24.50 FEET; THENCE NORTH 71 DEGREES 28 MINUTES 49 SECONDS EAST 42.19 FEET; THENCE NORTH 57 DEGREES 19 MINUTES 52 SECONDS EAST 50.62 FEET TO THE POINT OF BEGINNING, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 2006 AS DOCUMENT NO. 6086284 IN LAKE COUNTY, ILLINOIS.

Common Street Address: 202 Mark Lane  
Property Index Number (PIN): 14-08-402-036

**EXHIBIT B**

Staff Report and PZC Findings Dated April 16, 2025 along with  
Development Application and attachments



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COMMUNITY DEVELOPMENT DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

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**APPLICATION PZC 2025-05**  
**PZC Hearing Date: April 16, 2025**

**AGENDA ITEM 4.B**

**STAFF REPORT**

To: Chairperson Stratman and Members of the Planning & Zoning Commission

From: Sarosh Saher, Community Development Director

CC: Colleen McCauley, Village Planner  
David Modrzejewski, Building Services Supervisor

Date: April 16, 2025

Re: PZC 2025-05 Zoning Variation for Pool at 202 Mark Lane

**SUBJECT**

Mr. Jan Jozwiak (the “Applicant” and “Owner”) requests a Variation from Zoning Code Section 9-3-11.E.6.m, entitled “Specified Structures and Uses in Required Yards; ...swimming pools,” to allow for the construction of an in-ground swimming pool in the interior side yard at the property commonly known as 202 Mark Lane, legally described in Exhibit A attached hereto (the “Subject Property”).

**GENERAL INFORMATION**

Requested Action: Variation

Current Zoning: R-4 Single Family Residential District

Current Use: Single Family Home

Property Location: 202 Mark Lane

Applicant and Owner: Mr. Jan Jozwiak of J.M.L.J. Construction Co. Inc.

Staff Coordinator: Colleen McCauley, Village Planner

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

### **LIST OF EXHIBITS**

- A. Legal Description
- B. Public Hearing Sign
- C. Site Photos
- D. Aerial Map
- E. Zoning Map
- F. Parcel Map
- G. Development Application and Attachments
- H. Development Review Comments

### **BACKGROUND**

Mr. Jan Jozwiak (the “Applicant”), is the builder and owner of the property located at 202 Mark Lane, and legally described in Exhibit A attached hereto (the “Subject Property”). The Applicant filed an application with the Village of Lake Zurich received on March 18, 2025 (the “Application”) seeking:

- Variation from Code Section 9-3-11.E.6.m, “Specified Structures and Uses in Required Yards; ...swimming pools” to allow for a Swimming Pool to be constructed within the Interior Side Yard.

The Subject Property is located within the Village’s R-4 Single-family Residential District that provides for single-family homes. Pursuant to the zoning regulations for residential districts, swimming pools are not permitted within front, corner side, or interior side yards. Additionally, any swimming pool must be located entirely within the rear yard and maintain a minimum setback of 23 feet from the rear lot line. In this case, the petitioner is requesting a variation to allow the construction of an in-ground swimming pool entirely within the interior side yard. The proposed pool will be located 40 feet from the rear lot line and approximately 29 feet from the interior side lot line. The proposed location will exceed the minimum rear setback requirement but require a variation to be located within the interior side yard.

The proposed in-ground pool measures 15 feet in width and 30 feet in length and will be surrounded by a brick patio on all sides, resulting in a total combined footprint of the pool and patio of 1,280 square feet. Due to the shallow depth of the rear yard and the existing wood deck on the property, constructing a code-compliant pool in the rear yard is not feasible. The existing wood deck is located 27.5 feet from the rear lot line, leaving insufficient space to accommodate the proposed pool and patio while maintaining the required 23-foot rear setback. Although the deepest point of the rear yard measures 51.25 feet, placing the pool and patio in this area would leave only 19.25 feet between the pool and the rear lot line—still necessitating a variation—and would position the pool uncomfortably close to the home, potentially creating drainage concerns.

As an alternative, the applicant proposes to construct the pool entirely within the interior side yard, which is unusually wide due to the property’s location along a cul-de-sac. This configuration provides ample space for the proposed pool dimensions while avoiding the constraints and complications associated with rear yard placement.

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

The property owners will obtain all necessary clearances from utility companies prior to the installation of the in-ground pool in the interior side yard. There are no Village utility easement restrictions or grading concerns that would prohibit construction in this area. At its closest points to pertinent lot lines, the proposed pool and patio will be located as follows:

- From the Interior Side lot line: Approximately 29 feet from the interior side lot line; outside of the 5-foot utility and drainage easement and 10-foot interior side yard setback;
- From the Rear Lot line: 28 feet from the rear lot line, outside of the 20-foot utility and drainage easement at the rear of the property and outside of the 23-foot rear yard setback.

As such, the proposed location meets all applicable easement and grading requirements.

In compliance with building code requirements for safety, a 5-foot-high metal fence will be installed around the portion of the yard containing the pool and patio. To supplement the fence and provide visual screening from the street, evergreen trees will be planted. These will offer year-round screening coverage from the street. Furthermore, existing landscaping, including trees and shrubs, located in the southwest portion of the lot provides some screening from the neighboring property at 1194 Sycamore Drive.

Pursuant to public notice published on March 29, 2025, in the Daily Herald, a public hearing has been scheduled with the Lake Zurich Planning & Zoning Commission for April 16, 2025, to consider the Application. On March 27, 2025, the Village posted a public hearing sign on the Subject Property (Exhibit B).

Staff offers the following additional information:

- A. Courtesy Review.** Due to the low impact of this project, courtesy review was not recommended.
- B. Zoning History.** The property is located on Lot 11 within the Lake Zurich Sunset Subdivision, which was annexed into the Village of Lake Zurich in 2006. Construction of the subdivision began in 2008, and the Subject Property received its final occupancy in March of this year. The subdivision is nearly complete, with the majority of the lots now developed with single-family homes.
- C. Surrounding Land Use and Zoning.** The subject property is zoned within the R-4 single family residential district. Properties to the east, north and south are also zoned R-4 and are developed with residences within the Sunset Subdivision, which were constructed between 2008 and 2025. The lot to the north is similarly zoned but is undeveloped at this time. To the west, outside the Sunset Subdivision, properties are located in unincorporated Lake County and are developed with single family homes.
- D. Trend of Development.** The residence at 202 Mark Lane completed construction and received final occupancy in March of 2025. It is a two-story home and is similar to other homes in the subdivision that were constructed between 2008 and 2025.

**Staff Report**  
**APPLICATION PZC 2025-05**

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**PZC Hearing Date: April 16, 2025**

**E. Zoning District.** The zoning code provides for four (4) districts for single-family residential development, each accommodating varying densities of housing. The R-1/2 and R-3 districts permit lower-density residential use with larger lot sizes, while the R-4 district allows for slightly higher-density residential use on smaller lots. The R-5 district permits the highest density of single-family homes and the smallest lot sizes.

Taken as a whole, the residential district regulations are intended to preserve established neighborhoods and encourage new residential development, but only in a manner consistent with the overall character of the village.

**F. General provisions for the granting of variations.** The purpose of the variation procedure is intended to provide a narrowly circumscribed means by which relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties or particular hardships for which no other remedy is available.

Section 9-17-3 entitled “Authorized Variations” provides a list of the zoning code provisions that may be varied by authority of the Village Board. The requested variation is an authorized variation.

## **GENERAL FINDINGS**

Staff of the Community Development Department’s development review team has evaluated the development against the various standards and provisions of the Lake Zurich Municipal Code and offers findings on the following specific sections of the Code.

### **9-17-4: STANDARDS FOR VARIATIONS.**

**A. General Standard:** No variation shall be granted pursuant to this chapter unless the applicant shall establish that carrying out the strict letter of the provisions of this zoning code would create a particular hardship or a practical difficulty. Such a showing shall require proof that the variation being sought satisfies each of the standards set forth in this section.

**Staff Response: Standard met. The applicant has demonstrated a practical difficulty in constructing an in-ground pool in compliance with the zoning code. Due to the configuration of the lot and the shallow depth of the rear yard, there is no feasible location on the property where a pool of the desired dimensions could be constructed without encroaching into the required 23-foot rear yard setback. Placing the pool adjacent to the home would not only violate this setback but could also create drainage issues due to its proximity to the structure. In contrast, the property's unusually wide interior side yard, resulting from its location on a cul-de-sac, provides the only practical location for the in-ground pool and accompanying brick patio.**

**B. Unique Physical Condition:** The subject property is exceptional as compared to other lots subject to the same provision by reason of a unique physical condition, including presence of an existing use or structure, whether conforming or nonconforming; irregular or

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

substandard shape or size; exceptional topographical features; or other extraordinary physical conditions peculiar to and inherent in the subject property that amount to more than a mere inconvenience to the owner and that relate to or arise out of the lot rather than the personal situation of the current owner of the lot.

**Staff Response: Standard met. The subject property presents a unique physical condition by virtue of its irregular shape and size that distinguishes it from other lots subject to the same zoning provision. Specifically, the existing wood deck is located 27.54 feet from the rear lot line, significantly limiting the available space in the rear yard for a compliant in-ground pool. Given the required 23-foot rear yard setback, the proposed pool and accompanying brick patio cannot fit within the rear yard at the desired dimensions without encroaching into the setback.**

**Additionally, the lot benefits from an unusually deep interior side yard due to its location along a cul-de-sac. This configuration creates a spacious area for the proposed pool. With the inclusion of proper screening, this allows an aesthetically appropriate location for in-ground pool.**

- C. **Not Self-Created:** The aforesaid unique physical condition is not the result of any action or inaction of the owner, or of the owner's predecessors in title and known to the owner prior to acquisition of the subject property, and existed at the time of the enactment of the provisions from which a variation is sought or was created by natural forces or was the result of governmental action, other than the adoption of this zoning code, for which no compensation was paid.

**Staff Response: Standard partially met. While the subject property's unique lot configuration results from the Applicant's design of the subdivision lot along the cul-de-sac, it was not specifically intended to create a hardship. The lot meets the required minimum rear yard setback of 30 feet in the R-4 single family residential district. However, the presence of the existing wood deck, constructed as part of the home's original design, further restricts the usable area in the rear yard for a compliant pool installation.**

**Although the physical conditions affecting pool placement are partially attributable to the owner's design choices, they also arise from the natural constraints of fitting a home, deck, and outdoor amenities on a cul-de-sac lot with irregular dimensions. As such, the difficulty is not solely self-created but is a combination of design and inherent lot characteristics.**

- D. **Denied Substantial Rights:** The carrying out of the strict letter of the provision from which a variation is sought would deprive the owner of the subject property of substantial rights commonly enjoyed by owners of other lots subject to the same provision.

**Staff Response: Standard met. The owner is requesting a 15 foot by 30 foot in-ground pool. Strict application of the zoning code would prevent the installation of the pool due to dimensional limitations unique to this lot, effectively denying the owner a**

**Staff Report**  
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**Community Development Department**  
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**substantial right that is commonly enjoyed by other residents. The proposed location in the interior side yard represents the only practical option to accommodate the pool without compromising its intended function or size.**

E. **Not Merely Special Privilege:** The alleged hardship or difficulty is not merely the inability of the owner or occupant to enjoy some special privilege or additional right not available to owners or occupants of other lots subject to the same provision, nor merely an inability to make more money from the use of the subject property; provided, however, that where the standards herein set out exist, the existence of an economic hardship shall not be a prerequisite to the grant of an authorized variation.

**Staff Response: Standard met. The hardship does not involve the inability of the owner to enjoy any special privilege in using the property. Granting the variation will allow the current owners to enjoy a swimming pool that is traditional and customary to the enjoyment and use of a residential property.**

F. **Code and Plan Purposes:** The variation would not result in a use or development of the subject property that would be not in harmony with the general and specific purposes for which this zoning code and the provision from which a variation is sought were enacted or the general purpose and intent of the official comprehensive plan.

**Staff Response: Standard met. The requested variation will not alter the residential use of the subject property and remains consistent with the intent of the zoning code and the Village's Comprehensive Plan. The proposed in-ground pool, brick patio, and associated improvements are compatible with the surrounding residential character and will not negatively impact the overall development pattern of the neighborhood. Furthermore, the property has been designed to accommodate overland stormwater drainage through designated easements along the rear and side lot lines. The proposed location of the pool and patio lies outside of these easement areas, ensuring continued compliance with the property's drainage plan.**

G. **Essential Character of the Area:** The variation would not result in a use or development on the subject property that:

1. **Detrimental to Enjoyment:** Would be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development, or value of property or improvements permitted in the vicinity; or

**Staff Response: Standard met. Granting of the variation will not create a negative effect on public welfare, enjoyment, development, or value of property if the Applicant is granted the requested variation.**

2. **Light and Air:** Would materially impair an adequate supply of light and air to the properties and improvements in the vicinity; or

**Staff Response: Standard met. The granting of the variation will not impair the supply of light or air to the subject property or neighboring properties.**

**Staff Report**  
**APPLICATION PZC 2025-05**

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**The proposed in-ground pool, surrounding brick patio, and required safety fence will all comply with applicable building codes. Additionally, landscaping will be installed to screen the pool without affecting light or air circulation. The pool and associated improvements are low in profile and designed in accordance with modern construction standards, ensuring minimal impact on adjacent properties.**

3. **Congestion**: Would substantially increase congestion in the public streets due to traffic or parking; or

**Staff Response: Standard met. Granting of the variation would not increase any congestion due to traffic or parking as the land use of the property is not being changed.**

4. **Flood or Fire**: Would unduly increase the danger of flood or fire; or

**Staff Response: Standard met. The proposed in-ground pool will conform to current building codes.**

5. **Tax Public Facilities**: Would unduly tax public utilities and facilities in the area

**Staff Response: Standard met. Granting of the variation would not cause the property to tax public utilities or facilities in the area other than what is currently caused by the use and function of the existing residence and the traditional customary water usage of a pool, charges and fees for which are being borne by the property owner.**

6. **Endangerment**: Would endanger the public health or safety.

**Staff Response: Standard met. The proposed variation will not endanger public health, safety, or welfare. The 15-foot by 30-foot in-ground pool will be surrounded by a metal 5-foot-tall self-latching fence, as required by the building code, to ensure safety and restrict unauthorized access. Additionally, at the time of permitting, it will be verified that the rear door of the home is equipped with an alarm to alert the homeowner when the backyard is accessed, providing an added layer of protection. All safety measures will be reviewed and enforced through the building permit process in accordance with applicable codes.**

- H. **No Other Remedy**: There is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property.

**Staff Response: Standard partially met. The applicant has stated that the requested variation is the only practical way to construct an in-ground pool at the desired dimensions while maintaining the intended level of functionality, utility, and enjoyment. While a smaller pool could potentially be positioned in the northwest portion of the lot, it would still be constrained by the required 23-foot rear yard**

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

setback and 15-foot interior side yard requirement. These limitations would significantly reduce the usable area, potentially eliminate the proposed brick patio, and diminish the overall utility of the space.

Although a smaller, code-compliant option may exist, it would not reasonably accommodate the applicant's intended use of the property, and therefore may not offer a sufficient or practical alternative to the requested variation.

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

**RECOMMENDATION**

The recommendation of the Planning and Zoning Commission should be based on the standards included in the following Sections of the Lake Zurich Municipal Code:

- Section 9-17-4: Standards for Variations

Section 9-17-5 entitled “Variation less than requested” provides the PZC with the option of granting a variation less than or different from that requested when the record supports the applicant's right to some relief but not to the relief requested.

Based on the review of the standards for approval which have been met with the exception of Standards C and H, staff recommends that the Planning and Zoning Commission make these standards a part of the official record of the Application.

1. Substantial conformance with the following documentation submitted as part of the application and subject to revisions required by Village Staff, Village Engineer, and any applicable governmental agencies:
  - a. Zoning Application and Cover Letter prepared by the Applicant Jan Jozwiak, builder and owner of 202 Mark Lane, dated March 12, 2025.
  - b. Exhibit A: Legal Description of the Subject Property.
  - c. Plat of Survey provided by Jan Jozwiak.
  - d. Letters of Consent from neighbors dated March 12 and March 18, 2025.
2. The Applicant shall ensure that the proposed fence is installed to completely enclose the proposed swimming pool per the requirements of the building code. Additionally, the landscaping, as depicted in the submitted plan, is installed and maintained to provide effective visual screening from the adjacent property to the south. These elements must be installed concurrently with the swimming pool permit and kept in good condition to maintain their intended function.
3. As mitigation for the variance, the Applicant shall agree not to install any other structure within the interior side yard located between the swimming pool/brick patio and the southerly interior side lot line.
4. The development shall be in compliance with all other applicable codes and ordinances of the Village of Lake Zurich.

Respectfully Submitted,  
 Colleen McCauley, Village Planner

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

**LAKE ZURICH PLANNING & ZONING COMMISSION**  
**FINAL FINDINGS & RECOMMENDATIONS**

**202 MARK LANE**  
**April 16, 2025**

The Planning & Zoning Commission recommends approval of Application **PZC 2025-05**, and the Planning & Zoning Commission adopts the findings as contained within the Staff Report dated **April 16, 2025** for this Application and subject to any changes or approval conditions as listed below:

1. Substantial conformance with the following documentation submitted as part of the application and subject to revisions required by Village Staff, Village Engineer, and any applicable governmental agencies:
  - a. Zoning Application and Cover Letter prepared by the Applicant Jan Jozwiak, builder and owner of 202 Mark Lane, dated March 12, 2025.
  - b. Exhibit A: Legal Description of the Subject Property.
  - c. Plat of Survey provided by Jan Jozwiak.
  - d. Letters of Consent from neighbors dated March 12 and March 18, 2025.
2. The Applicant shall ensure that the proposed fence is installed to completely enclose the proposed swimming pool per the requirements of the building code. Additionally, the landscaping, as depicted in the submitted plan, is installed and maintained to provide effective visual screening from the adjacent property to the south. These elements must be installed concurrently with the swimming pool permit and kept in good condition to maintain their intended function.
3. As mitigation for the variance, the Applicant shall agree not to install any other structure within the interior side yard located between the swimming pool/brick patio and the southerly interior side lot line.
4. The development shall be in compliance with all other applicable codes and ordinances of the Village of Lake Zurich.

Without any further additions, changes, modifications and/or approval conditions.  
 With the following additions, changes, modifications and/or approval conditions:

Planning & Zoning Commission Chairman

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

**EXHIBIT A**  
**LEGAL DESCRIPTION OF SUBJECT PROPERTY**

LOT 11 OF LAKE ZURICH SUNSET SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 43 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT SAID LOT 11; THENCE SOUTH 67 DEGREES 10 MINUTES 44 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 51 DEGREES 39 MINUTES 39 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 105.15 FEET TO THE SOUTHWEST CORNER OF SAID LOT 11; THENCE NORTH 00 DEGREES 19 MINUTES 47 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 11 A DISTANCE OF 24.50 FEET; THENCE NORTH 71 DEGREES 28 MINUTES 49 SECONDS EAST 42.19 FEET; THENCE NORTH 57 DEGREES 19 MINUTES 52 SECONDS EAST 50.62 FEET TO THE POINT OF BEGINNING, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 2006 AS DOCUMENT NO. 6086284 IN LAKE COUNTY, ILLINOIS.

Common Street Address: 202 Mark Lane  
Property Index Number (PIN): 14-08-402-036

**Staff Report**  
**APPLICATION PZC 2025-05**

**Community Development Department**  
**PZC Hearing Date: April 16, 2025**

**EXHIBIT B**

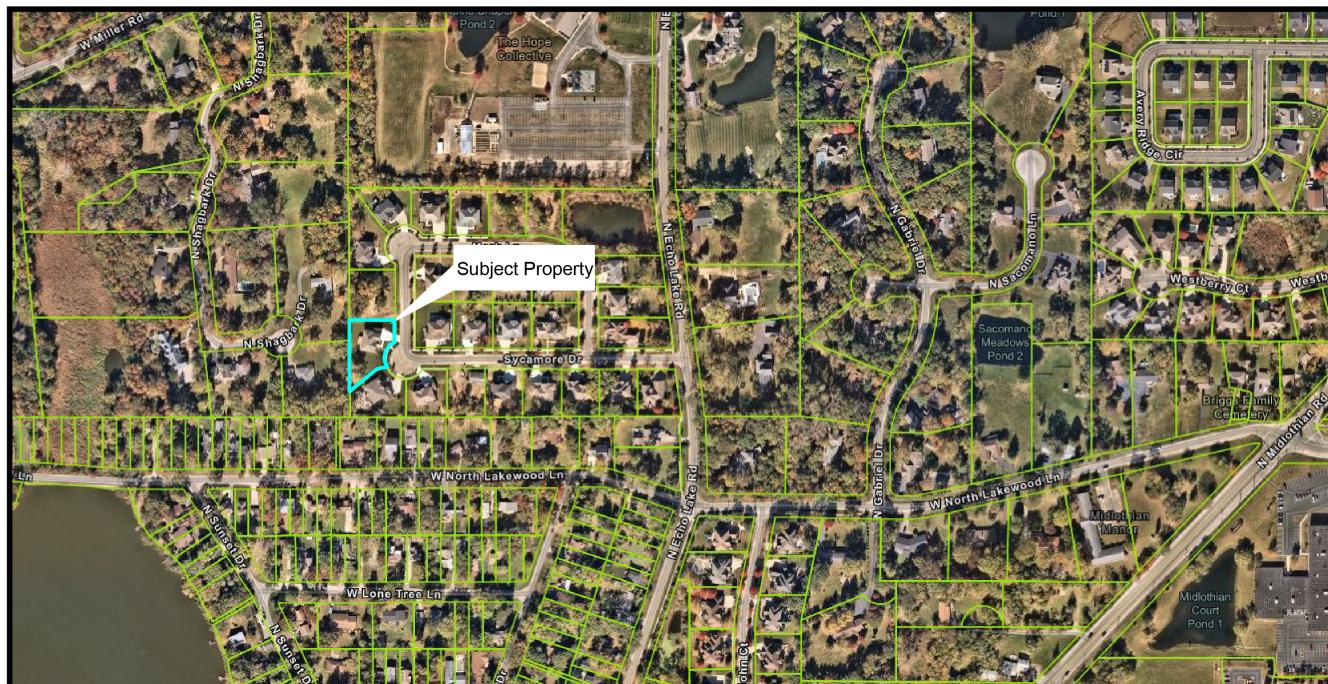
**PUBLIC HEARING SIGN PRESENT AT SUBJECT PROPERTY**





# 202 Mark Lane

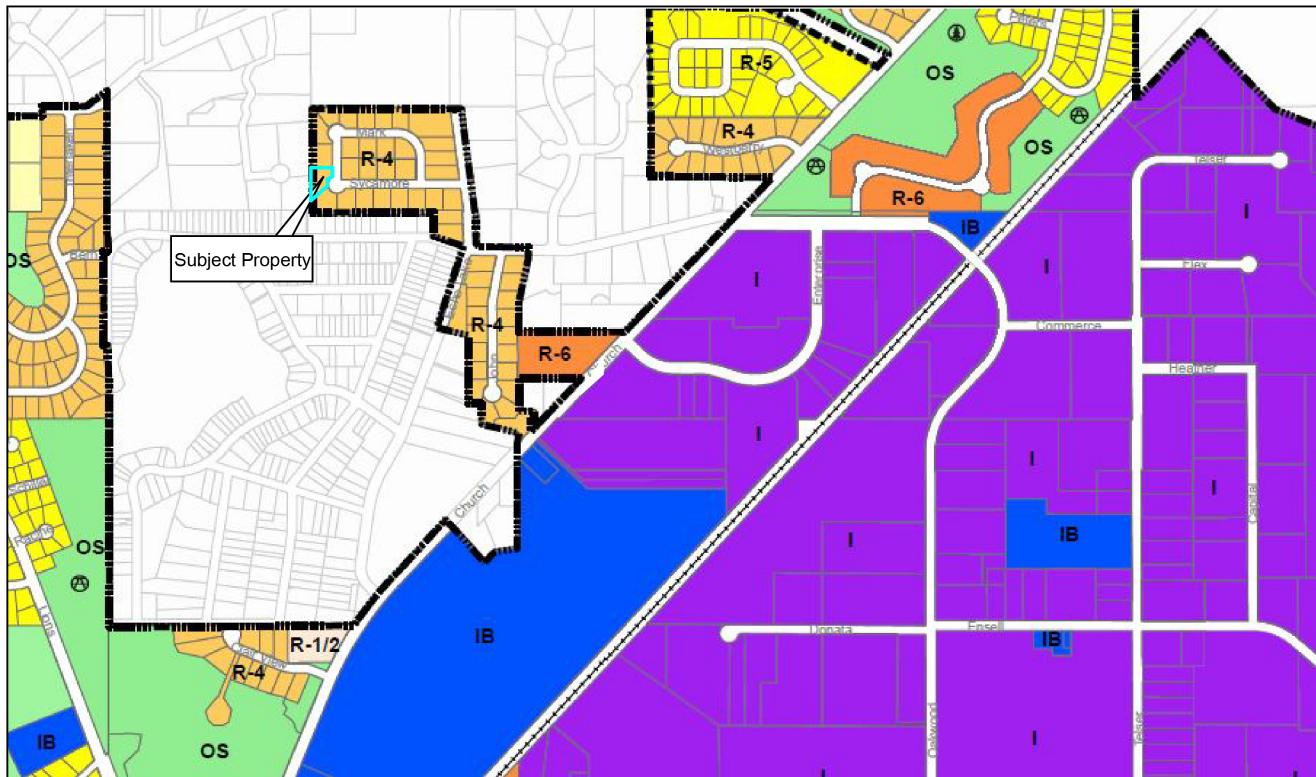
Swimming Pool Variation





# 202 Mark Lane

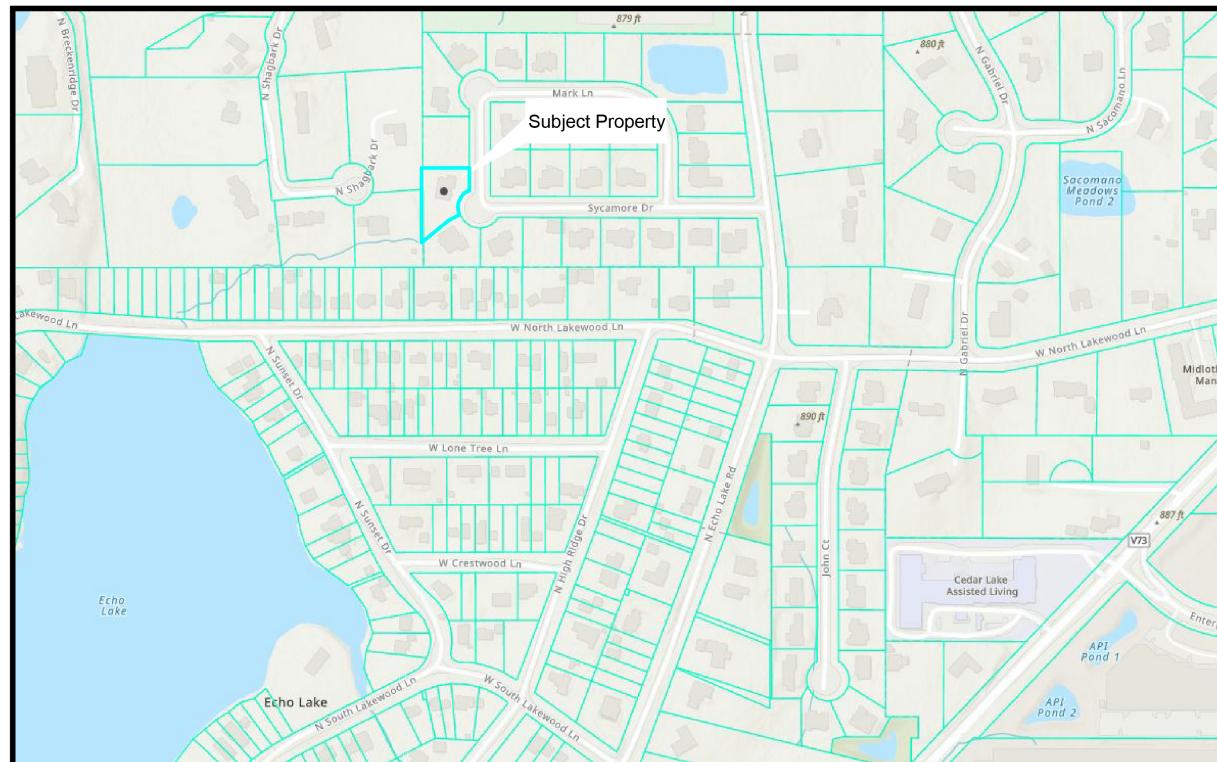
Outside Stairway Variation





# 202 Mark Lane

Swimming Pool Variation





Date Submitted: 03/12/2025

**ZONING APPLICATION**

Community Development Department  
505 Telser Rd.  
Lake Zurich, IL 60047  
Phone: (847) 540-1696  
Fax: (847) 540-1769

(Please Type or Print)

1. Address of Subject Property: 202 Mark Lane, Lake Zurich, IL 60047
2. Please attach complete legal description
3. Property Identification number(s): 14-08-402-036
4. Owner of record is: J.M.L.J. Construction Co. Inc. Phone: (847) 710-0367  
E-Mail jmljconstruction@gmail.com Address: 30 Brierwoods Lane, Lake Zurich, IL 60047
5. Applicant is (if different from owner): N/A Phone: N/A  
E-Mail N/A Address: N/A
6. Applicant's interest in the property (owner, agent, realtor, etc.): Jan Jozwiak, builder & owner.
7. All existing uses and improvements on the property are: Residential single family home.  
New construction, under contract.
8. The proposed uses on the property are: I am seeking a variance for my buyer client to build a 15'x30' pool at the rear left-side of the home. This is a half-acre lot located on a cul-de-sac so it is uniquely shaped.
9. List any covenants, conditions, or restrictions concerning the use, type of improvements, setbacks, area, or height requirements placed on the Subject Property and now of record and the date of expiration of said restrictions:  
The current pool rules and restrictions state that a pool "cannot be placed within any required front yard, corner yard, or side yard". I am seeking a variance to allow the pool to be installed at the rear left-side of the home.
10. Describe any contract or agreement of any nature relevant to the sale or disposal of the Subject Property:  
This property is under contract in the MLS and I am seeking a variance on behalf of my buyer client.
11. For applications requiring a public hearing, please attach a list which contains the PIN, owner, and owner's mailing address of all properties located within 250 feet (excluding all Public Right-of-Ways) of the Subject Property.

THE APPLICANT'S SIGNATURE BELOW INDICATES THE INFORMATION CONTAINED IN THIS APPLICATION AND ON ANY ACCOMPANYING DOCUMENTS IS TRUE AND CORRECT.

THE APPLICANT ALSO ACKNOWLEDGES IF THE CONSULTANT EXPENSES EXCEED THE INITIAL ESCROW DEPOSIT, THE APPLICANT WILL REIMBURSE THE ACCOUNT IMMEDIATELY.

JAN JOZWIAK  
(Name of applicant)

Kay Horwitz  
(Signature of applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Nadine J. Gerling  
(Notary Public)



7/3/28

(Name of Owner, if different)

(Signature of Owner, if different)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
(Notary Public)

My Commission Expires \_\_\_\_\_

To:  
Mr. Orlando Stratman  
Chairperson of the Planning & Zoning Commission  
Lake Zurich, IL 60047

Regarding:  
Pool Variance  
202 Mark Lane  
Lake Zurich, IL 60047

Dear Mr. Stratman and Commissioners,

I am seeking a pool variance for my property at 202 Mark Lane, Lake Zurich IL on behalf of my buyer client who I am under contract with for this new construction home.

The current pool rules and restrictions state that a pool "cannot be placed within any required front yard, corner yard, or side yard". I am seeking a variance to allow a pool to be installed at the rear left-side of the home. The home is located on a cul-de-sac that makes for a unique situation of outdoor area space for the home. This lot is one of the largest in the Lake Zurich Sunset subdivision. It is just shy of a half-acre. I believe that with the installation of the required fence and professional landscaping, this project will have great visual appeal for the neighborhood. Please reference the rendering and plat of survey provided.

Respectfully,



Jan Jozwiak  
J.M.L.J. Construction Co. Inc.  
202 Mark Lane  
Lake Zurich, IL 60047



Letter of Consent from Adjoining Neighbors

I, Shaun Gravish, am the legal owner of property located at  
1194 Sycamore Dr which is an adjoining property to the  
petitioner's address: 202 Mark Lane, Lake Zurich, IL 60047.

I am aware that a variation to install a pool is being applied for at the subject property and I have reviewed the plans as presented to me by Jan Jozwiak of J.M.L.J. Construction Co. Inc. for the proposed project plan.

I have no objection to granting my consent for their requested variation in order to install a pool.

Shaun Gravish  
1194 Sycamore Dr.

Neighbor Name & Address

 3/18/15

Neighbor Signature & Date

Letter of Consent from Adjoining Neighbors

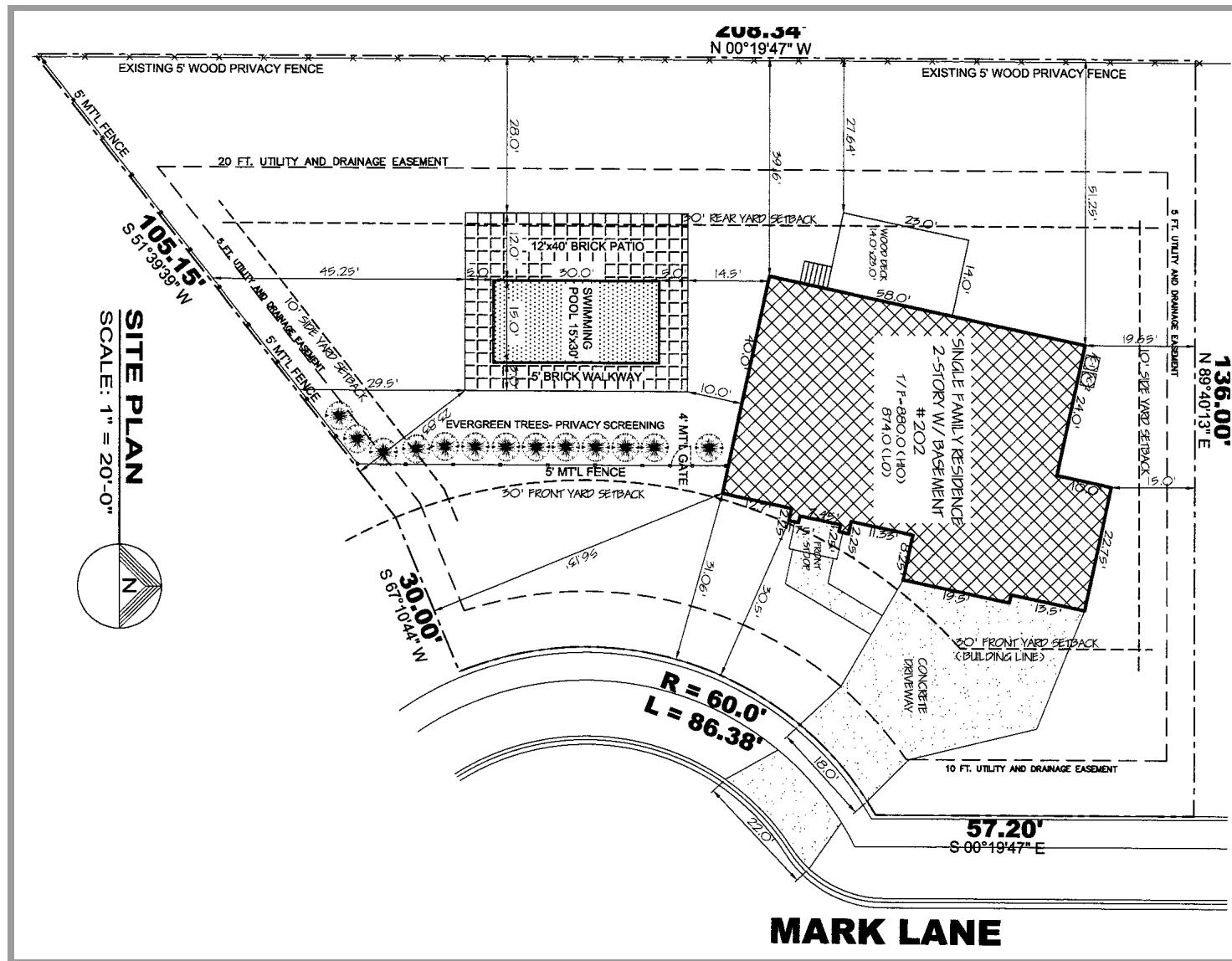
I, J.M.L.J. Construction Co. Inc., JAN JOZWIAK am the legal owner of property located at 210 MARK LANE LAKE ZURICH, IL 60047 which is an adjoining property to the petitioner's address: 202 Mark Lane, Lake Zurich, IL 60047.

I am aware that a variation to install a pool is being applied for at the subject property and I have reviewed the plans as presented to me by Jan Jozwiak of J.M.L.J. Construction Co. Inc. for the proposed project plan.

I have no objection to granting my consent for their requested variation in order to install a pool.

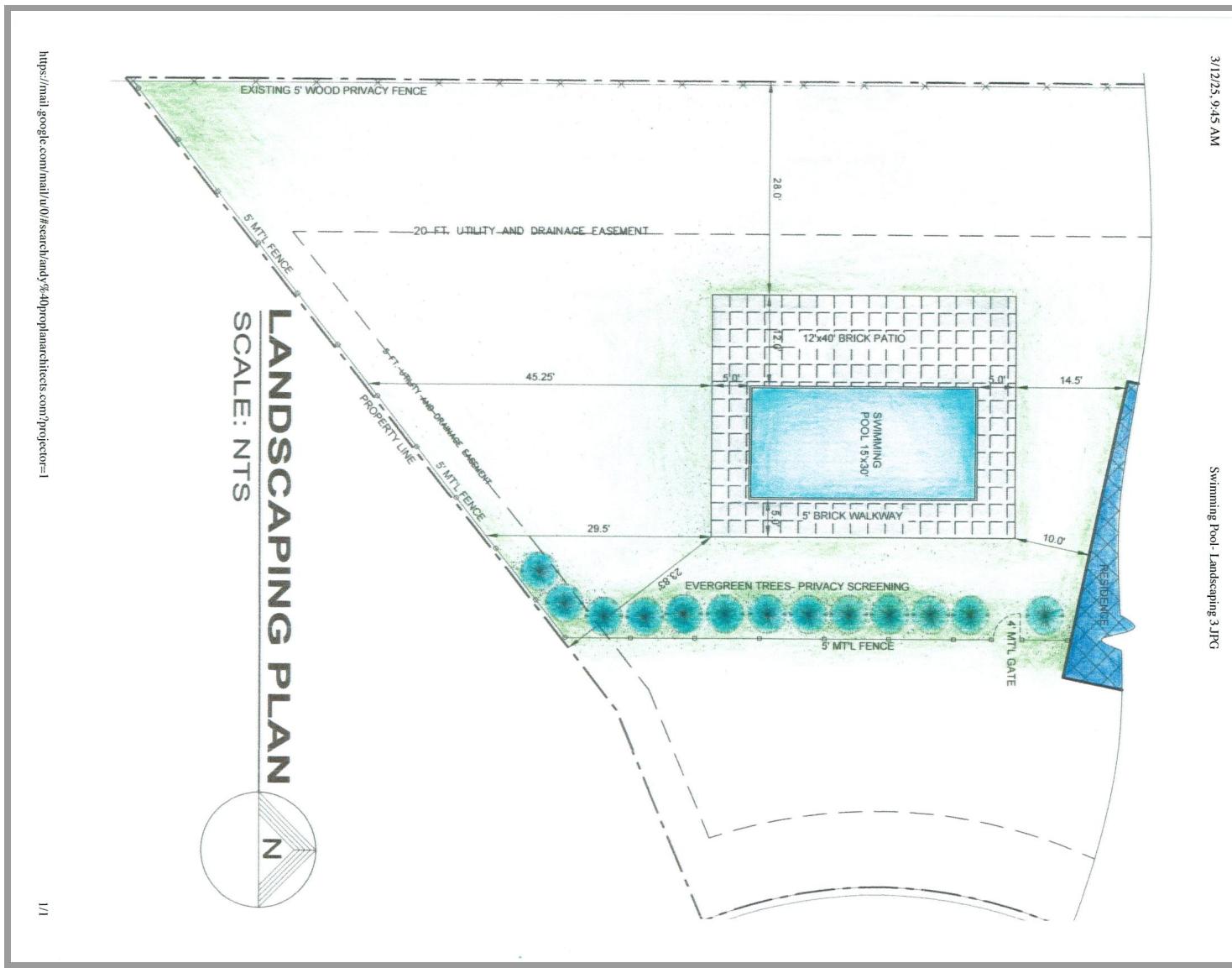
J.M.L.J. construction Co. Inc.  
JAN JOZWIAK  
\_\_\_\_\_  
Neighbor Name & Address  
210 MARK LN. LAKE ZURICH, IL.

Jan Jozwiak 03/22/2025  
\_\_\_\_\_  
Neighbor Signature & Date



3/12/25, 9:45 AM

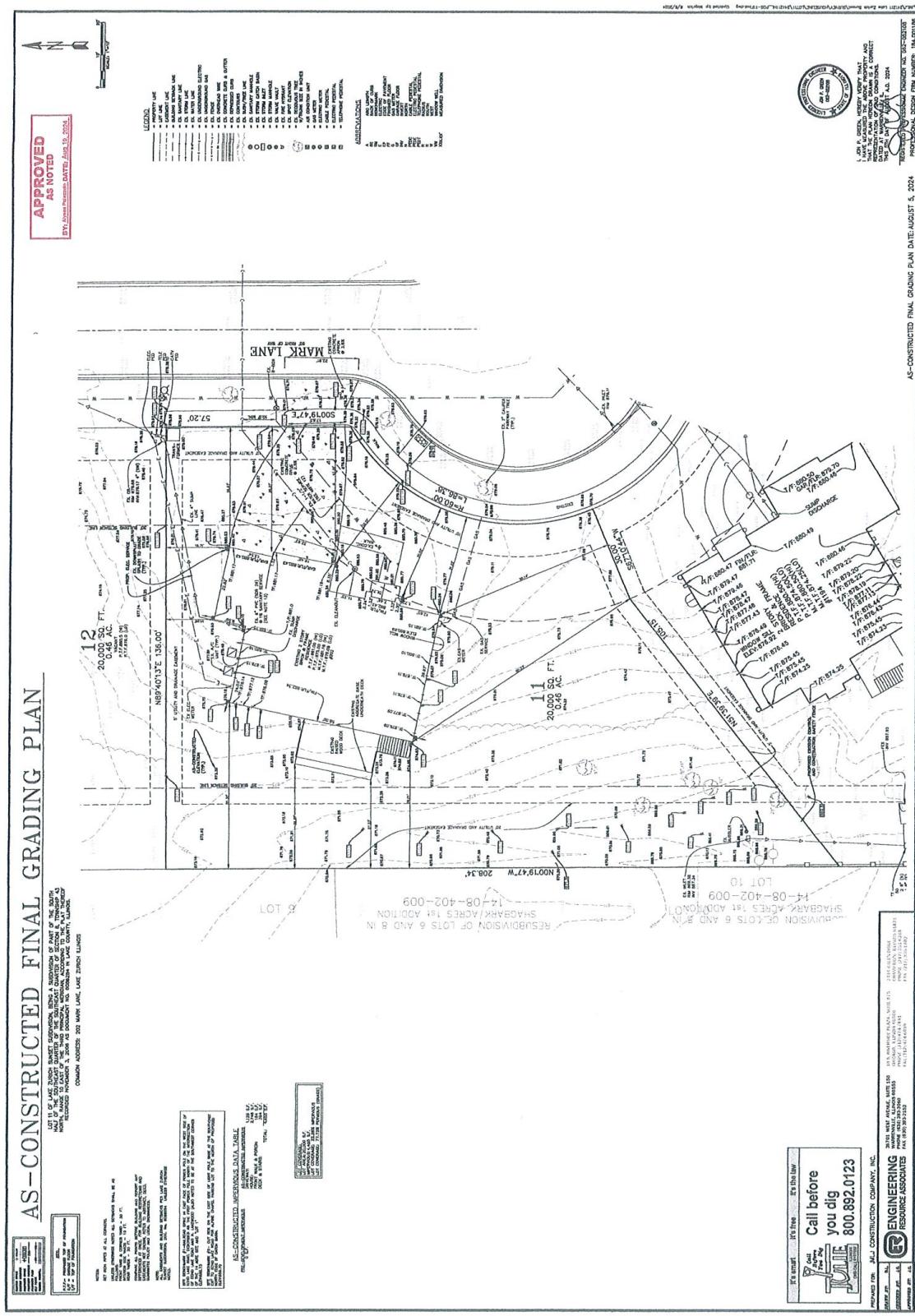
Swimming Pool- Landscaping 3.JPG



<https://mail.google.com/mail/u/0/#search/andy%40proplanarchitects.com?projector=1>

1/1





LEGAL DESCRIPTION  
202 MARK LANE, LAKE ZURICH, IL, 60047

LOT 11 OF LAKE ZURICH SUNSET SUBDIVISION, BEING A SUBDIVISION OF PART OF  
THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF  
SECTION 8, TOWNSHIP 43 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL  
MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 2006 AS  
DOCUMENT NO. 6086284 IN LAKE COUNTY, ILLINOIS.

COMMON ADDRESS: 202 MARK LANE, LAKE ZURICH ILLINOIS

**PARCEL SWAP**

THAT PART OF LOT 11 OF LAKE ZURICH SUNSET SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 43 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 11; THENCE SOUTH 67 DEGREES 10 MINUTES 44 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 51 DEGREES 39 MINUTES 39 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 105.15 FEET TO THE SOUTHWEST CORNER OF SAID LOT 11; THENCE NORTH 00 DEGREES 19 MINUTES 47 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 11 A DISTANCE OF 24.50 FEET; THENCE NORTH 71 DEGREES 28 MINUTES 49 SECONDS EAST 42.19 FEET; THENCE NORTH 57 DEGREES 19 MINUTES 52 SECONDS EAST 50.62 FEET TO THE POINT OF BEGINNING, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 2006 AS DOCUMENT NO. 6086284 IN LAKE COUNTY, ILLINOIS.

**1194 Sycamore Drive:**

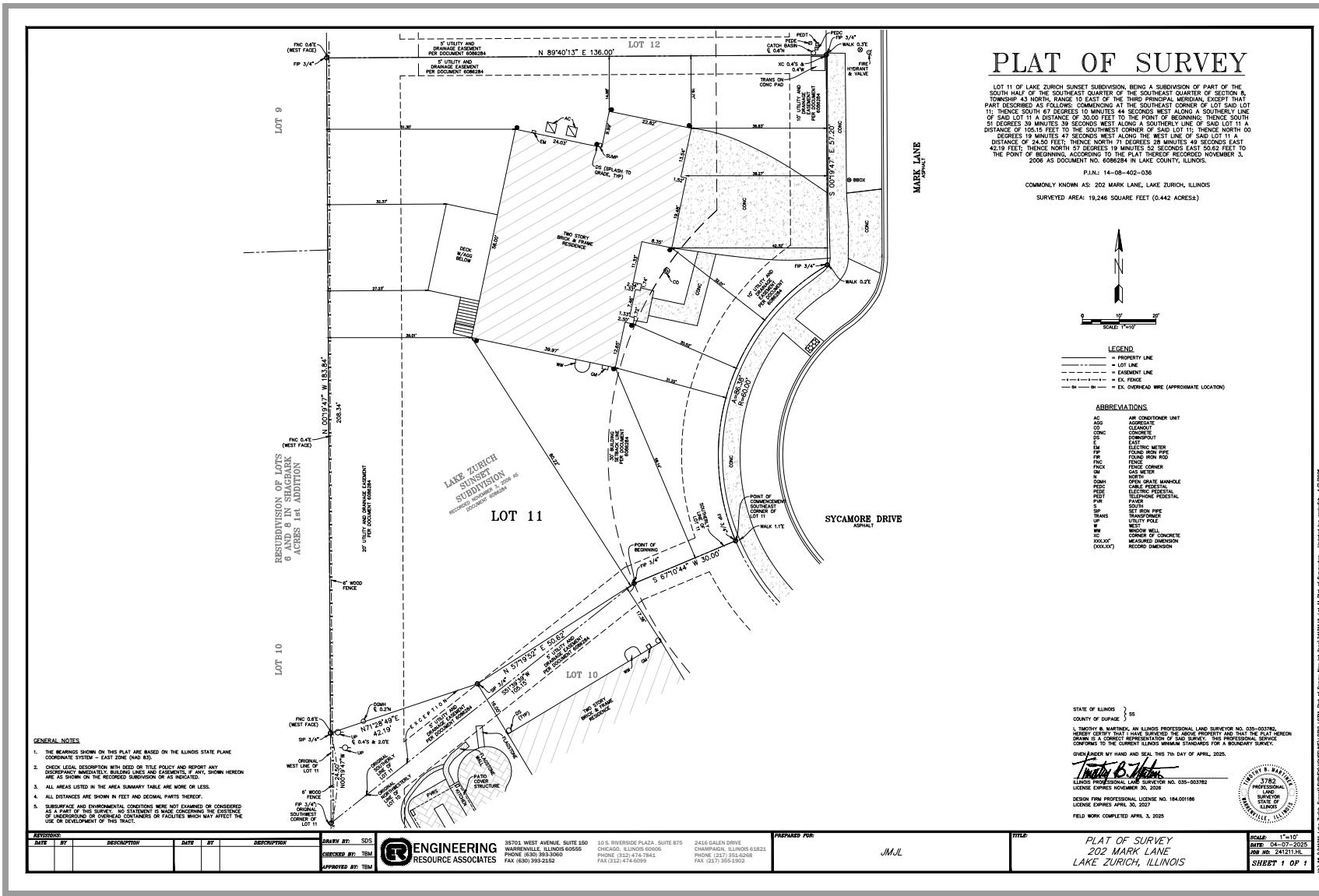
ALL OF LOT 10 AND THAT PART OF LOT 11 OF LAKE ZURICH SUNSET SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 43 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT SAID LOT 11; THENCE SOUTH 67 DEGREES 10 MINUTES 44 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 51 DEGREES 39 MINUTES 39 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A DISTANCE OF 105.15 FEET TO THE SOUTHWEST CORNER OF SAID LOT 11; THENCE NORTH 00 DEGREES 19 MINUTES 47 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 11 A DISTANCE OF 24.50 FEET; THENCE NORTH 71 DEGREES 28 MINUTES 49 SECONDS EAST 42.19 FEET; THENCE NORTH 57 DEGREES 19 MINUTES 52 SECONDS EAST 50.62 FEET TO THE POINT OF BEGINNING, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 2006 AS DOCUMENT NO. 6086284 IN LAKE COUNTY, ILLINOIS.

**202 MARK LANE:**

LOT 11 OF LAKE ZURICH SUNSET SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 43 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT SAID LOT 11; THENCE SOUTH 67 DEGREES 10 MINUTES 44 SECONDS WEST ALONG A SOUTHERLY LINE OF SAID LOT 11 A

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*At the Heart of Community*

PUBLIC WORKS DEPARTMENT  
Public Works Division

505 Telser Road  
Lake Zurich, Illinois 60047

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

### MEMORANDUM

Date: May 5, 2025

To: Ray Keller, Village Manager *PK*

From: Shawn Walkington, Village Arborist

CC: Michael J. Brown, Director of Public Works

**Re: Amendments to Chapter 6 of Title 7 –  
Non-Emergency Tree Pruning Standards and Penalties**

RECEIVED  
6/5/2025  
CH

**Issue:** Amendments to Tree Ordinance contained in Chapter 6 of Title 7 of the Lake Zurich Municipal Code, entitled “Non-Emergency tree pruning standards and penalties.”

**2014-2019 Strategic Plan:** This agenda item is consistent with the following Goals and Objectives of the Strategic Plan

- **Goal #2 Development. Objective:** *Update Regulations and Develop Proactive Policies which will include revision of the comprehensive plan.*

**Analysis:** The existing tree ordinance was last comprehensively amended in October 2007. Since that time there have been minor text amendments in 2012, 2019, and 2023 to update certain procedural provisions.

The current amendment proposes the following addition to the code:

1. Non-Emergency tree pruning standards and penalties.

The remaining provisions of the existing Tree Ordinance remain unaltered.

Members of the Tree Commission have been integral to the process of updating the Tree Ordinance. The Tree Commission met in October 2024 to consider the final draft of the proposed amendments and voted unanimously in favor of recommending approval of these amendments.

**Recommendation:** Approve the attached tree ordinance contained within Chapter 6 of Title 7 of the Lake Zurich Municipal Code entitled “Non-Emergency tree pruning standards and penalties,” with its specific attachments.

**W/Attachments:** Ordinance Amending Title 7, Chapter 6 of the Village Code

## VILLAGE OF LAKE ZURICH



### ORDINANCE No. 2025-04-610

#### **ORDINANCE AMENDING TITLE 7, CHAPTER 6 OF THE LAKE ZURICH MUNICIPAL CODE CONCERNING THE REGULATIONS OF TREES**

**WHEREAS**, Title 7, Chapter 6, titled "Trees," of the Lake Zurich Municipal Code governs the regulation of trees on all Village-owned property or in Village rights-of-way; and

**WHEREAS**, the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*, authorizes the Village of Lake Zurich to zone and to regulate subdivisions and the authority to complement the State's interests and values as stated through the enactment of the Illinois Environmental Protection Act, 415 ILCS 5/1 *et seq.*, and, generally, the authority to protect and enhance the quality of life and general welfare of the Village; and

**WHEREAS**, growth in the community, changes in residential and commercial neighborhoods in the Village, and new development and increasing redevelopment in the Village can threaten trees and native vegetation in the Village; and

**WHEREAS**, the Chapter 6 was last amended through Ordinance No. 2019-05-312 entitled "An Ordinance Amending Title 7, Chapter 6 of the Lake Zurich Municipal Code Concerning the Regulation Of Trees."

**WHEREAS**, after reviewing the Village's current tree preservation regulations, the President and Board of Trustees of the Village of Lake Zurich have determined that it is necessary to further amend the Lake Zurich Municipal Code to keep pace with changes in the Village; and

**WHEREAS**, the President and Board of Trustees have determined that it is necessary and appropriate to further revise Title 7, Chapter 6 in the manner provided in this Ordinance to safeguard the ecological environment in the Village.

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

Section 1 .Recitals . The foregoing recitals are incorporated herein as findings of the President and Board of Trustees.

Section 2 .Amendment to Title 7, Chapter 6 .Chapter 6, titled "Trees," of Title 7 of the Lake Zurich Municipal Code is hereby amended in its entirety so that said Chapter 6 hereafter reads as provided in Exhibit A attached to and by this reference incorporated into this Ordinance.

Section 3 .Effective Date . This Ordinance will be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this \_\_\_\_ day of April, 2025.

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_ day of April, 2025.

ATTEST:

\_\_\_\_\_  
Thomas Poynton, Village President

\_\_\_\_\_  
Kathleen Johnson, Village Clerk

EXHIBIT A

CHAPTER 6  
**TREES**

SECTION:

7-6-1: General Provisions

7-6-1-1: Applicability; Emergencies; Intent

7-6-1-2: Definitions

7-6-1-3: Lake Zurich Tree Commission

7-6-2: Public Trees

7-6-2-1: Official Tree Plan

7-6-2-2: Public Tree Species

7-6-2-3: Public Tree Spacing And Diversification

7-6-2-4: Distances From Curbs And Sidewalks

7-6-2-5: Distances From Corners And Fire Hydrants

7-6-2-6: Distances From Utilities

7-6-2-7: Minimum Public Tree Root Zone Protection

7-6-2-8: Village Authority To Care For, Remove Trees

7-6-2-9: Topping Prohibited

7-6-2-10: Site Clearance Pruning

7-6-2-11: Interference With Village Tree Work

7-6-3: Protected Private Trees

7-6-3-1: Protected Private Tree Permit Required

7-6-3-2: Protected Private Tree Permit Applications And Approvals

7-6-4: General Tree Standards

7-6-4-1: Tree Protection Required

7-6-4-2: Replacement Of Protected Private Trees Required

7-6-4-3: Construction Activity Protection Plan

7-6-4-4: General Maintenance; Removal Of Diseased, Dead, And Dangerous Trees

7-6-4-5: Waivers Or Modifications Through Zoning Or Subdivision Approval

**7-6-4-6: Non-Emergency Tree Pruning Standards and Penalties**

7-6-5: Appeals; Penalties; Permit Revocation

7-6-5-1: Appeals

7-6-5-2: Penalties

7-6-5-3: Permit Revocation

7-6-1: GENERAL PROVISIONS:

7-6-1-1: APPLICABILITY; EMERGENCIES; INTENT:

A. Applicability: The Village has the right and authority to impose the regulations of this chapter on all lots of record and public and private rights-of-way throughout the Village. In the event of a conflict between the provisions of this chapter and the provisions of title 10 of this Code or any other Village Code or ordinance, the provision deemed by the Public Works Director to be most protective of promoting the proliferation and maintenance and care of trees will apply and control.

B. Emergencies: In case of emergencies such as tornados, windstorms, floods, freezes, or other natural disasters, the requirements of this chapter may be waived by the Village Manager, the Public Works Director, or the Village President.

C. Intent: It is the intent of this chapter to promote increases in the quality of trees and tree care in the Village and to promote increases in tree populations in the Village whenever practicable.

It also is the intent of this chapter to preserve trees on both public and private property and, in the event that tree removal is necessary, to ensure that appropriate replacement trees are planted.

It also is the intent of this chapter to help provide for and sustain buffers between neighboring properties, to preserve historic streetscapes, to minimize the visual and environmental impacts of paved surfaces and buildings, and to ensure landscaping in conjunction with new development and redevelopment in a manner that preserves indigenous vegetation.

It also is the intent of this chapter to balance the property rights of individual property owners with the overall health, safety, and welfare of the residents of the Village and the Village itself. (Ord. 2019-05-312, 5-20-2019)

7-6-1-2: DEFINITIONS:

For the purpose of this chapter, the following terms have the meanings ascribed to them:

**AUTHORIZATION:** The Director of Public Works or an authorized representative is hereby empowered to superintend, regulate the planting, preservation, protection, removal, and maintenance of trees on or over any street, right-of-way or other public property ("public way") under jurisdiction of the Village. The Village shall have the right to plant, prune, maintain and remove any and all plantings in public ways when the Village, in its sole discretion, deems it necessary.

The Village may consult with a certified arborist when necessary in the administration of the regulations contained herein.

**APPLICANT:** An owner or occupant, or a representative of an owner or occupant, of a lot, parcel, or tract of land for which an application has been filed for a subdivision, special use permit, or any activity requiring the issuance of grading, building, utility, or demolition permits.

**CONSTRUCTION ACTIVITY:** Any manmade change, other than maintenance of existing structures, paved areas, or utilities, to improved or unimproved real estate.

ate, including, without limitation: a) the construction or installation of new, or the enlargement of, existing structures, streets, or utilities, b) dredging, filling, clearing, drilling, mining, grading, paving, or excavating operations, c) demolition, and d) open storage of materials.

**CONSTRUCTION ACTIVITY AREA:** The area of the subject property that is the smallest area reasonably needed to undertake the proposed construction activity as determined by the Public Works Director. See subsection 7-6-4-3C of this chapter.

**CUTTING:** The felling or removal of a tree, or any procedure that results in the death or substantial destruction of a tree. Cutting does not include normal pruning or trimming of trees consistent with this chapter.

**DAMAGE:** To take any direct or indirect action that causes, or is reasonably likely to cause, the death of a tree or a significant loss of a tree's structural integrity, including, without limitation, destruction; poisoning; carving; mutilating; girdling; severing the main trunk, leader, or large branches or roots; removing any portion of the bark from the main trunk, leader, or large branches; touching with live wires; crushing or exposing the roots; digging or drilling any hole or trench within the root zone; filling with soil or other materials within the root zone; compacting a substantial portion of the soil in the root zone; or moving a tree to another location. Without limitation of the foregoing, "damage" does not include pruning in accordance with the national pruning standards.

**DIAMETER AT BREAST HEIGHT (dbh):** The diameter of the trunk of a tree measured at fifty-four inches (54") above the ground at the base of the tree.

**DISEASED TREE:** Any tree determined by the Director of Public Works in consultation with a certified arborist to be diseased, including, without limitation, all of the following: trees infected with Dutch elm disease or oak wilt; trees in a dead or dying condition that may serve as breeding places for the European elm bark beetle, Dutch elm disease, or oak wilt; and trees infected with, or that may serve as breeding places for, the Asian long horned beetle, the Asian cerambycid beetle, the emerald ash borer, or any other type of severely destructive infestation.

**LOT:** Any lot of record in the Village.

**NATIONAL PRUNING STANDARDS:** American National Standard ANSI 300.

**PROTECTED PRIVATE TREE:** Any tree located in any required yard of any lot in the Village, or in any common open space of any subdivision or development, with a dbh equal to or greater than ten inches (10").

**PUBLIC TREES:** Trees, shrubs, bushes, and all other woody vegetation located within any Village park or right-of-way or other public property.

**PUBLIC WORKS DIRECTOR:** The Director of Public Works of the Village of Lake Zurich or his or her designee.

**REGULATED TREE ACTIVITY:** Any activity that anticipates or involves the actual or reasonably likely damage to or removal of any protected private tree anywhere on the lot on which the activity does, or is to, take place.

**REMOVE OR REMOVAL:** The physical detachment or elimination of a tree, or the effective detachment or elimination of a tree, through damage or otherwise, whether directly or indirectly.

**REQUIRED YARD:** Any yard required to be established on any lot pursuant to the applicable zoning district regulations of the Lake Zurich Zoning Code.

**TOPPING:** The severe cutting back of limbs of a tree to stubs larger than three inches (3") in diameter within the tree's crown, including, without limitation, such cutting as would remove the tree's normal canopy and disfigure the tree.

**TREE EMERGENCY:** The existence of any tree within the Village that has become an immediate danger or hazard to persons or property as a result of any tornado, windstorm, flood, freeze, or other natural disaster.

**TREE PERMIT:** See sections 7-6-3-1 and 7-6-3-2 of this chapter.

**TREE PROTECTION AREA:** The area of the subject property identified in a construction activity protection plan or otherwise designated by the Village within which trees are to be protected. See subsection 7-6-4-3D of this chapter. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-1-3: LAKE ZURICH TREE COMMISSION:

There is hereby created and established the Lake Zurich Tree Commission, constituted as follows:

**A. Appointment; Term:** The Tree Commission consists of five (5) members appointed by the President with the advice and consent of the Board of Trustees. Two (2) of the five (5) original appointees will serve a term of one year; two (2) of the five (5) original appointees will serve a term of two (2) years; and one of the five (5) original appointees will serve a term of three (3) years. Successors will be appointed by the President with the advice and consent of the Board of Trustees and will serve terms of three (3) years. The President may adjust the terms of the appointees as necessary to effectuate and maintain the staggered nature of the terms provided in this subsection.

**B. Compensation:** Members of the Tree Commission shall serve without compensation.

**C. Quorum; Officers; Rules Of Order:** Three (3) members constitute a quorum of the Tree Commission for the conduct of all business. The Tree Commission must choose from among its

members a Chairperson, a Vice Chairperson, and a Secretary. The Tree Commission may set its own rules of order, subject to the approval of the Board of Trustees.

D. Responsibilities: The Tree Commission has the responsibility to develop and review the Village's official tree plan for Village owned trees as provided in section 7-6-2-1 of this chapter. The Tree Commission also has the responsibility to analyze the Village's trees and to make recommendations to the Village Arborist from time to time on areas where trees should be added, on trees that should be pruned, on trees that may be diseased or dying, and on trees that should be removed. The Tree Commission has no jurisdiction to consider proposed plats of subdivision, natural resources management, zoning approvals, or any matters other than matters related to trees as set forth in this subsection. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-2: PUBLIC TREES:

##### 7-6-2-1: OFFICIAL TREE PLAN:

The Tree Commission has the responsibility to study, investigate, and draft, for review and approval by the Board of Trustees, an official tree plan relating to all public trees. The official tree plan should include provisions for the planting, replanting, pruning, preservation, and general care of public trees and for the removal or other disposition of dead, dying, or diseased public trees. The Tree Commission may present a draft official tree plan to the President and Board of Trustees for its review and approval. After the official tree plan has been approved by the Board of Trustees, which approval must be in the form of a written resolution, the Tree Commission may periodically review and analyze the plan in light of current conditions in the Village. The Tree Commission may recommend to the Board of Trustees changes to the official tree plan, and the Tree Commission should report annually to the Board of Trustees its findings as to the operation of the plan and state of public trees. (Ord. 2019-05-312, 5-20-2019)

##### 7-6-2-2: PUBLIC TREE SPECIES:

The following species of trees, and no others unless approved by the Board of Trustees, are approved for planting as public trees. Until specifically approved by the Board of Trustees and regardless of the species shown in the following table, no ash trees except for mountain ash may be planted anywhere in the Village:

Large (40 FT or More)	Medium (30 FT to 40FT)	Small (29 FT or Less)
Silver linden	Hedge maple	Amur maple
Littleleaf linden	American hornbeam	Purple blow maple
"Greenspire linden"	Mountain ash	Crabapple
American linden	Dogwood	"David crabapple"
"Redmond linden"	Ironwood	"Prairie fire crabapple"
Norway maple		"Red jewel crabapple"
"Crimson king"		"Sugar time crabapple"

"Emerald queen"		Witch hazel
Red maple		
"Autumn blaze"		
"Red sunset"		
Sugar maple		
"Green mountain"		
Ginkgo (male only)		
Honey locust		
"Skyline"		
"Shademaster"		
American sweetgum		
Oak		
"Red oak"		
"Pin oak"		
"White oak"		
"Swamp white oak"		
Hackberry		
Hickory		
Butternut		
Chestnut		
Catalpa		
River birch		
Sycamore		
Buckeye		
Kentucky coffee tree		
Bald cypress		
Tulip tree		

(Ord. 2019-05-312, 5-20-2019)

**7-6-2-3: PUBLIC TREE SPACING AND DIVERSIFICATION:**

A. Spacing: The spacing of public trees is based on the three (3) species sizes listed in section 7-6-2-2 of this section 7-6-2. The recommended spacing for public trees is: 1) not less than thirty feet (30') between small trees, 2) not less than forty feet (40') between medium trees, and 3) not less than fifty feet (50') between large trees. When different size trees are planted next to each other, the spacing standard for the larger of the two (2) trees applies. Public trees should not be planted closer than the recommended spacing, but the Public Works Director, on the recommendation of the Village Arborist, may reduce spacing on a case by case basis for special planting areas designed or approved by a landscape architect or for extraordinary circumstances when reduced spacing is in the best interests of the Village.

B. Diversification: Public trees must be planted so that the genus and species are diverse, in accordance with this subsection. In every defined area of planting, as designated by the Director of Public Works, no more than ten percent (10%) of the public trees should be from one tree genus and no more than five percent (5%) of the public trees should be from one tree species. For example, for every one hundred (100) public trees that are planted, there should not be more than ten (10) trees of one tree genus and not more than five (5) trees of any one tree species. The "defined area of planting" to be designated by the Public Works Director may include, but is not limited to, a subdivision, or a portion of a subdivision, or a several block area, or a single property, or any other area on Village owned property or right-of-way reasonably determined by the Public Works Director as logical to assure tree diversification. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-2-4: DISTANCES FROM CURBS AND SIDEWALKS:

A. Trees planted within the public right-of-way must be planted at distances from curbs and sidewalks consistent with the following criteria:

1. The midpoint of the area between the back of the curb and the edge of the sidewalk; or
2. If there is a consistent existing tree line, then in a location consistent with that existing tree line to the extent practicable; and
3. Not less than four feet (4') from the back of the curb, to the extent practicable. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-2-5: DISTANCES FROM CORNERS AND FIRE HYDRANTS:

No tree planted in the public right-of-way may be planted closer than thirty-five feet (35') to any street corner, measured from the point of nearest intersecting curbs or curb lines. No tree may be planted closer than ten feet (10') to any fire hydrant. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-2-6: DISTANCES FROM UTILITIES:

No tree may be planted in any public right-of-way under, or within ten (10) lateral feet of, any overhead utility wire, except small trees as listed in section 7-6-2-2 of this section 7-6-2. No tree may be planted on top of or within a two foot (2') offset from any underground public utility unless circumstances make it unavoidable to do so. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-2-7: MINIMUM PUBLIC TREE ROOT ZONE PROTECTION:

The minimum root zone of all public trees within a public right-of-way is established in the following table. That minimum root zone must be protected by augering in the manner shown in the following table. No work affecting public tree root zone may be undertaken without prior notice to the Department of Public Works, and the department will monitor and enforce the standards set forth in this section.

Diameter At Breast Height	Augering Method
2.5 inches to 4 inches	2 feet from face of tree in all directions if trench located within this radius
More than 4 inches to 9 inches	5 feet from face of tree in all directions if trench located within this radius
More than 9 inches to 14 inches	10 feet from face of tree in all directions if trench located within this radius
More than 14 inches to 19 inches	12 feet from face of tree in all directions if trench located within this radius
More than 19 inches	15 feet from face of tree in all directions if trench located within this radius

The minimum depth of auger within a root zone must be thirty inches (30"). No trenching is permitted within the minimum root zone. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-2-8: VILLAGE AUTHORITY TO CARE FOR, REMOVE TREES:

Only the Village and its authorized agents have the right to plant, prune, maintain, and remove public trees as may be necessary to ensure public safety, preserve, and enhance the quality of vegetation and as appropriate to beautify the Village. The Village, for the same purposes, also may prune or remove all portions of any tree or shrub that overhangs any Village right-of-way or other Village owned property. Any unauthorized maintenance, damage, or removal of a public tree without prior approval, or as the result of an accident, the responsible party shall reimburse the Village for the value of the tree which shall not exceed the value found in the International Society of Arboriculture Tree Valuation Guide.

All trees planted within the Village right-of-way or upon Village owned property shall be planted in accordance with the minimum standards and procedures therefor in the most recent edition of the American Standards for Nursery Stock (ANSI Z60.1). All tree work including pruning, planting, and care will be performed in accordance with the most recent edition of the American National Standards Institute (ANSI A300).

All work related to trees will be completed by or under the supervision of an ISA Certified Arborist or other nationally recognized tree care certification. Any party conducting, trimming, pruning, or removal of Village trees must meet then current commercial general liability, auto, and workers compensation insurance coverage requirements as defined by the Village's commercial insurance provider.

The Village will cause to be removed as soon as practicable any tree within a Village right-of-way or on other Village property that is diseased or dying, or that poses an irreconcilable threat to a utility, or that otherwise threatens the public health, safety, or general welfare. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-2-9: TOPPING PROHIBITED:

Except as provided in this section, no person may cause or allow the topping of any public tree or protected private tree. The Village may permit the topping of a tree under circumstances determined by the Director of Public Works to be exceptional, including, but not limited to, when the tree has been severely damaged by a storm or other cause, when topping is otherwise the only practicable action, or when required to accommodate an overhead utility. (Ord. 2019-05-312, 5-20-2019)

**7-6-2-10: SITE CLEARANCE PRUNING:**

The owner of a tree that overhangs a public right-of-way within the Village must prune the branches of that tree, if necessary, so that the tree does not obstruct the light from any streetlamp or the view of any street intersection. The owner also must prune that tree so that the lowest hanging branch on that tree is a minimum of twelve feet (12') above the ground. The failure to prune such a tree in accordance with the requirements of this section is hereby declared to be a public nuisance. The Village has the right to prune any tree that does not meet the requirements of this section, with Village forces or with forces hired by the Village for such purposes, if the owner fails or refuses to accomplish such pruning within five (5) days after written notice to do so from the Village. (Ord. 2019-05-312, 5-20-2019)

**7-6-2-11: INTERFERENCE WITH VILLAGE TREE WORK:**

No person may prevent, delay, or in any other way interfere with work undertaken by the Village and its authorized representatives to plant, cultivate, mulch, prune, spray, or remove any public tree or other tree as authorized by this chapter. (Ord. 2019-05-312, 5-20-2019)

**7-6-3: PROTECTED PRIVATE TREES:**

**7-6-3-1: PROTECTED PRIVATE TREE PERMIT REQUIRED:**

A. Protected Private Tree Permit Required For Regulated Tree Activity: Except as expressly provided in subsection C of this section, no person or entity may commence any "regulated tree activity", as defined in this chapter, without first obtaining a protected private tree permit from the Public Works Director.

B. Group Permits For Utility Companies: Utility companies having overhead facilities within public rights-of-way, utility easements, or within required yards of private property may apply for group tree permits to conduct scheduled, non-emergency pruning of groups of trees. Prior to issuance of a permit to a utility company, a degreed forester or arborist certified by the International Society of Arboriculture on behalf of the utility company must meet with the Public Works Director and agree on the manner of pruning of the affected trees. The Village will not issue a group permit for pruning of any species of elm between April 1 and October 31 or any species of oak between April 1 and July 31, unless approved by the Public Works Director to alleviate an imminent hazard.

C. Exceptions To Permit Requirement:

1. Pruning: A protected private tree permit is not required for the pruning of any tree on private property by the property owner or his representative in compliance with the ANSI A300 Standards. A copy of the ANSI A300 Standards is available for review at the Public Works Building.

2. Tree Emergency: In the case of a "tree emergency", as defined in this chapter, the Public Works Director is authorized to: a) issue a tree permit without a protected private tree permit application, b) waive the requirement for a protected private tree permit set forth in this section, or c) waive any of the other regulations of this section or this chapter.

Notwithstanding any other regulations of this Code, in the event of a tree emergency, the person endangered by the tree emergency may take any reasonable action necessary to avoid or eliminate the immediate danger or hazard. The action taken must be an action that is least likely under the circumstances to cause damage or removal of any trees, and the Village assumes no responsibility or liability for any such action taken. The person taking such action must document the reasons for the tree emergency by photograph or videotape of the tree emergency condition and the damage or hazard created by such condition, and must report the action taken to the Public Works Director within forty-eight (48) hours after the action is taken. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-3-2: PROTECTED PRIVATE TREE PERMIT APPLICATIONS AND APPROVALS:

A. Application: Each application for a protected private tree permit must be submitted to the Public Works Director on a form provided by the Village at the Village Hall setting forth or otherwise providing the following information:

1. The owner's name and address and the owner's signed consent to the application;
2. The applicant's name and address, if different from the owner, and her or his interest in the property;
3. The size, genus and species, and location of the affected trees and the location of the property on which the regulated tree activity will occur, including street address or legal description;
4. A brief explanation of reasons for the proposed regulated tree activity;
5. A tree replacement plan, if applicable, in accordance with section 7-6-4-2 of this chapter;
6. A construction activity protection plan, if applicable, in accordance with section 7-6-4-3 of this chapter; and
7. Such other data and information as the Public Works Director deems necessary to allow full and fair consideration of the tree permit application.

B. Property Inspection And On-Site Consultation: Within fourteen (14) days after receipt of a protected private tree permit application, the Public Works Director and/or his/her designee will:

1. Visit and inspect the property and contiguous and adjoining lots to determine the existence of protected private trees and to evaluate the tree permit application; and
2. Provide an on-site consultation with the applicant to: a) review the proposed regulated tree activity, b) suggest alternatives to the proposed regulated tree activity when the proposed

activity may result in the possible damage or destruction of a protected private tree, and c) provide instruction on the long-term continuing care of any protected private tree that is subject to the tree permit application and any other protected private trees on the property.

C. Approval Of Application: The Public Works Director will approve a protected private tree permit application if, based on the protected private tree permit application, inspection of the property, and the on-site consultation with the property owner or applicant, as well as all other reliable and relevant information, the Public Works Director determines that all of the following conditions have been met:

1. The proposed regulated tree activity has been planned and will be performed in such a manner, to such a degree, and with such equipment and personnel, so as to: a) reasonably involve the least amount of damage or removal of trees and b) not defeat, or be inconsistent with, the purposes and intent of this chapter as expressed in section 7-6-1-1 of this chapter. Further, any tree proposed for removal that, because of its location, poses a threat of damage to an adjacent property will be removed by a crew under the direct supervision of a certified arborist or degreed forester.

2. The protected private tree permit application, including, without limitation, the construction activity protection plan if required, satisfies the requirements of this chapter.

3. The applicant has submitted a replacement guarantee in a form satisfactory to the Public Works Director and consistent with subsection 7-6-4-2B of this chapter.

D. Issuance Of Permit: If a protected private tree permit application is approved, then the Public Works Director will promptly issue a protected private tree permit.

E. Conditions On Protected Private Tree Permit: As a condition of the issuance of a protected private tree permit, the Public Works Director may require one or more of the following:

1. That any or all protected private trees that may be affected by such regulated tree activity, wherever located on a lot, be preserved and protected; and

2. That any or all protected private trees that may be affected by such regulated tree activity, wherever located on a lot, be replaced in accordance with the tree replacement standards in section 7-6-4-2 of this chapter.

F. Denial: If the protected private tree permit application, inspection of the property, on site consultation, and consideration of all other reliable and relevant information reveal that the applicant has not satisfied the conditions of subsection C of this section, or has not otherwise justified the damage or removal of trees to the satisfaction of the Public Works Director, then the Public Works Director will promptly notify the applicant that the protected private tree permit application is denied and that no protected tree permit will be issued.

G. Exemptions: The Public Works Director has the authority to exempt a regulated tree activity from the protected private tree permit application requirements of this chapter if the Public Works Director determines that any of the following circumstances exist:

1. When a protected private tree, due to natural causes, is dead, dangerous, or interferes with any existing or proposed public improvements, is in dangerous proximity to any public utility lines or related facilities, or is a diseased tree or otherwise unsafe, unhealthy, or insect infected and constitutes a hazard to persons, property, or other trees.

2. When a protected private tree, due to natural causes, obstructs any street, sidewalk, or pedestrian path to such an extent that such protected private tree interferes with free passage and clear view along that street, sidewalk, or path or at any street or driveway intersection.

3. When removal of a protected private tree is necessary to comply with the current standards generally observed by professionals in the arboricultural, forestry, landscaping, or landscape architecture professions.

4. When removal of a protected private tree is necessary to properly enhance the health and appearance of existing trees, shrubs, and other vegetation or to implement a landscaping scheme that the Public Works Director determines complies with the current standards generally observed by professionals in the arboriculture, forestry, landscaping, or landscape architecture professions.

5. When removal of a protected private tree is necessary to avoid denying an applicant a reasonable economic use of the applicant's property, or when the applicant otherwise demonstrates a hardship or special and unique circumstances.

H. Appeals: See section 7-6-5-1 of this chapter for appeals related to the provisions of this section.

I. Term Of Protected Private Tree Permit; Expiration And Renewal: A tree permit will expire automatically if the activity authorized by the permit is not commenced within one hundred eighty (180) days after the permit's issuance or if the activity is not completed within one year after the permit's issuance, except that the Public Works Director, upon application of the permit holder, may grant reasonable extensions of time for commencement or completion of such activity, but for not more than fifty percent (50%) of the original time period.

J. Revocation And Remedies: Protected private tree permits are subject to revocation and other remedies as provided in section 7-6-5-3 of this chapter. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-4: GENERAL TREE STANDARDS:

##### 7-6-4-1: TREE PROTECTION REQUIRED:

A. General: All regulated tree activities must be planned and performed in such a manner, to such a degree, and with such equipment and personnel, so as to: 1) reasonably involve the least amount of damage to or removal of trees and 2) not defeat, or be inconsistent with, the purposes and intent of this chapter as expressed in section 7-6-1-1 of this chapter.

B. Construction Activity: To ensure the protection of protected private trees during construction activity, a construction activity protection plan is required in accordance with section 7-6-4-3 of this section 7-6-4. (Ord. 2019-05-312, 5-20-2019)

##### 7-6-4-2: REPLACEMENT OF PROTECTED PRIVATE TREES REQUIRED:

A. Replacement Required: Installation of a replacement tree is mandatory when a protected private tree is damaged or removed in the course of a regulated tree activity, except for damage or removal of a protected private tree that, due to natural causes, is dead, is dangerous, interferes with any existing or proposed public improvements, is in dangerous proximity to any

public utility lines or related facilities, is a diseased tree, or is otherwise unsafe, unhealthy, or insect infected and constitutes a hazard to persons, property, or other trees. Tree replacement is required regardless of whether the protected private tree that is damaged or removed is located on the same lot on which the regulated tree activity takes place.

**B. Protected Tree Replacement Guarantee:**

1. Except as provided in subsection B4 of this section, the Public Works Director may not issue a protected private tree permit for the removal of any protected private tree without first receiving from the permit applicant a replacement guarantee in the form of cash or a letter of credit. If the replacement guarantee is a letter of credit, then the letter of credit must be in a form provided by the Village.

2. The required amount of the replacement guarantee will be calculated as follows:

a. If cash: Three hundred fifty dollars (\$350.00) times the number of replacement trees calculated in accordance with subsection C of this section.

b. If a letter of credit: Five hundred dollars (\$500.00) times the number of replacement trees calculated in accordance with subsection C of this section.

3. The Public Works Director may draw on and use the replacement guarantee only when the applicant fails to replace the total number of all protected private trees actually removed, and only after providing the applicant with thirty (30) days' notice of such failure to replace, delivered in person or by certified mail, return receipt requested. The Village will return to the applicant any amount of the replacement guarantee remaining after the replacement work has been completed by the applicant or the Village. When the replacement guarantee is secured by a letter of credit, the letter of credit may be drawn on by the Village only up to the amount required to ensure reimbursement of all costs incurred by the Village for replacement of all protected private trees actually removed, and thereafter the letter of credit will be returned or canceled pursuant to the terms of the letter of credit.

4. No replacement guarantee is required when no replacement trees are required pursuant to subsection A of this section or any other provision of this chapter. Also, no replacement guarantee is required when the regulated tree activity is being undertaken in conjunction with other work pursuant to a building permit issued by the Village for which a performance security has been posted with the Village by the applicant.

**C. Protected Private Tree Replacement Formula:** Replacement of a protected private tree must be on a one to one basis.

**D. Tree Replacement Specifications:** All tree replacements must be:

1. Of a dbh of not less than two and one-half inches (2 1/2");

2. Of a species listed in section 7-6-2-2 of this chapter;

3. In good health and structurally sound;

4. Made pursuant to a written time schedule approved by the Public Works Director; and

5. Planted at approximately the same location as the trees they replace, when possible in accordance with good construction practices and current standards generally observed by professionals in the forestry, landscaping, and landscape architecture professions, unless otherwise approved in advance by the Public Works Director.

E. Replacement Tree Care: The applicant is solely responsible for the care, watering, and feeding of newly planted trees for a period of two (2) years, and, with regard to such care, watering, and feeding, the applicant must adhere to all tree care standards.

F. Alternative Tree Replacement Location: If the Public Works Director determines that full tree replacement pursuant to the specifications provided herein will result in the unreasonable crowding of trees on a public right-of-way immediately adjacent to the subject property or would otherwise be inconsistent with current standards generally observed by professionals in the forestry, landscaping, or landscape architecture professions, then the Public Works Director may reduce the number of replacement trees to be planted on the subject property and designate nearby public rights-of-way or other public property suitable for the location of new trees.

G. Fee In Lieu Of Tree Replacement: An applicant may request that the Village acquire and plant the required replacement trees in locations determined by the Village on payment by the applicant of a tree replacement fee to the Village. The Public Works Director has complete discretion whether to approve such a request based on the best interests of the Village at the time of the request, and the Public Works Director has no obligation to approve any such request. If the Public Works Director determines to approve such a request, then the following standards apply:

1. The fee for replacement trees required pursuant to the provisions of this chapter will be the amount set by ordinance of the Board of Trustees from time to time.
2. The fee must be received by the Public Works Director within thirty (30) days after the date of the damage or removal for which replacement is required. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-4-3: CONSTRUCTION ACTIVITY PROTECTION PLAN:

A. Plan Required: A construction activity protection plan must be filed with all protected private tree permit applications when the proposed regulated tree activity is part of construction activity.

B. Contents Of Construction Activity Protection Plan: A construction activity protection plan must include a site plan of the property drawn to a scale not less than one inch equals ten feet (1" = 10'). The plan must be drawn on a topographic map if deemed necessary by the Public Works Director. The drawing must be graphically and accurately marked with all of the following information:

1. Location of the property, including street address or legal description.
2. Existing and proposed contours of the lot on which the construction activity is to take place.
3. Building elevations, if applicable.
4. The name of the general contractor or project representative, if any, responsible for the proposed construction activity.
5. A demonstration of the ways in which the applicant will ensure that the level of tree protection required by section 7-6-4-1 of this section 7-6-4 will be achieved.

6. The location of all existing protected private trees that are located on or near the subject property, and the location of all trees four inches (4") or larger dbh other than protected private trees that are reasonably likely to be damaged or removed during the proposed construction activity.

7. A legend referencing the Lake Zurich Tree Classification dbh, genus and species, general condition, and proposed disposition of existing protected private trees that are located on or near the subject property and trees other than protected private trees that are reasonably likely to be damaged or removed during the construction activity, including, without limitation, each tree located on a lot adjacent to the construction activity whose drip line overhangs the area of the proposed construction activity.

a. Lake Zurich Tree Classification is determined by the Village of Lake Zurich Tree Commission, Lake Zurich Tree Classification List (Classification List) as updated from time to time, found on the Lake Zurich Forestry page. Applicants shall utilize the Classification List on the Lake Zurich Forestry page.

b. The Classification List separates all trees found in the Morton Arboretum Northern Illinois tree list into one of five (5) groups: heritage, landmark, desirable, undesirable and noxious. Tree ratings take into account the fitness, life expectancy, mature dbh, and weediness characteristics, and other identified species traits into account.

The commission assigned replacement rate for each tree rating group:

Heritage	75% replacement
Landmark	50% replacement
Desirable	33% replacement
Undesirable	0% replacement
Noxious	0% replacement - mandatory removal as a part of new construction

8. Detailed specifications for protection of protected private trees and for the protection of trees other than protected private trees that are reasonably likely to be damaged or removed during implementation of the proposed construction activity, including, without limitation, proposed measures such as construction pruning, root pruning, installation of a retaining wall or high visibility plastic mesh fencing, and augering of utility lines when such augering is determined by the Public Works Director to be necessary to improve the chances of tree survival. Such specifications also must include the identification and clear delineation on the site plan of the construction activity area, the tree protection area, and their respective perimeters.

a. When an applicant proposes removing trees from a site within the Village, the dbh of existing tree species to be removed will be classified by tree rating group. Each rating group dbh total will be multiplied by the associated replacement rate. The resulting solutions will be added together to identify the total dbh of replacement trees required for the current design plan. Replacement trees can be planted onsite, and/or the total dbh of trees to be planted per plan can be subtracted from the total dbh of replacement trees required and the rest can be paid in-lieu-of fee to the Village for tree replacement offsite.

b. The applicable in-lieu-of fee is calculated by taking the remaining dbh to be replaced, divide the remainder by 2.5 (the minimum dbh for replacement trees allowed in the Village) and multiply the solution by the average market value as determined by the Village Arborist for a greater than 2.5-inch tree for that year/season (as listed on the Lake Zurich Forestry page by the Village Arborist). Developers shall utilize the Village of Lake Zurich Tree Replacement Worksheet found on the Lake Zurich Forestry page to work through this process.

C. Construction Activity Area: The construction activity area is the area of the subject property that is the smallest area reasonably needed to undertake the proposed construction activity, as determined by the Public Works Director. The construction activity area must include the entire area affected by the proposed construction activity and any access route across the public right-of-way. Construction activity may not be conducted or staged in any area of the property located outside the construction activity area. No excess soil, additional fill, liquids, or any construction debris may be placed or located outside the construction activity area. All buildings, structures, and driveways must be located so as to reasonably involve the least amount of damage or removal of trees while complying with minimum required yard and setback requirements of the Lake Zurich Zoning Code.

D. Tree Protection Area: The tree protection area is the area of the property, within the construction activity protection plan, in which no construction activity may be conducted. All reasonable measures and protective materials must be employed to protect trees within the tree protection area. Protective materials may include, without limitation, the temporary installation of high visibility plastic mesh fencing or other, similar materials specifically approved by the Public Works Director. All such fencing must be at least four feet (4') in height and be secured to metal posts driven into the ground and spaced not more than six feet (6') apart. All protective measures and materials must be in place and approved by the Public Works Director before commencement of any construction activity. Protective materials may not be removed until the Public Works Director approves such removal after the completion of all construction activity. No attachments, fences, or wires, other than those approved for bracing, guying, or wrapping may be attached to any protected private tree during the construction activity. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-4-4: GENERAL MAINTENANCE; REMOVAL OF DISEASED, DEAD, AND DANGEROUS TREES:

A. General Maintenance Standards: Every property owner must maintain the trees and shrubs on her or his property and on the parkways abutting her or his property in a safe and healthy manner; must keep trees and shrubs properly watered, trimmed, pruned, sprayed, treated, and preserved so as to avoid disease, insect infestation, or other conditions detrimental to such trees and to avoid hazards to persons, property, and other vegetation; and must remove trees and shrubs on her or his property that are so unsafe, unhealthy, diseased, or insect infested as to constitute a hazard to persons, property, or other vegetation.

##### B. Removal Of Diseased, Dead, And Dangerous Trees:

1. Obstructions And Other Dangerous Conditions: Every owner or occupant of any house, building, lot, or premises in the Village must keep trees, shrubs, vines, and other vegetation located on her or his property trimmed and maintained so as to prevent or remove the following:

a. Any tree that is diseased, dead, dangerous, or likely to fall or that is otherwise so unsafe, unhealthy, or insect infected as to constitute a hazard to persons, property, or other vegetation;

- b. The obstruction of any street, pedestrian path, or designated Village path to any extent that interferes with free passage and clear view along such streets and paths and at any street or driveway intersection;
- c. The obstruction of any sewer, drainage way, or septic field; or
- d. The dangerous proximity of any tree or other vegetation to public utility lines.

Any tree or other vegetation located on private property that is maintained in violation of any of the foregoing standards is a public nuisance.

2. Notice Of Violation: If a tree or other vegetation has not been trimmed or cut as required by this section, then the Public Works Director must cause a written notice of violation to be issued as follows:

- a. The notice must be served personally or sent by registered mail to the person to whom was sent the last preceding general tax bill for the property on which the subject tree or trees are located, and a copy of the notice must be mailed to the occupant of such property.
- b. The notice must identify, in general, the affected tree or trees and the violation or violations. The notice also must state that the violation or violations must be cured within thirty (30) days after the date of delivery or mailing shown on the notice and that, thereafter, the Village may issue a citation and may itself undertake all action necessary to cure the violation or violations.

3. Village Action If Violation Not Cured; Costs And Expenses: If the owner of the property has not cured all violations stated in the notice within thirty (30) days after the date shown on the notice, then the Village, with its own forces or forces hired by the Village, may take all necessary actions to cause the violation or violations to be cured. The Village will assess all direct and indirect costs and expenses incurred in connection therewith, including the costs of collection, against the property owner. If those costs and expenses are not paid by the property owner within thirty (30) days after receipt of a written invoice, then the Village may place a lien on the subject property and perfect that lien in the manner provided by law.

4. Inspections: The Public Works Director may cause inspections and surveys to be conducted as necessary to determine the existence, nature, and extent of violations of this section, and the Public Works Director will report the results of such inspections and surveys to the Village Manager.

5. Appeals: See section 7-6-5-1 of this chapter for appeals related to the provisions of this section. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-4-5: WAIVERS OR MODIFICATIONS THROUGH ZONING OR SUBDIVISION APPROVAL:

When a zoning approval or a subdivision approval is so conditioned as to fully accomplish the goals and purposes of this chapter, then the Board of Trustees may waive or modify the requirements of this chapter as part of that zoning or subdivision approval. Such waiver or modification may be revoked by the Board of Trustees at any time if any condition imposed pursuant to such approval is violated and such violation persists for more than ten (10) days after notice to the owner of the property of such violation. (Ord. 2019-05-312, 5-20-2019)

#### 7-6-4-6: NON-EMERGENCY TREE PRUNING STANDARDS AND PENALTIES:

**A. All tree pruning conducted by for-profit services within the corporate boundaries of the Village of Lake Zurich shall be done in a manner that is consistent with the guidelines set forth by the International Society of Arboriculture and/or the ANSI 300 standards or as hereafter amended for the purpose of protecting the health of trees and property values.**

Non-Emergency pruning – Non-Emergency pruning of all tree species shall be permitted year-round except as follows:

- 1- All species of Oaks ( *Quercus*), all species of Elms ( *Ulmus*) except Siberian Elm ( *Ulmus Pumila*) and Black Walnut ( *Juglans Nigra*) shall not be pruned from April 1<sup>st</sup> through November 1<sup>st</sup>.

Due to changing environmental conditions causing an increase of insect carrying diseases it becomes necessary to add pruning restrictions for the above mentioned species of trees.

**B. Utility Companies** - Prior to conducting non-emergency tree Pruning, all utility companies shall notify the Public Works Director in writing no less than 30 days prior to the start of any work. The utility company shall agree to an in-person meeting with the Director of Public Works to review all provisions of the Lake Zurich Municipal Code pertaining to non-emergency pruning requirements.

**C. Penalties** - The Director of Public Works shall have the authority to stop work at a site if unauthorized pruning is occurring. (A) Once a stop work order is issued, work will not commence until all parties agree to required pruning specifications. (B) Violations of a stop work order shall result in a fine ranging from \$250.00 to \$750.00 for every activity in violation of the stop work order, Each day that violation continues shall be deemed a separate offense.

#### 7-6-5: APPEALS; PENALTIES; PERMIT REVOCATION:

##### 7-6-5-1: APPEALS:

**A. Appeals Related To Protected Tree Permits; Stay Of Activities:** An applicant may appeal any decision of the Public Works Director: 1) denying a protected private tree permit application, 2) revoking a protected private tree permit, or 3) denying an exemption pursuant to subsection 7-6-3-2G of this chapter. Any such appeal is taken initially to the Village Manager by filing a written notice of appeal with the Village Manager within five (5) business days after receipt of notice of the Public Works Director's decision from which the appeal is taken. Within fourteen (14) days after receipt of the written notice of appeal, the Village Manager, based on his or her review of the protected private tree permit application and any other reliable and relevant evidence, documents, or information, may either uphold, reverse, or amend the Public Works Director's decision. The Village Manager must notify the person who filed the appeal within two (2) business days after such decision has been made. The decision of the Village Manager is final. The filing of a written notice of appeal to the Village Manager pursuant to this section will stay all regulated tree activity and other activity for which a tree permit subject to the appeal has been granted or sought.

**B. Appeals Related To Maintenance And Removal Standards; Stay Of Activities:** An appeal from a decision of, or notice issued by, the Public Works Director pursuant to section 7-6-4-4 of this chapter may be taken to the Village Manager by an adversely affected person by filing a written notice of appeal with the Village Manager within five (5) business days after receipt of the decision of the Public Works Director or the date of the delivery or mailing of the notice. The Village Manager must review the evidence, documents, or information and may hear and receive new evidence, and must render a decision on such appeal. The decision of the Village Manager is

final. The filing of an appeal pursuant to this section will stay enforcement of the decision or notice unless the Public Works Director makes a written finding that such stay would present an undue threat to the public health or safety or to property in the Village. (Ord. 2019-05-312, 5-20-2019)

**7-6-5-2: PENALTIES:**

Any person who violates any provision of this chapter will be subject to fine pursuant to title 13, chapter 1, "Fee Schedule", of this Code for each violation. For purposes of this section, each day on which a violation of this chapter occurs or continues will be deemed a separate violation of this chapter. (Ord. 2019-05-312, 5-20-2019)

**7-6-5-3: PERMIT REVOCATION:**

Any permit issued under this chapter may be revoked or suspended if the permit holder violates the terms of the permit or any other provision of this chapter. (Ord. 2019-05-312, 5-20-2019)



*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: April 21, 2025  
To: Tom Poynton, Village President  
From: Douglas W. Gibson, Human Resources Director  
Subject: Village Manager's Employment Contract

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**Issue:** The current employment contract between the Village of Lake Zurich and Ray Keller, regarding the Village Manager position, is scheduled to expire April 30, 2025. The Mayor and Board have determined that at this time a successor employment agreement would benefit the Village of Lake Zurich.

**Analysis:** It has been determined that it is in the best interest of the Village to retain the services of a professional manager to oversee the day to day operations of the Village of Lake Zurich. Ray Keller has served in the capacity of Village Manager since March 7, 2016 and the Village has expressed an interest in retaining the services of Mr. Keller. Earlier this year the Mayor and Trustees entered into negotiations regarding a successor employment agreement. The attached document contains the agreed upon provisions.

**Recommendation:** Approval of the attached employment agreement between the Village of Lake Zurich and Ray Keller for the position of Village Manager.

w/Attachments:

Employment Agreement

**VILLAGE OF LAKE ZURICH**  
**VILLAGE MANAGER EMPLOYMENT AGREEMENT**  
**May 1, 2025**

This Village Manager Employment Agreement (this "Agreement") is made and entered into by and between the Village of Lake Zurich, an Illinois municipal corporation, (the "Village") and Raymond B. Keller.

**WITNESSETH**

WHEREAS, the Village wishes to employ Mr. Keller under the terms, provisions, and conditions set forth in this Agreement and as further described in the Lake Zurich Municipal Code; and

WHEREAS, Mr. Keller wishes to be employed by the Village, as its Village Manager and administrator, under the terms, provisions, and conditions set forth in this Agreement and as further described in the Lake Zurich Municipal Code;

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, and other good and valuable considerations, the receipt and sufficiency of which are mutually acknowledged by the parties hereto, the Village and Mr. Keller hereby agree as follows:

**SECTION 1. RECITALS**

The foregoing recitals are hereby incorporated into and made a part of this Agreement.

**SECTION 2. EMPLOYMENT AS VILLAGE MANAGER  
DUTIES; TERM**

- A. **Employment.** The Board of Trustees of the Village hereby employs Mr. Keller as the Village Manager and administrator, and Mr. Keller accepts that employment and agrees to perform the functions and duties set forth in this Agreement and provided in the Lake Zurich Municipal Code in effect as of the date of this Agreement, and to perform such other legally permissible and proper duties and functions as the Board of Trustees may assign from time to time. The Board of Trustees, in consultation with Mr. Keller, may fix any such other terms of employment as it may determine from time to time relating to the performance of Mr. Keller, so long as those terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Lake Zurich Municipal Code, or any other law.
- B. **Status.** Mr. Keller is a contract employee, employed at the will of the Mayor and Board of Trustees and hereby waives any and all claims or rights to a contract right in employment created by current or any past versions of the Village's Personnel Policy Manual or policies in general.

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C. **Term.** Without limitation on the at-will nature of Mr. Keller's employment as set forth in Section 2, Subsection B, this Agreement will remain in full force and effect from the Effective Date set forth in this Agreement until April 30, 2029, or such date as a new Village Mayor is elected and the new mayor's term has commenced, whichever date is later, subject to the termination and severance provisions set forth in Sections 9 and 10 of this Agreement. For purposes of determining any entitlement to severance hereunder, the provisions of Section 10, par. D-1 shall apply to and govern the timing of such severance and shall extend to the 45-day period following the election of and the date of the qualification for and assumption of the office of mayor by a new mayor. Any extension of the term of this Agreement would be by agreement of Mr. Keller and the Board of Trustees.

### SECTION 3. HOURS OF WORK

It is recognized that Mr. Keller must devote a great deal of time outside the normal office hours on business for the Village, and to that end Mr. Keller will be allowed to establish an appropriate work schedule.

### SECTION 4. SOLE EMPLOYMENT AS VILLAGE MANAGER

The employment provided for by this Agreement shall be Mr. Keller's sole employment.

### SECTION 5. COMPENSATION; BENEFITS

- A. **Base Salary.** The Village agrees to pay Mr. Keller an annual base salary of \$242,112 payable in installments at the same time that the other management employees of the Village are paid. Annual increases in Mr. Keller's salary under this Agreement shall be based on the annual cost of living increase as determined each budget cycle.
- B. **Vacation.** Mr. Keller is entitled to accrue 25 vacation days per year. The 25 vacation days per year will continue accruing per the payroll system. Unused vacation days may be carried over to succeeding years, but only in the manner and to the extent provided in the Village's approved personnel rules and policies. At no point in time, however, may the total unused vacation time exceed the equivalent of two years' accumulation without the express written approval of the Board of Trustees.
- C. **Personal Days.** Mr. Keller is entitled to four personal days per calendar year. Unused personal days may not be carried over to succeeding years.
- D. **Holidays.** Mr. Keller is entitled to all paid holidays per calendar year as defined in the employee handbook or Village policy.
- E. **Sick Days.** Mr. Keller is entitled to accrue 12 sick days per year. One sick day per month will begin accruing on the first day of employment. Sick days may be carried over to succeeding years only as provided in the Village's approved personnel rules

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and policies. No compensation will be paid to Mr. Keller for any unused sick days, except in accordance with the Village's sick days' buy-back policy.

- F. **Insurance and Retirement Plans.** Mr. Keller is entitled to participate in employee insurance and retirement benefit plans or programs of the Village provided to other Village employees generally to the extent that his position, tenure, salary, age, health, and other qualifications make him eligible to participate, subject to the rules and regulations applicable thereto. The Village reserves the sole and exclusive right to change, modify, or eliminate in their entirety any such benefits, and nothing in this Agreement shall create any property right or other right to a continuation thereof. In the event that Mr. Keller choose to opt out of the Village's group health insurance plan, the Village agrees to contribute \$500.00 in a 401a account for each month that Mr. Keller opts out of the group health insurance plan. If Mr. Keller opts out of the Village's group health insurance plan, Mr. Keller may opt back in to the Village's group health insurance plan during open enrollment period(s) or after a qualifying event.
- G. **Life Insurance.** The Village shall pay, during Mr. Keller's term of employment with the Village, the premiums for one term life insurance policy selected by the Village, in the amount of \$250,000 on Mr. Keller's life, with a beneficiary as designated by Mr. Keller.
- H. **Automobile Allowance.** The Village will pay to Mr. Keller, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of \$5,000 per year as a vehicle allowance to be used to purchase, lease, or own, operate, and maintain a personal vehicle. Payment regarding this allowance will be made each pay period. Mr. Keller is responsible for paying for liability, property damage, and comprehensive insurance coverage on such vehicle and is responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.
- I. **Deferred Compensation.** The Village will contribute \$100 per pay period, not to exceed \$2,600 annually, to a 401a account during the term of this agreement on behalf of Mr. Keller.
- J. **Technology Allowance.** The Village will pay to Mr. Keller, during the term of this agreement an amount equal to \$200 a month to be used for technological needs, such as cell phone and tablet usage fees, for business purposes.
- K. **Bonding.** The Village will pay the full cost of any fidelity or other bonds required of Mr. Keller under any law or ordinance.

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## SECTION 6. PERFORMANCE EVALUATION

The Board of Trustees shall review and evaluate Mr. Keller's performance at least once annually, but no later than July 1 of each year. That review and evaluation will be in accordance with criteria developed by the Board of Trustees. Any Board failure to timely evaluate shall not create any continued rights in employment.

## SECTION 7. GENERAL BUSINESS EXPENSES

- A. **Professional Conferences.** The Village agrees to budget for and to pay for travel, other than automotive, and subsistence expenses of Mr. Keller in connection with his attendance at least one national and one Illinois state conference, in addition to reasonable Chicago metropolitan area managers meetings, lunches, and special events. Reimbursement for additional professional conferences shall be allowed as proposed by Mr. Keller and as determined appropriate and approved by the Board of Trustees.
- B. **General Expenses.** The Village will reimburse Mr. Keller for all necessary and reasonable expenses incurred by him in the performance of his duties, tasks, and responsibilities in his position as Village Manager under this Agreement, including professional association memberships and service club memberships if directed by the Village, subject to the presentation of appropriate vouchers in accordance with all applicable Village rules and policies and subject to review and approval by the Board of Trustees.
- C. The above compensation and reimbursement shall be consistent and in compliance with Village policy and the Local Government Travel Expense Control Act, as applicable.

## SECTION 8. CONFIDENTIALITY

Mr. Keller acknowledges that he will have access to confidential information ("Confidential Information") that is not generally known outside the corporation known as the Village of Lake Zurich. Confidential Information does not include public documents or information that would otherwise constitute Confidential Information but that has become public. Mr. Keller covenants and warrants that, both during and after Mr. Keller's term of employment, Mr. Keller will not use, divulge, furnish, or make accessible, whether directly or indirectly, Confidential Information to any person, firm, or corporation other than persons, firms, or corporations employed and/or retained by the Village in a fiduciary capacity without the prior express written authorization of the Board of Trustees, but instead Mr. Keller will keep all Confidential Information strictly and absolutely confidential except as otherwise provided herein.

## SECTION 9. TERMINATION

As provided in Section 2 of this Agreement, Mr. Keller is employed at the will of the Board of Trustees and thus may be terminated by the Board of Trustees at any time without cause. Mr. Keller also may be terminated for just cause.

- A. **Termination without Cause.** The Board of Trustees may determine at any time, without cause, that Mr. Keller may no longer serve as the Village Manager. In the event of termination without cause prior to the end of this Agreement, Mr. Keller will be entitled to severance pay and benefits as provided in Section 10 of this Agreement.
- B. **Termination for Just Cause.** The Board of Trustees may determine that there is just cause for termination of Mr. Keller's employment. For purposes of this Agreement, "just cause" means (1) acts of Mr. Keller of misfeasance or malfeasance in office and/or conviction of Mr. Keller for fraud, misappropriation, or embezzlement involving property of the Village, (2) conviction of Mr. Keller of a felony offense, (3) conviction of Mr. Keller of a misdemeanor offense, which conviction results directly from a reduction, through a plea agreement, of a felony charge against Mr. Keller, (4) failure of Mr. Keller to properly perform, or neglect by Mr. Keller of, the duties of the position of Village Manager, or (5) conduct of Mr. Keller that causes substantial harm to the reputation of the Village.

## SECTION 10. SEVERANCE

- A. **Severance Payment.** If Mr. Keller is terminated without a determination of just cause pursuant to Section 9 of this Agreement, then the Village will pay Mr. Keller severance in an amount equal to twenty (20) weeks' base salary, health insurance or waiver, life insurance, auto allowance, deferred compensation, and technology allowance at Mr. Keller's then-current rate of pay. The severance will be paid in four equal installments or in one lump sum, whichever is requested by Mr. Keller.
- B. **Severance Following Resignation.** If Mr. Keller voluntarily resigns, and the resignation is not under circumstances in which his resignation is being actively sought by the Board of Trustees, then the Village is not obligated to pay severance under this Agreement.
- C. **Severance if Terminated for Just Cause.** If Mr. Keller is terminated for just cause, no provisions of severance will be provided, excluding any requirements under state and federal law.
- D. **Severance if Agreement is not Renewed.** Mr. Keller shall become entitled to the severance payments set forth herein, under the following conditions:
  - 1. **Twenty Weeks' Notice.** If at any time the Mayor and Board of Trustees determine that the employment agreement with Mr. Keller shall not be renewed, the Village agrees to provide twenty (20) weeks' notice of such

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nonrenewal. "Renewal" shall be construed to mean that on or before the 45<sup>th</sup> day following the election of and the date of the qualification for and assumption of the office of mayor by a new mayor, with the mayor's approval a written renewal or revision of the Agreement is lawfully offered by the Village to Mr. Keller, for a minimum term of one (1) year (365 days) and that all terms and conditions of the new Agreement must, at minimum be equivalent to the then-current terms and conditions, and the amount of the then-current base salary and benefits of Mr. Keller under this Agreement. If the Village provides the full twenty weeks of notice, no severance will be awarded. In the event that twenty weeks of notice has not been provided by the Village, Mr. Keller will be entitled to severance in the amount of twenty (20) weeks base salary and benefits at Mr. Keller's then-current rate of pay and benefits, minus any time length provided by notice. (E.g., if the Village provides Mr. Keller with two months' notice, he would receive two months' severance). Pursuant to the above, if this Agreement is not renewed as provided, Mr. Keller becomes entitled to these severance benefits on the 45<sup>th</sup> day following the date upon which the new Mayor qualifies for and assumes office.

- E. Subsequent Employment And Release.** Mr. Keller shall be entitled to the severance benefits of his then-current base salary and benefits for twenty (20) weeks.
- F. Release of Claims.** In consideration for, and as a condition precedent to the payment of the severance benefits payable under this Section 10, Mr. Keller shall be required to execute a Severance Agreement and Release Of All Claims form releasing the Village from any and all causes of action, claims and demands which Mr. Keller may have against the Village and return the executed document to the Village. A copy of the Resignation and Severance Agreement and Release Of All Claims form is attached hereto as *Exhibit B* and made a part hereof.
- G. Payment of Benefits Upon Separation.** In the event Mr. Keller is terminated with or without Cause, or if this Agreement is not renewed, Mr. Keller shall retain and receive any employee benefits accrued since the time of his employment, as otherwise provided in this Agreement, but specifically not including any payment for any unused sick days. In the event Mr. Keller is terminated for cause, he shall not be entitled to any of the benefits provided for in this Section 10, or any benefits provided for in the Personnel Policy Manual, except for accrued benefits he may be entitled to under State law. The benefits provided for herein are intended to be the full benefits to which Mr. Keller is entitled unless otherwise mandated by state law. If separation is due to termination without cause or nonrenewal of this contract, the Village agrees to not object to Mr. Keller's application for national or state unemployment benefits that may be available to him as a result of an involuntary termination of employment.

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## **SECTION 11. RESIGNATION**

If Mr. Keller voluntarily resigns his position with the Village, then Mr. Keller must provide the Village a minimum of 45 days' notice, unless Mr. Keller and the Village agree otherwise.

## **SECTION 12. PROPERTY OF THE VILLAGE**

All business plans, financial data, reports, memoranda, correspondence, and all other documents pertaining to the current or prospective business of the Village are and will at all times remain the property of the Village. Mr. Keller covenants that, upon the termination of his employment, Mr. Keller will not retain and will return to the Village all of the business plans, financial data, reports, memoranda, correspondence, and all other documents pertaining to the current or prospective business of the Village, except that Mr. Keller may make photocopies of a reasonable number of documents prepared by the Village Manager or by others at his direction to keep and use as models of those types of documents.

This Section does not include personal or professional publications, or other written materials, published and released by Mr. Keller.

## **SECTION 13. INDEMNIFICATION**

To the extent permitted by law, the Village will defend, hold harmless, and indemnify Mr. Keller against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Mr. Keller's duties and responsibilities as Village Manager or resulting from the exercise of judgment or discretion in connection with the performance of those duties or responsibilities, unless the act or omission involved gross negligence or willful or wanton conduct. The legal representation provided to Mr. Keller by the Village will extend until a final determination of the legal action including any appeals brought by any party. The Village will indemnify Mr. Keller against any and all losses, damages, judgments, interest, settlements, fines, court costs, and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by Mr. Keller in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties. Any settlement of any claim must be made with prior approval of the Village in order for indemnification, as provided in this Section, to be available. Mr. Keller recognizes that the Village has the right to compromise and settle any claim or suit unless said compromise or settlement is of a personal nature to Mr. Keller and he is party to the suit and may have a legal veto authority over the settlement. Further, the Village agrees to pay all reasonable litigation expenses of Mr. Keller throughout the pendency of any litigation to which Mr. Keller is a party, witness, or advisor to the Village arising out of an alleged act or omission occurring in the performance of Mr. Keller's duties and responsibilities as Village Manager. Such expense payments will continue beyond Mr. Keller's service to the Village as long as litigation is

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pending and will include, after the end of Mr. Keller's tenure as Village Manager, reasonable consulting fees and travel expenses.

## SECTION 14. NOTICES

Notice pursuant to this Agreement must be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Alternatively, notice required pursuant to this Agreement may be served personally in the same manner as is applicable to civil judicial practice. Notice will be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

## **SECTION 15. GENERAL PROVISIONS**

- A. Integration.** This Agreement constitutes the sole and entire agreement between the Village and Mr. Keller relating to the employment of Mr. Keller by the Village. This Agreement supersedes all prior or contemporaneous agreements, understandings, and representations, oral and written, with respect to the employment of Mr. Keller by the Village. Any prior discussions or representations by or between the parties are rendered null and void by this Agreement.
- B. Amendments.** The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.
- C. Binding Effect.** This Agreement is binding on the Village and Mr. Keller and on their heirs, assigns, executors, personal representatives, and successors in interest.
- D. Effective Date.** This Agreement is effective May 1, 2025
- E. Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

IN WITNESS WHEREOF, the Village and Mr. Keller have executed this Agreement below.

VILLAGE OF LAKE ZURICH

By: \_\_\_\_\_

Date: \_\_\_\_\_

RAYMOND B. KELLER

Date: \_\_\_\_\_

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# LAKE ZURICH CAR CONDOS

DESIGN PRESENTATION

March 25, 2025

**OKW**  
Architects

## SITE PLAN



SITE PLAN  
SCALE: 1" = 100' - 0"



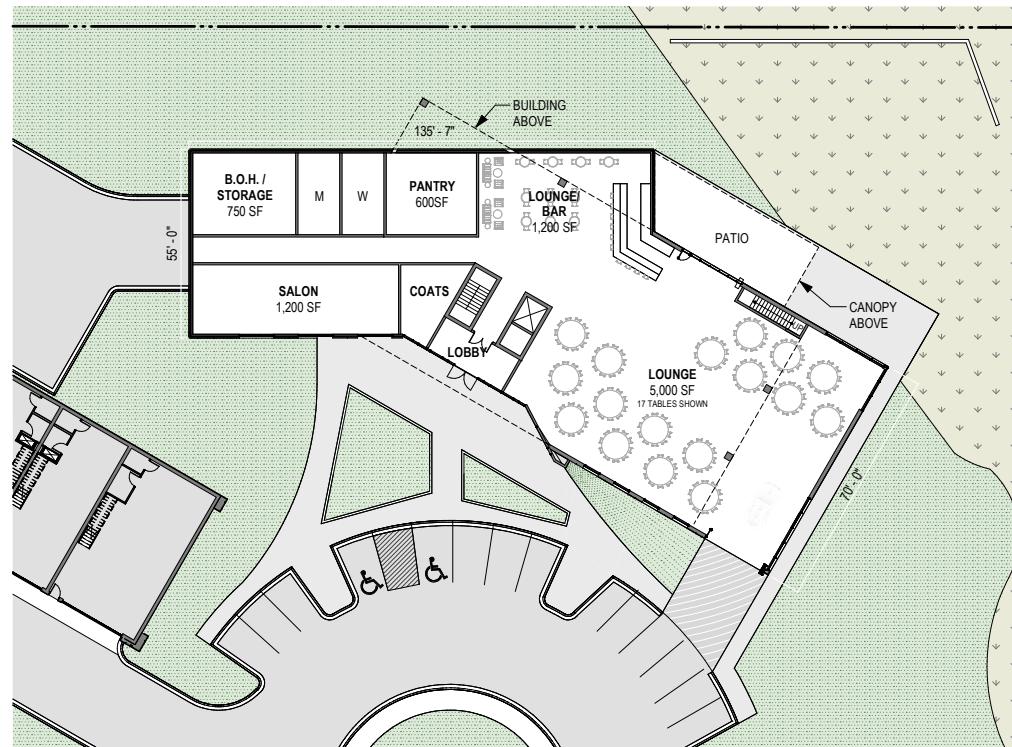
OKW ARCHITECTS  
600 W. Jackson, Suite 250  
Chicago, IL 60661

MILLER STREET  
PARTNERS

LAKE ZURICH CAR CONDOS  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

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## CLUBHOUSE



GROUND LEVEL  
SCALE: 1" = 30' - 0"



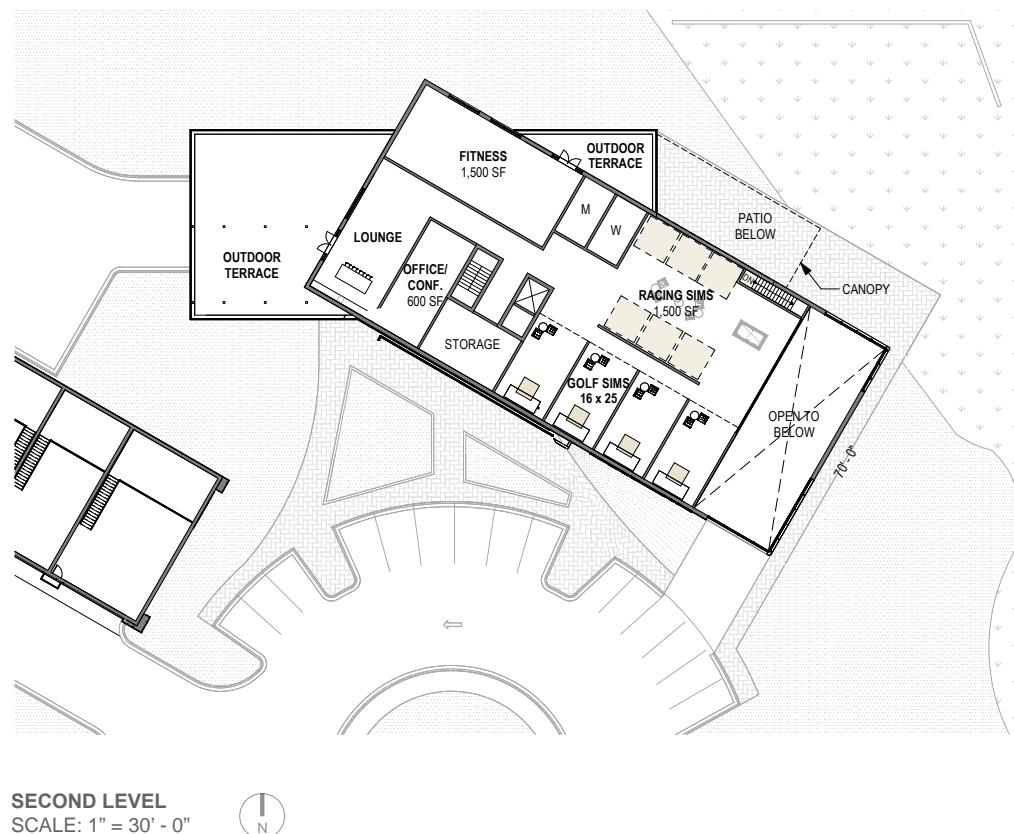
OKW ARCHITECTS  
600 W. Jackson, Suite 250  
Chicago, IL 60661

MILLER STREET  
PARTNERS

LAKE ZURICH CAR CONDOS  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

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## CLUBHOUSE



SECOND LEVEL  
SCALE: 1" = 30' - 0"



OKW ARCHITECTS  
600 W. Jackson, Suite 250  
Chicago, IL 60661

MILLER STREET  
PARTNERS

LAKE ZURICH CAR CONDOS  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

4

**VIEW**



OKW ARCHITECTS  
600 W. Jackson, Suite 250  
Chicago, IL 60661

MILLER STREET  
PARTNERS

LAKE ZURICH CAR CONDOS  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

5

**VIEW**



**OKW ARCHITECTS**  
600 W. Jackson, Suite 250  
Chicago, IL 60661

**MILLER STREET  
PARTNERS**

**LAKE ZURICH CAR CONDOS**  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

**6**

**VIEW**



OKW ARCHITECTS  
600 W. Jackson, Suite 250  
Chicago, IL 60661

MILLER STREET  
PARTNERS

LAKE ZURICH CAR CONDOS  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

7

**VIEW**



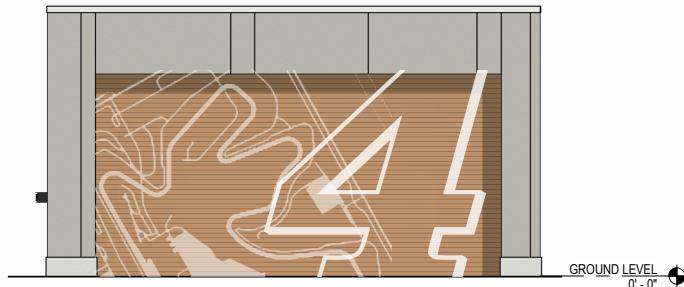
OKW ARCHITECTS  
600 W. Jackson, Suite 250  
Chicago, IL 60661

MILLER STREET  
PARTNERS

LAKE ZURICH CAR CONDOS  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

8

## ELEVATIONS - CAR CONDO



**END ELEVATION**  
SCALE: 3/32" = 1' - 0"



**ENTRY ELEVATION**  
SCALE: 3/32" = 1' - 0"



**OKW ARCHITECTS**  
600 W. Jackson, Suite 250  
Chicago, IL 60661

**MILLER STREET  
PARTNERS**

**LAKE ZURICH CAR CONDOS**  
Lake Zurich, IL  
March 25, 2025 Project #: 25009

**9**



# PARKS & RECREATION DEPARTMENT

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## MONTHLY INFORMATION REPORT

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**February 2025**

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

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

### Departmental Narrative

The Spring and Summer brochure promoting the seasonal offerings hit households as of the week of January 20<sup>th</sup>. Resident registration for all programs began on February 3<sup>rd</sup>.

Priority Summer Camp registration for residents opened at midnight on Monday, February 3rd. By 12:10 a.m., both sessions of Camp Cedar (for youth entering 5th-7th grade this fall) were full. Registration for Camp Alpine (for youth entering 1st-4th grade this fall) filled shortly after 9am. Camp capacity numbers are 110 youth per session for Camp Alpine and 50 youth per session for Camp Cedar. There is still camp availability for Kamp Kiddie (preschool), Alpine/Cedar post-camp week sessions, and weekly specialty camps such as archery and beach volleyball. As the Board may recall, last year saw a high volume of registrations on the opening day, with most camps reaching capacity by noon. Camp capacities are determined by factors such as staffing ratios, indoor facility space, and bussing limitations (especially for field trips at Camp Cedar). Currently, the department has started a waitlist with 43 people interested in Camp Alpine and 37 for Camp Cedar. We anticipate that Kamp Kiddie will fill before nonresident registration opens on Monday, March 3rd. Traditionally, before the introduction of priority registration, nonresidents represented about 25% of the camp program. However, this percentage has significantly decreased in the last five years due to limited availability after priority registration. The department will continue to monitor the waitlist and will reach out if any spaces become available

Registration for 2025-2026 Yellow Brick Road Preschool nonresidents began on February 7<sup>th</sup>. As of end of February, the program sites at the Paulus Park Barn for 3 and 4-year olds and Just for Me Almost 3 at Buffalo Creek are full. The department made the decision to open up a fourth day of Terrific Twos to operate at the Barn on Thursdays due to the popularity of the program. There are still 11 spots for 3s and 12 spots for 4s available at our Buffalo Creek location. Year over year, both retention and enrollment are up. Registration for preschool is ongoing thru the Summer as space allows.

The department has been using the month of February to connect with a variety of community agencies and special event partners in preparation for the Spring and Summer seasons.

- Lake Zurich Triathlon- due to the Main Street and Whitney Road/Lake Zurich Drive infrastructure projects planned to begin this May thru the Summer, the Police and Parks Department met with the organizers to discuss the projects and determine another viable route for the bike course. An updated resolution is planned to be presented to the Village Board in April.
- Jack O Lantern World- representatives from CERT, the police department and park and recreation departments met to discuss the event operations for the upcoming year focusing on the pedestrian crossing into the park on Route 12 as well as the details surrounding their 5K. Plans were identified and agreed upon by all parties for the 2025 events.
- July 4<sup>th</sup>- representative from the police, fire and park and recreation departments met with LPOA President, Ben Goldberg, regarding the July 4<sup>th</sup> event as last year there were issues with boats getting too close to the pontoons holding the fireworks display. Approved in the FY25 budget was to purchase 8 orange buoys that state “No Boats Allowed” that will surround the pontoons for additional notification to boaters. Ben

Goldberg asked for a photo of the buoys as he committed to ongoing education with the LPOA membership regarding the safety needs and will be instating a No Wake period as of 6pm on event day.

- Farmers Market Committee- discussion about the infrastructure projects down Whitney Road and Lake Zurich Drive. From May thru the Summer, the neighborhood will only have access to and from their residents thru the park. Due to the detour of all traffic thru the park and after discussions with the committee, surveying of members and meetings with staff, the plan for this season is to move the market inside Paulus Park along the west park path near the fencing which still gives vendors easy access to their vehicles, access to electric, and keeps the market consistently located at Paulus.
- Lake Zurich Tree Commission- discussion about Labor Day and the commission's involvement. Also discussed Farmers Market and the change for the upcoming season.
- The department has recently created a sponsorship touchpoint plan focused on fostering stronger relationships with our sponsors and ensuring their consistent recognition and appreciation throughout the year. Marisa Boynton, Special Events Recreation Supervisor, visited all of our Gold and Presenting Sponsors with Valentines Day sweet treats informing them as to why we LOVE them as our sponsors. The next touchpoint will be visits with Mayor Poynton to present the sponsors with their annual recognition plaque from the Village of Lake Zurich (May).

The Village of Lake Zurich released an RFP on March 3<sup>rd</sup> for the development of a master plan for key parks. The key parks included in the RFP are Kuechmann Arboretum, Oak Ridge Park, Old Mill Grove Park, Staples Park and Zurites Park. Parks were chosen based on a variety of criteria: public and affiliate use (Placer AI data), known infrastructure needs and Park and Recreation Advisory Board input. The primary objective of the master plan is to optimize the Village's existing key park properties and strategically plan for future dedication of resources and redevelopment of the key parks over the next 5-10 years. The RFP can be viewed here <https://lakezurich.org/296/Requests-Bids> with a deadline of March 31<sup>st</sup>.

Hitchcock Design Group is set to open up the bid on Wednesday, March 6<sup>th</sup> for the construction of Open Space land Acquisition and Development projects for public enhancements at Paulus Park which includes: bandshell with theatrical lighting & sound system, renovation of the splash pad including the gate/pump house, ADA accessible baggo courts, shoreline restoration on the northern end of the parcel, and additional site landscaping at the park. The Village has also included 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. The bid will close for submission on March 28<sup>th</sup> with recommendations presented to the Village Board in April.

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, large Adirondack chair for Paulus Park photo ops throughout the season 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,

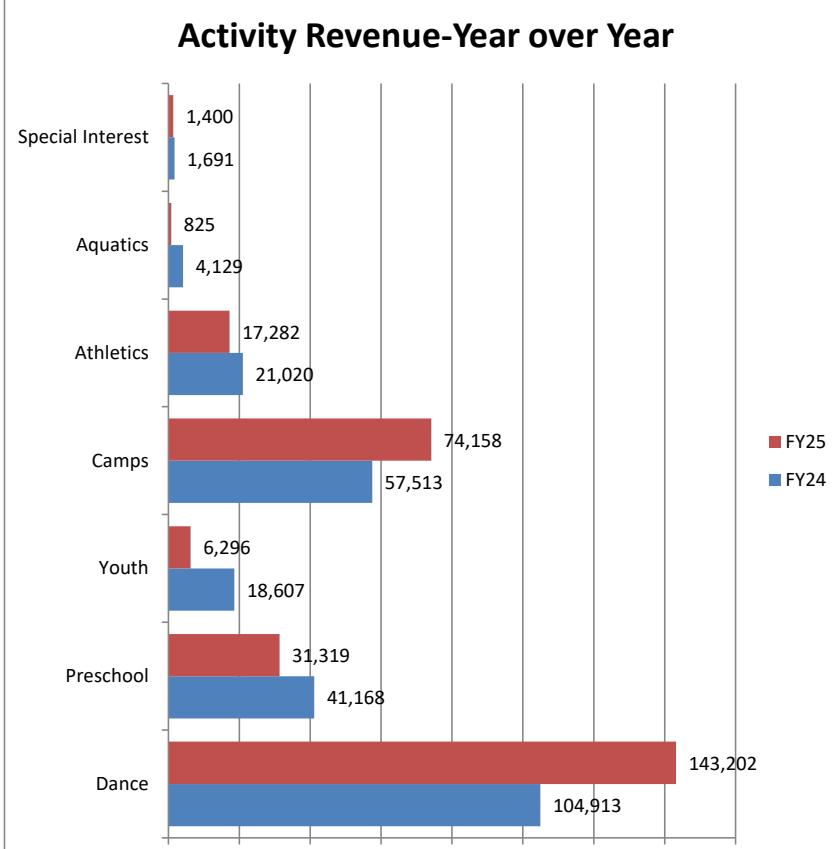
Michael Duebner, to get building signage installed at the Barn and Buffalo Creek facilities as well as a phone line relocation at Buffalo Creek and Wifi access to our Chalet facility.

The department has also begun planning for Fall Winter programs/brochure and the department is continuing with 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 first internal events that the department is preparing for is the Annual Egg Hunt to be held on Saturday, April 12<sup>th</sup> and Arbor Day on Saturday, April 26<sup>th</sup>; both events to be held at Paulus Park. Thank you to Lake Zurich Tire & Auto Inc. and DJDaveChicago for sponsoring the Egg Hunt and SWALCO for sponsoring Arbor Day. Volunteer opportunities for not only these events, but all events, can be viewed for electronic sign up at <https://lakezurich.org/571/Event-Volunteer-Opportunities>

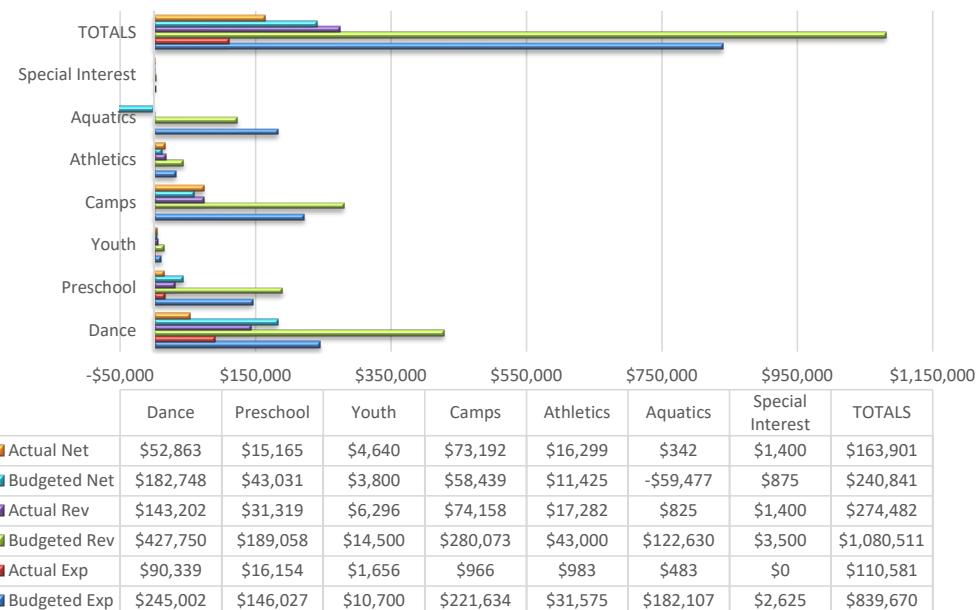


The department has followed up with all special event external partners who submitted 2025 applications to inform them of their Village Board approval for this year. Approved applications include Jack O Lantern World, Phase 3 Bushel of Apples Fest, LZ Tri, Water Lantern Festival, Unplugged Fest, Alpine Races, Worship on the Water, My Density Matters October fundraising walk and Purple Plunge. Further details on both Village sponsored, external and internal events can be found in our seasonal program brochure, online or by contacting the department.

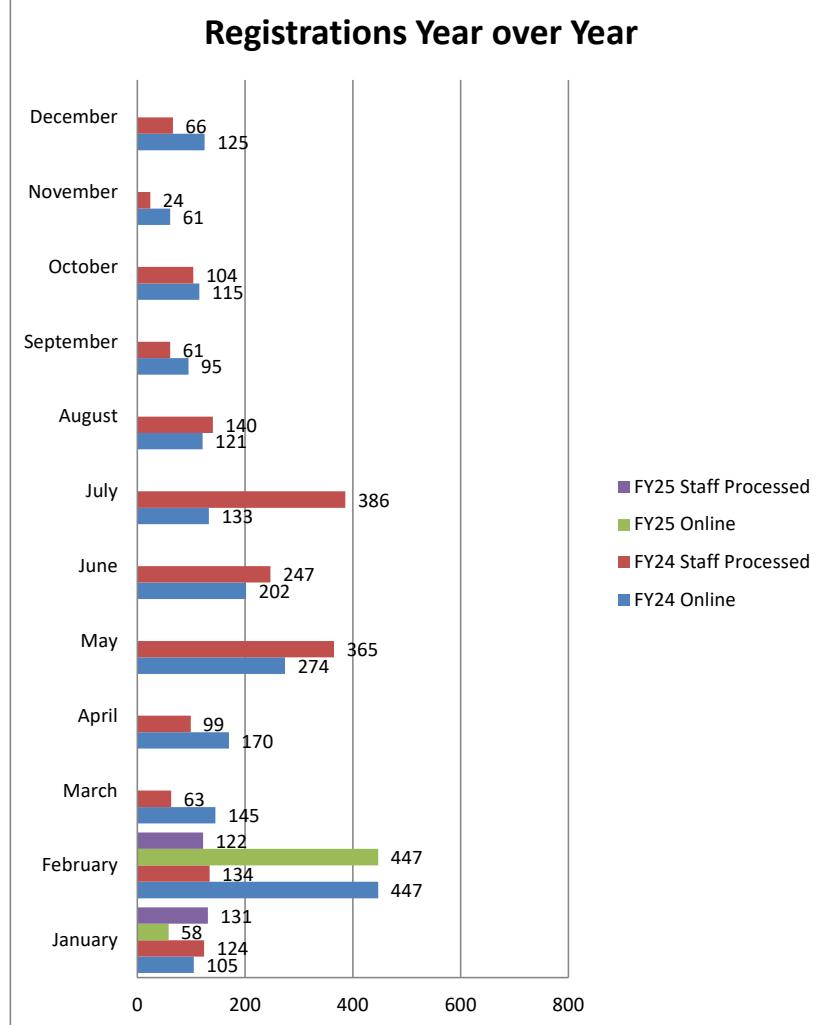


\*Revenue in system is only posted through 2/12/25; revenue is more favorable than listed above.

### Program Cost Recovery Fiscal Y-T-D



\*Revenue in system is only posted through 2/12/25; revenue is more favorable than listed above.



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

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## MONTHLY INFORMATION REPORT

**FEBRUARY 2025**

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

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

## Departmental Narrative

### **General**

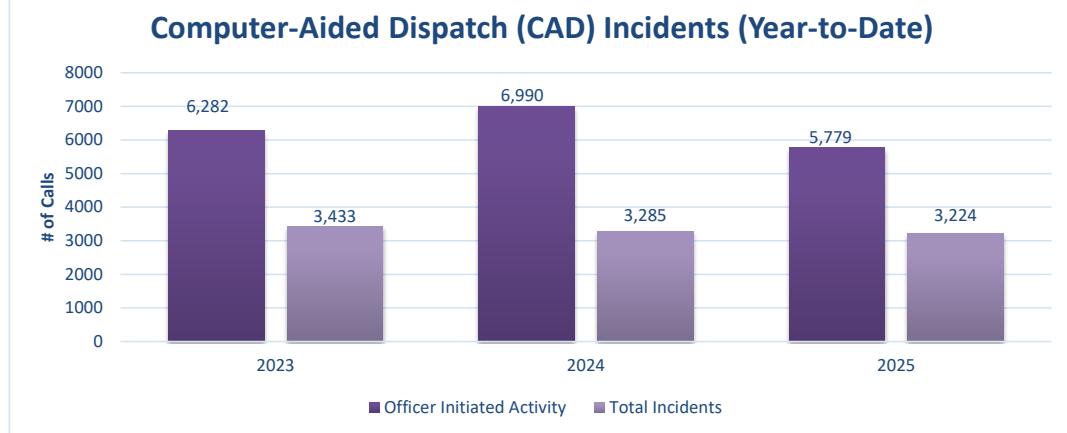
- The Police Department processed 22 Freedom of Information requests this month.
- Our agency participated in an IDOT Super Bowl grant campaign from February 7<sup>th</sup> – February 10<sup>th</sup>. 18 grant hours were worked as part of the campaign. The grant hours yielded the following results: Three speeding citations, 11 seat belt citations, one arrest, and four other citations.
- During the week of February 7<sup>th</sup> – 15<sup>th</sup>, our department had its annual web-based Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) assessment. During this assessment our agency must submit an annual status report to document progression of continuous organizational improvement, and a member from CALEA remotely reviews 45-50 CALEA standards to confirm compliance and ensure policies are being practiced. The Compliance Services Member (CSM) also conducted 4 different remote focus interviews with agency personnel. The CSM found no issues during his assessment.
- In February our department issued six solicitor permits. We received one complaint from a resident about a solicitor. One raffle permit was requested and was issued. One liquor license was requested and approved.
- Officer Lonski was recognized on February 15<sup>th</sup> for National School Resource Officer Appreciation Day.

### **Patrol and Communications**

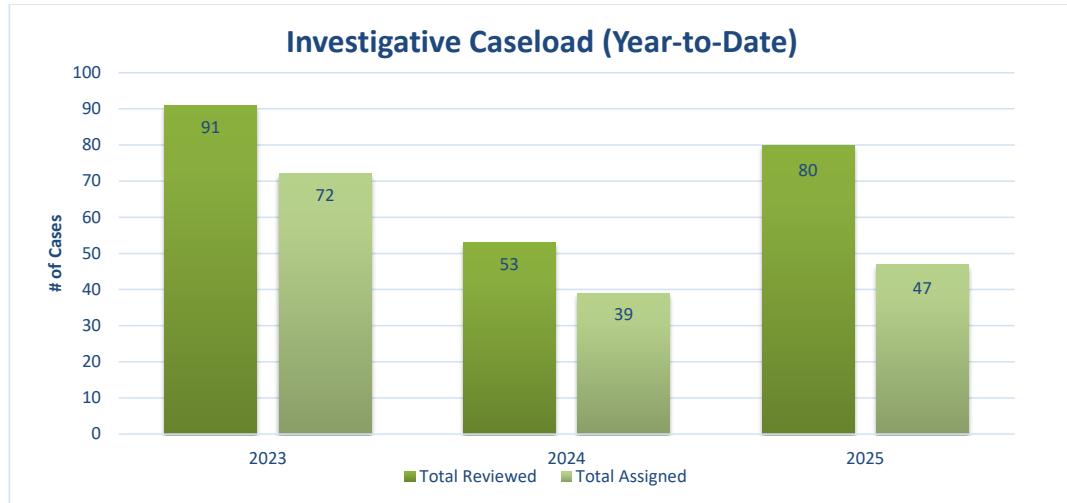
- Year-to-date, officers conducted 269 traffic stops and issued 137 traffic citations.
- During the month, Dispatch handled 1429 9-1-1 calls and 2659 administrative calls.
- Our agency conducted two child safety seat inspections in February.
- Our agency approved six overweight truck permits totaling \$400.00 this month.
- Officer Joseph Fernandez joined the department on February 25<sup>th</sup>. He was previously a deputy with the Kendall County Sheriff's Office.
- On February 16<sup>th</sup>, Officer Young responded to a fatal traffic crash which occurred at Route 14 near Klingenberg Lane in Barrington. Officer Young served as the scene supervisor.

### **Investigations**

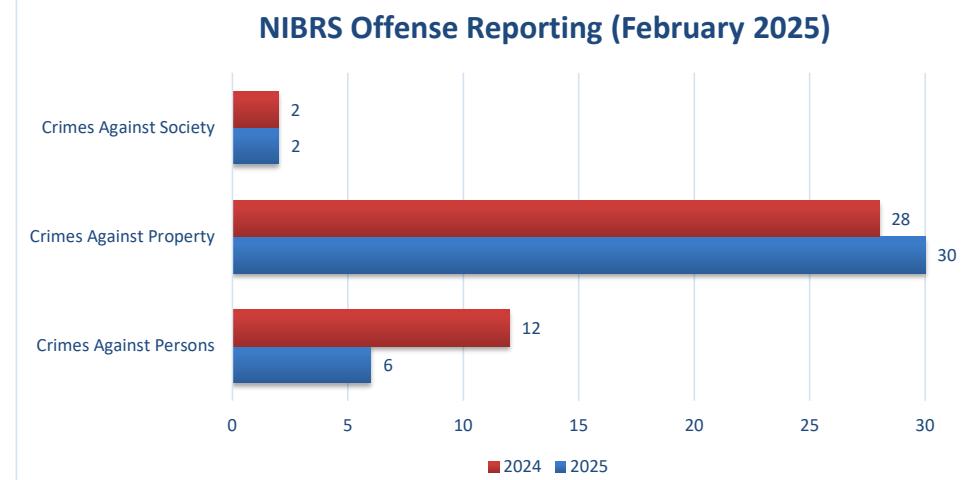
- The Criminal Investigations Division is currently investigating 55 cases, averaging 23 cases per detective. Of the 55 cases, six have been sent to the Lake County State's Attorney's Office (LCSAO) and received warrants for identified suspects.
- There were no Lake County Major Crime Task Force callouts or NIPAS Mobile Field Force callouts this month.



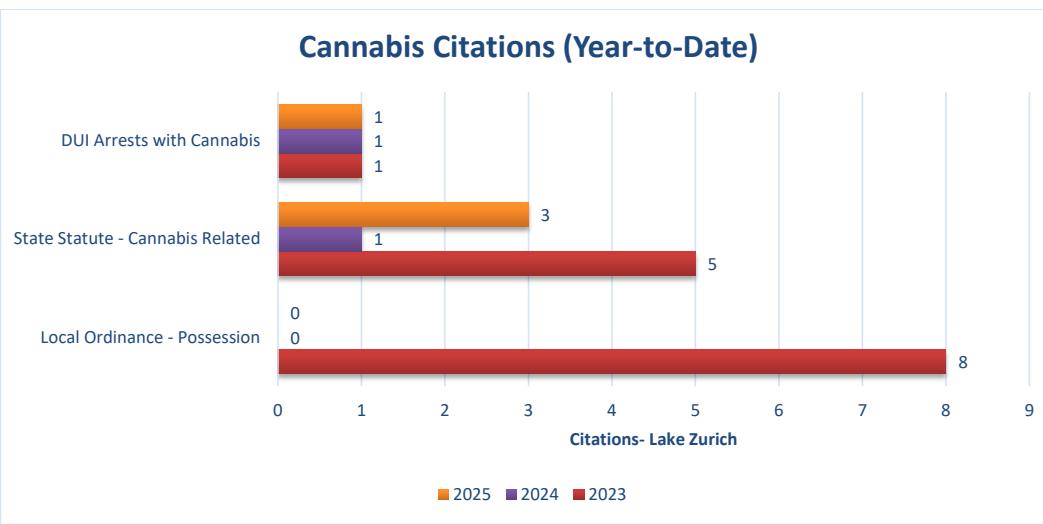
Officer initiated activity includes DUI Arrests, Vehicle Violation Citations, Non-Vehicle Violation Citations, Driving while License Suspended/Revoked, Crime Prevention Notices, Criminal Arrests, Traffic Citations, Traffic Stops, Extra Watches conducted, and Zero Tolerance enforcement. Total incidents 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.

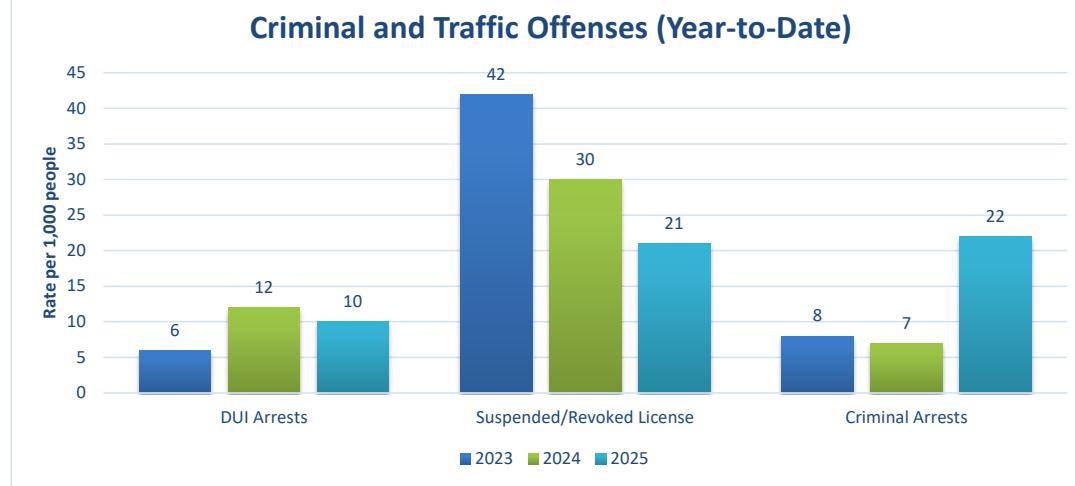


Illinois passed new cannabis rules and regulations that went into effect on January 1, 2020. These citations include local ordinance cannabis possession citations, state statute cannabis related citations (includes possession, delivery, paraphernalia, and DUI), and DUI arrests with cannabis as the primary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

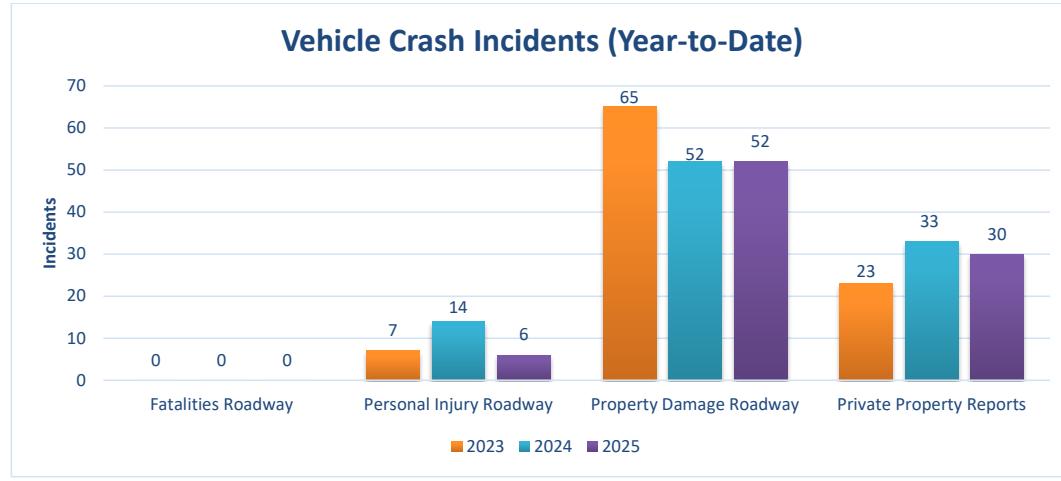


Law enforcement agencies in Illinois are now required to report to the state any incident where a law enforcement officer was dispatched to deal with a person experiencing a mental health crisis or incident. The report shall include the number of incidents, the level of law enforcement response and the 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.





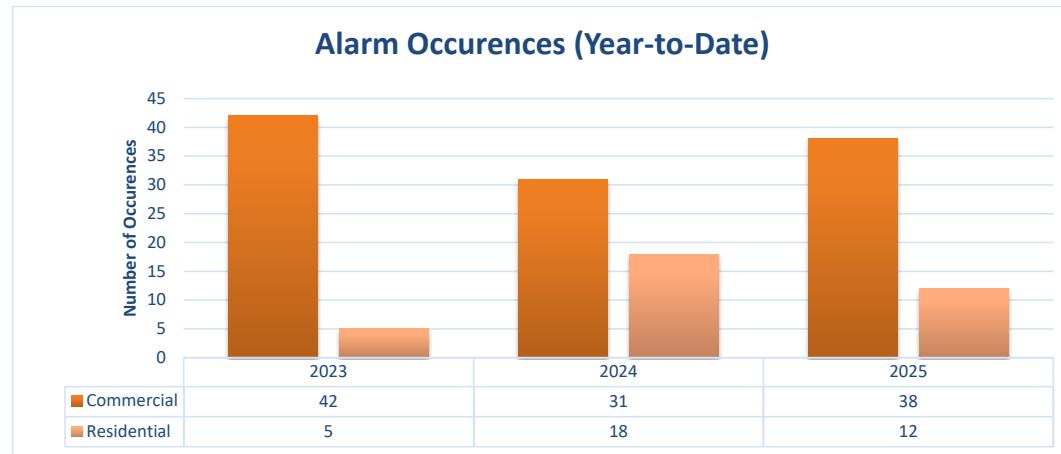
Information depicted in this graph relates to Driving Under the Influence of Alcohol/Drug arrests, Driving while Driver's License Suspended/Revoked arrests, and various criminal arrests (Domestic Battery, Retail Theft, Drug Offenses, etc.) conducted by Department personnel.



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.

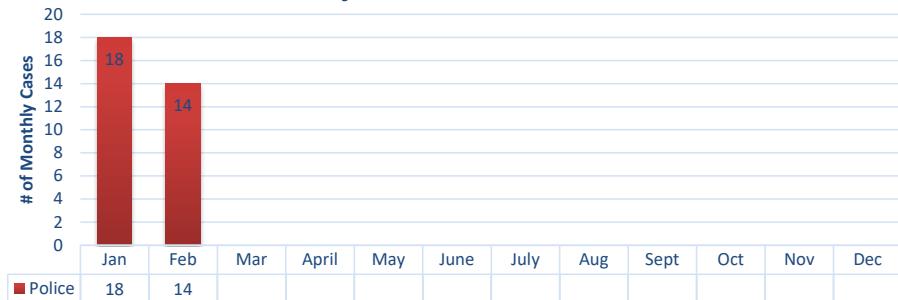


Training is an important element to maintain or improve skills/knowledge/ability. The main categories of training include field training, chief's training, civilian training, firearms training, outside agency training, in-house training, and renewal required training.



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

### Administrative Adjudication Caseload 2025



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	124	\$10,892.50	6	4	2	0	1	1	0
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total</b>	<b>299</b>	<b>\$25,392.50</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>1</b>

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

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## MONTHLY INFORMATION REPORT

**February 2025**

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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 eight (8) events in February 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 Purple Plunge.

**Infrastructure Projects:**

2025 Main Street Beautification / Whitney Rd. & Lake Zurich Dr. Infrastructure

On February 28<sup>th</sup> Bids were opened for this project. 4 Bidders submitted proposals with the apparent low Bidder being Copenhaver Construction. Their documents and references are being reviewed.

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. The roof top units have been set in place along with the majority of the roof top duct work. Interior installation of duct work has begun.

2024 Buffalo Creek Bank Stabilization

ILM has finalized this project. This project has won 2 awards for Environmental Project of the Year-less than \$5 million from APWA Lake Branch as well as APWA Chicago Metro Chapter.

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.

**February Water Main Break Locations:**

980 Millbrook Dr  
1002 Heartwood Ln  
958 Pheasant Ridge Rd  
16 Manor Rd

**Employee Training:**

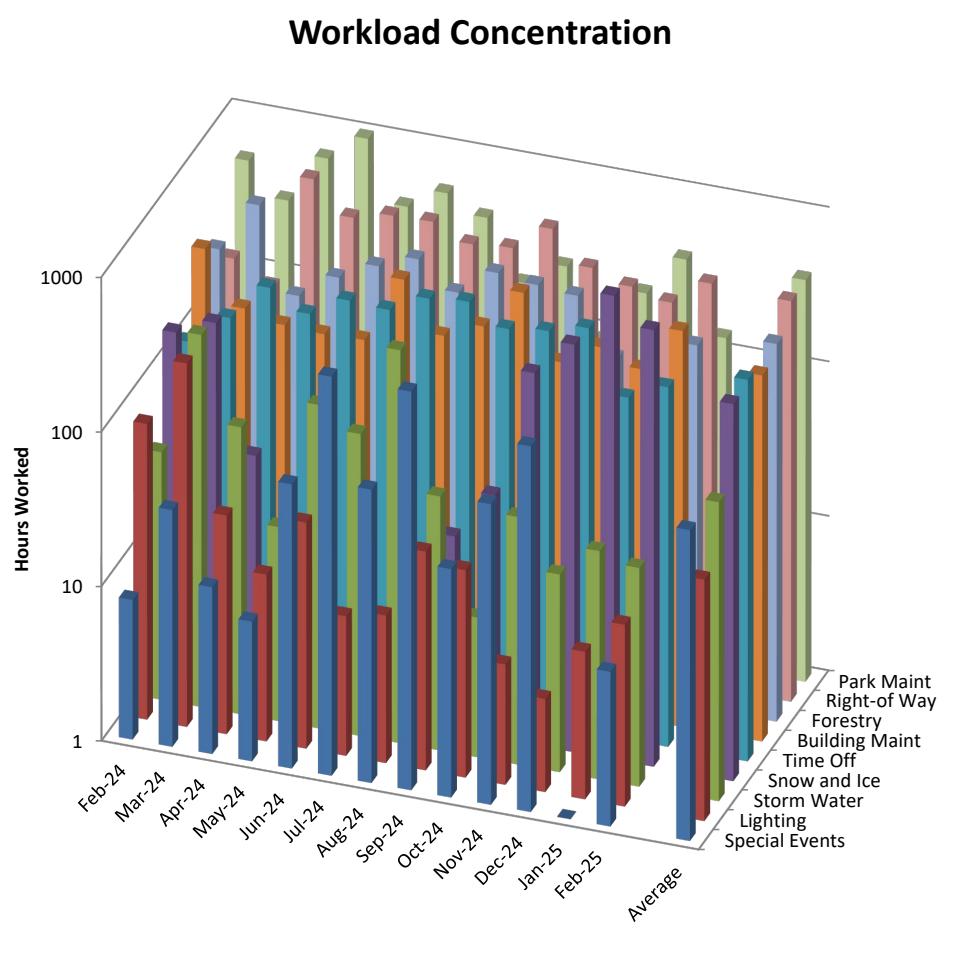
All employees participated in CPR training.

**Anniversaries:**

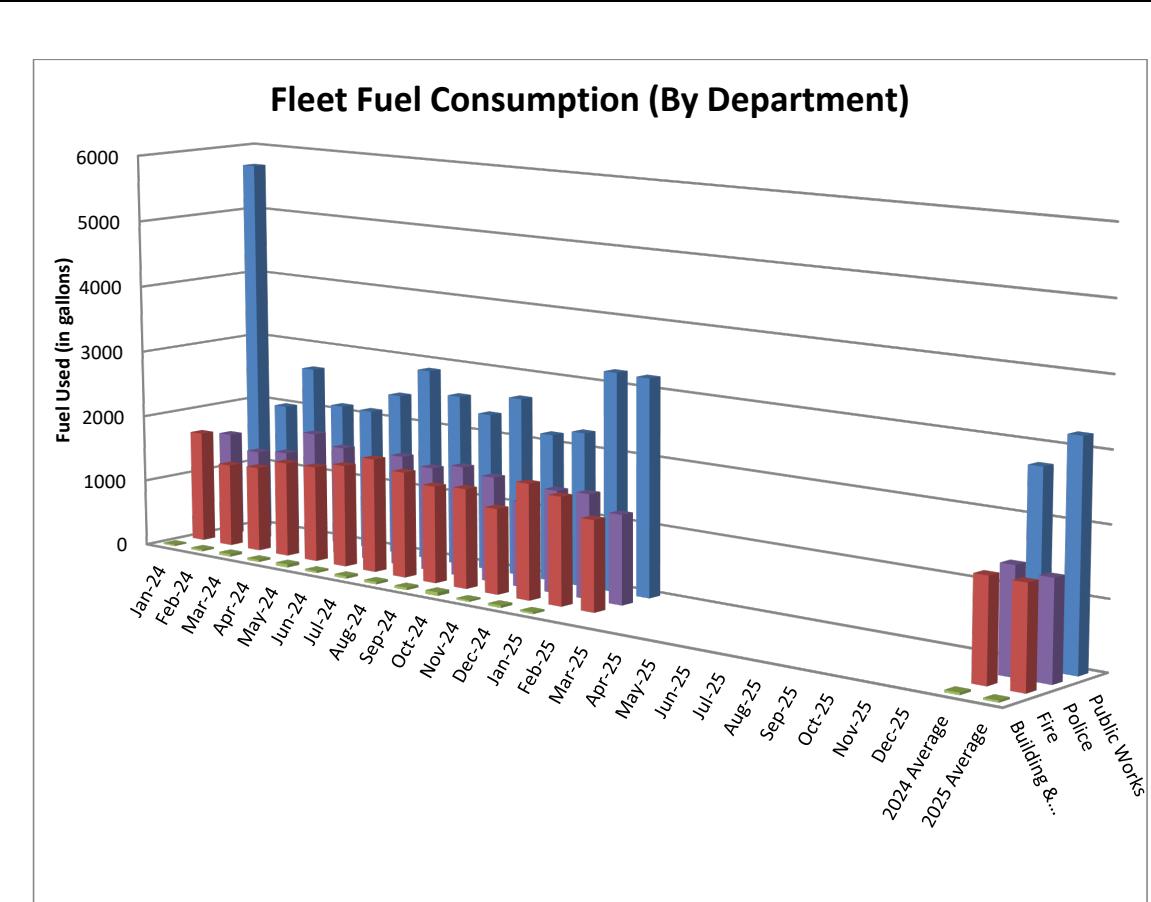
**New Employees:**

**Staff Kudos:**

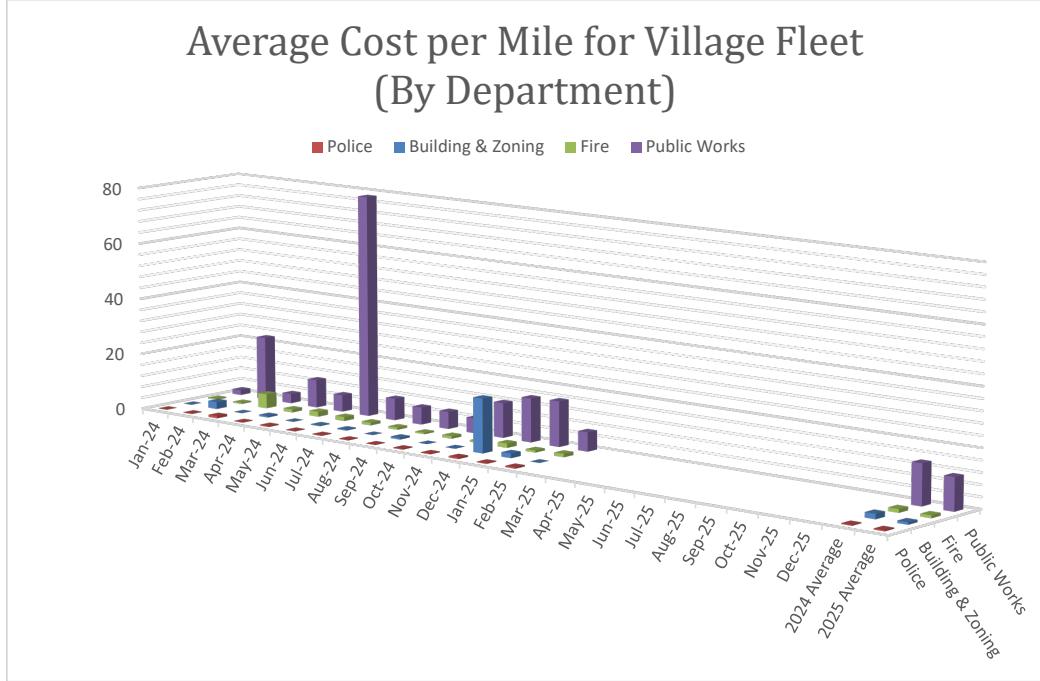
- **Austin Bonestroo, Abe Hernandez, & Jeremy Michaels**-Received a big thank you from the PD for installing a new bench.
- **Scott Abbott, Terry Brown, Jack Fitch, Will Wierer, & Matt Sikorski, Michael Windhauser**-Received compliments for their swift efforts repairing the main break on Millbrook.



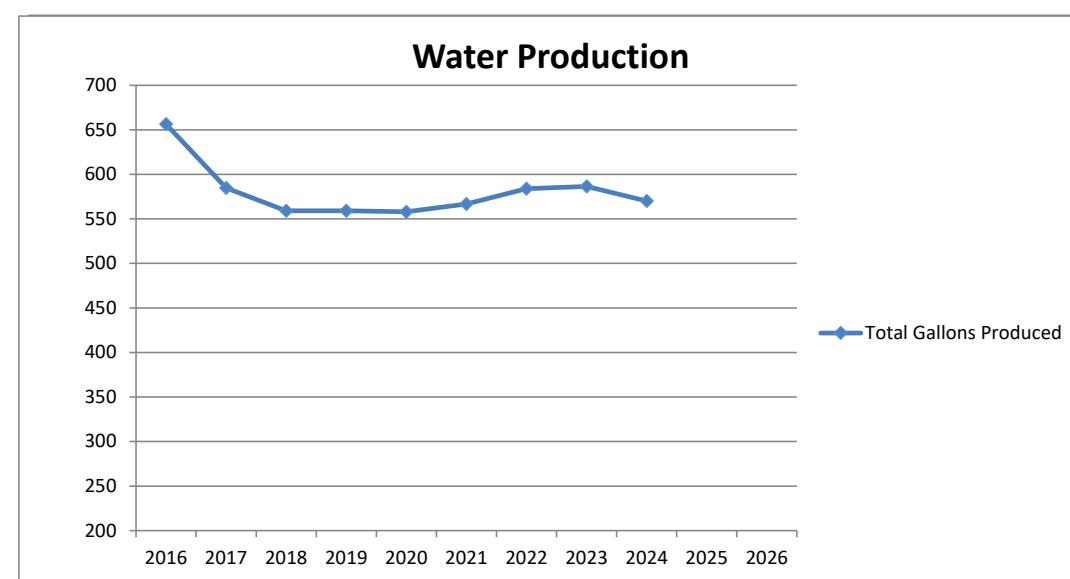
A core function of Public Works are related to the completion of work orders for several categories, including administrative, forestry, park maintenance, municipal property maintenance, right-of-way, snow and ice, street lighting, and storm water system maintenance. This chart shows the number of hours worked on major activities.



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)



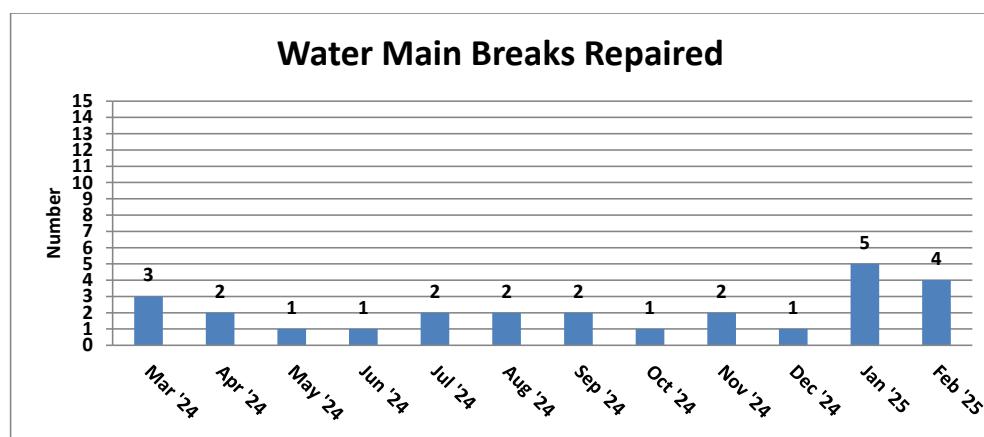
Vehicle cost per mile is an initial indicator of an efficient fleet operation. With basic cost per mile information in hand, all components that feed into that cost can be scrutinized and measured. These components include labor rates, fuel costs and parts costs. Looking further into the Village's vehicle 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.



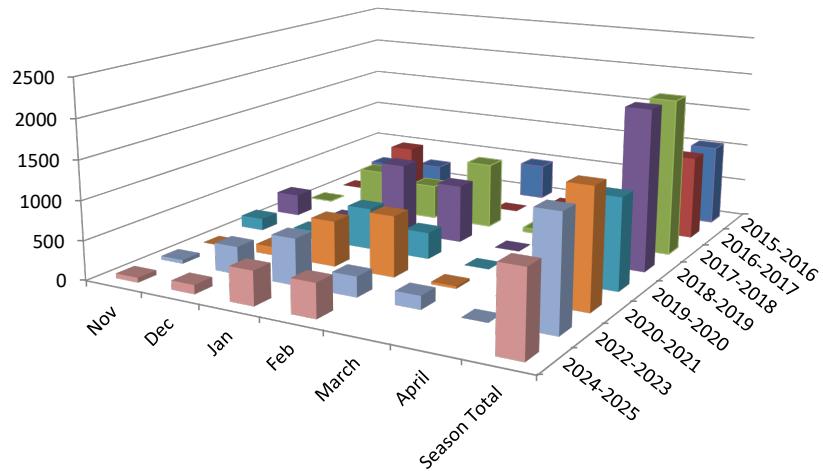
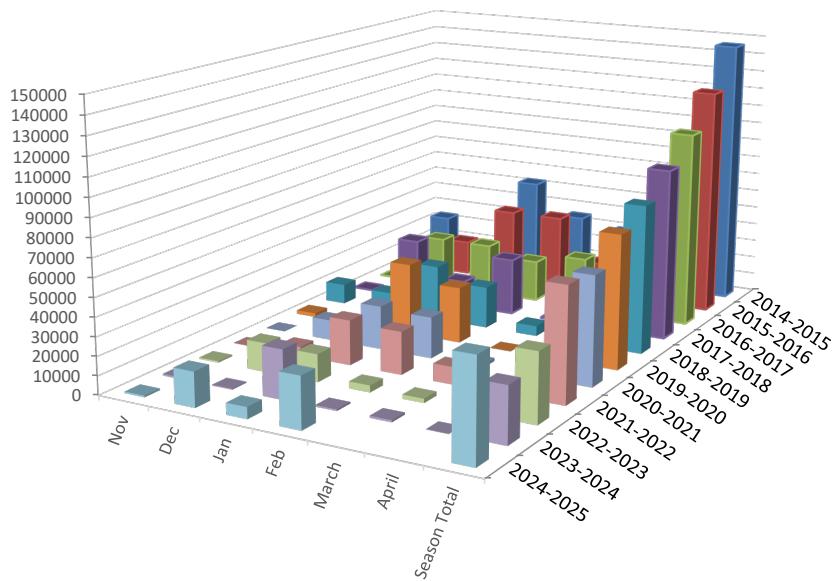
From 2012 to 2015, there was a steady decline in the annual volume of water produced and used by our community. This trend was altered in 2016 due to dry weather leading to increased watering of lawns and landscaped areas.

	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	42.309
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	
<b>Total</b>	<b>584.787</b>	<b>559.111</b>	<b>559.084</b>	<b>558.025</b>	<b>566.670</b>	<b>583.995</b>	<b>586.360</b>	<b>570.016</b>	<b>88.555</b>
<b>Avg</b>	1.598	1.532	1.532	1.529	1.553	1.600	1.606	1.557	1.501
% 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.

**Tons of Road Salt****Gallons of Liquid Deicer**



# VILLAGE MANAGER'S OFFICE

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## MONTHLY INFORMATION REPORT

**FEBRUARY 2025**

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

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

### **A Look Back at February 2025...**

#### **Meadow Wood East Community Approved**

In February 2025, the Village Board approved a preliminary plat and development concept plan for Meadow Wood East, a 15-lot subdivision located at the north end of Manchester Road. This development was discussed earlier at the January 6, 2025 Village Board meeting but was continued to allow the developer to address issues raised by the Board regarding impacts on the existing residential neighborhood to the south. The site work and road resurfacing are expected to be completed by the end of 2027 with completion of the 15 new single-family homes by the end of 2029.

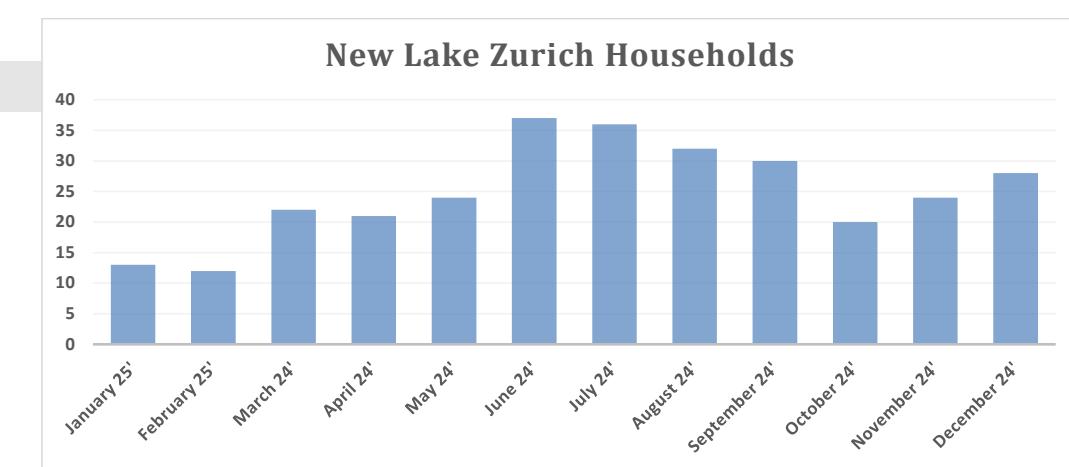


#### **Budget Amendment for Fiscal Year 2024**

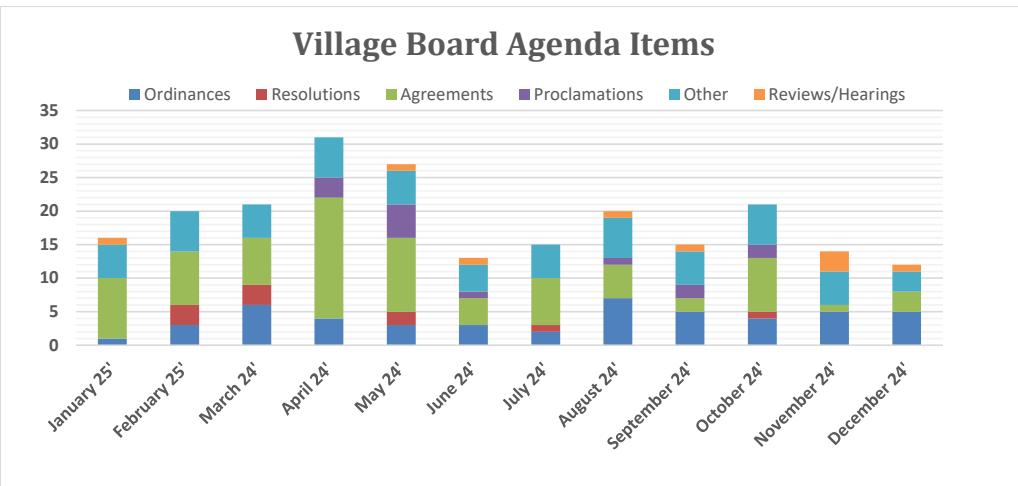
A budget amendment was finalized in February, reflecting a positive financial situation for the end of Fiscal Year 2024.

The largest amendments for the General Fund include higher-than-expected revenues for Sales Tax, Ambulance Service Fees and Investment Income, with an amended net increase of \$934,000 in revenue. The budget amendment includes transferring \$1.2 million to the Capital Improvement Fund and \$200,000 into the equipment Replacement Fund.

This item reflects the Village's prudent management of public resources as it continues to focus on sustainable replacement of aging underground infrastructure.



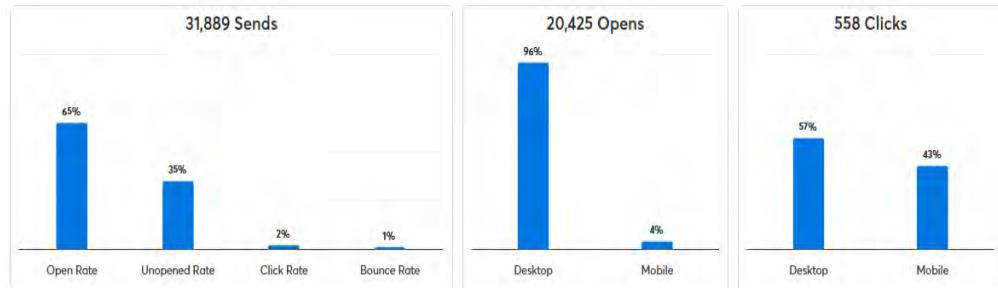
This metric shows the number of new residential homes occupied. Each month, staff sends new Lake Zurich residents a Village welcome packet that provides valuable information to those who are not familiar with the Lake Zurich area or the services offered by their local government. This metric does not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

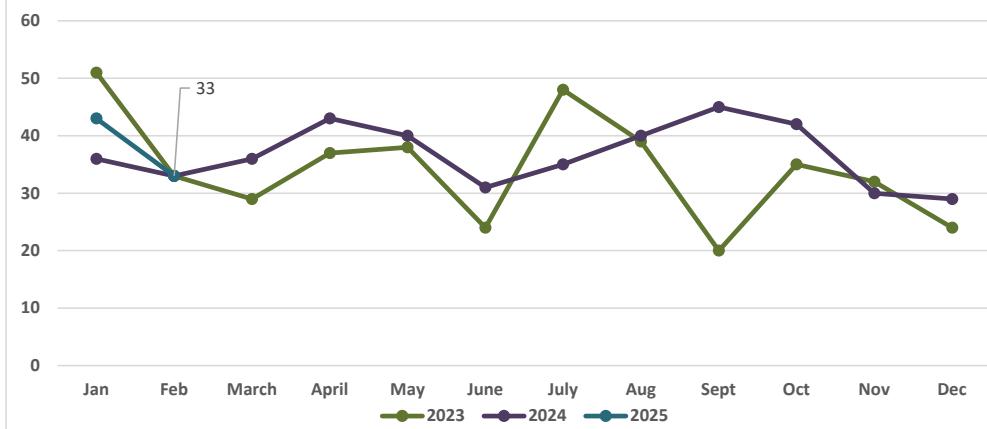
**Average length of regular February Village Board meetings: 1 hour 10 minutes**

## Benchmarks Engagement

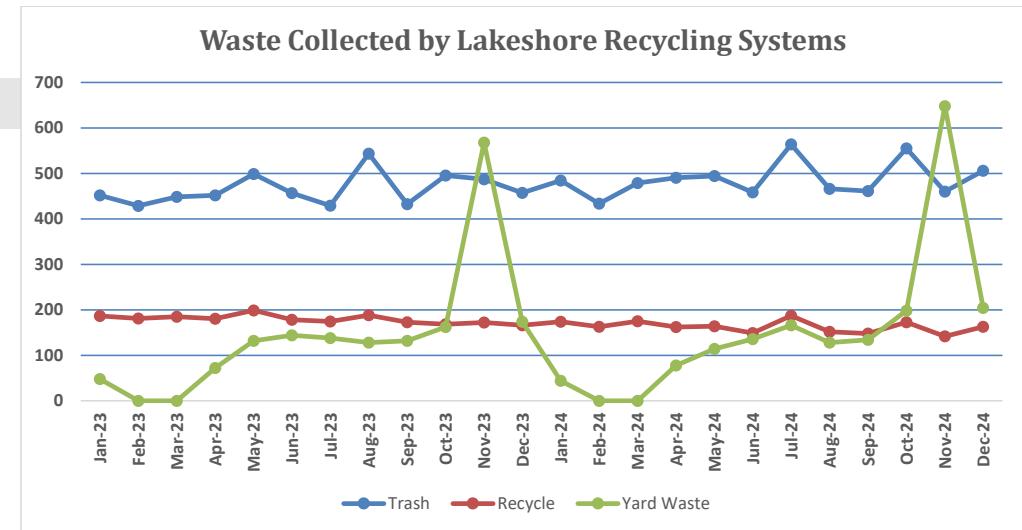


*Benchmarks* is the official Village e-newsletter that is a central communication device for the community. This graph shows *Benchmarks* rates over the past month. From an initial subscription rate of 756 in July 2013, *Benchmarks* now has over 6,400 subscribers.

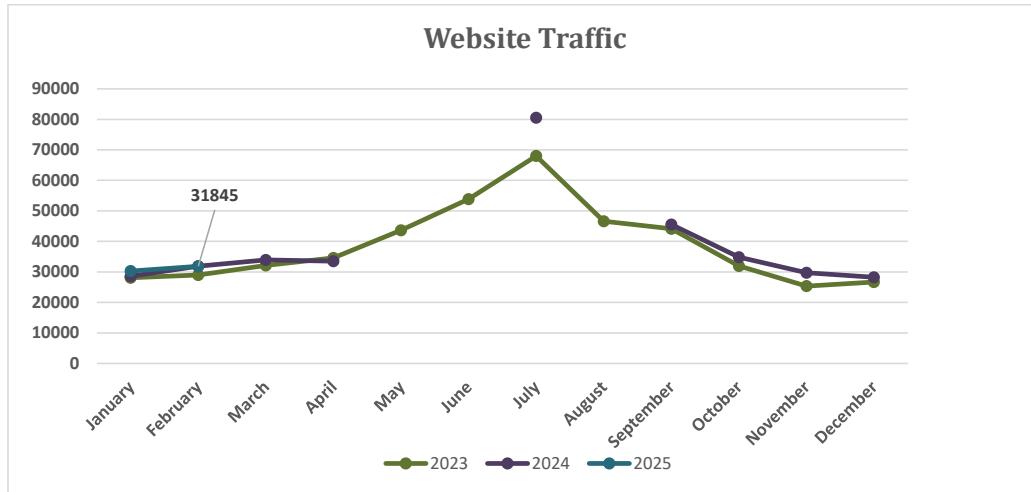
## FOIA Requests Village-Wide



Open and honest government is a cornerstone of American democracy. The Freedom of Information Act is intended to ensure that members of the public have access to information about their government and its decision-making processes. This graph includes all of the FOIA requests received Village-wide among all departments.

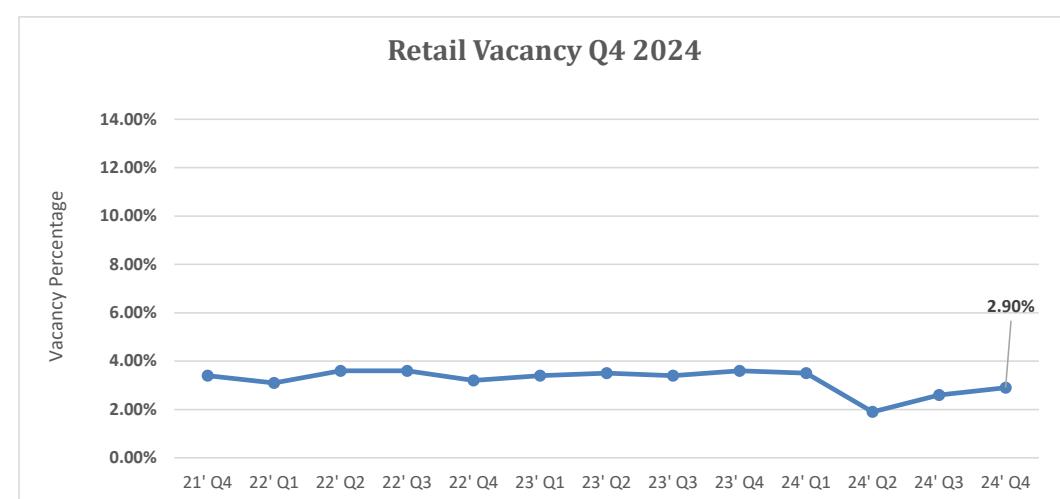


Prairieland Disposal began service to Lake Zurich in September 2020. Lakeshore Recycling Systems (LRS) took over service in October 2021. The above metric reports the volume of waste collected each month including trash, recycling, and yard waste. This metric is updated once per quarter. *Trash* and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

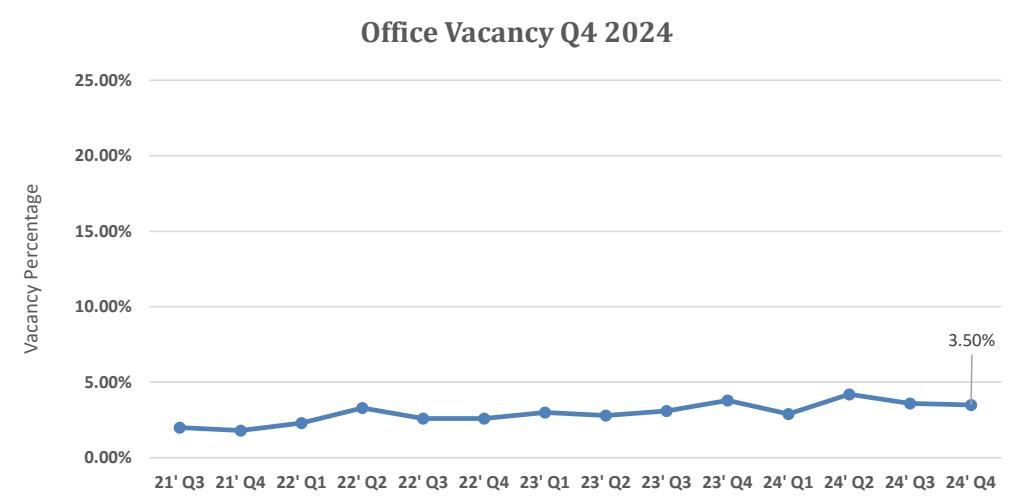
#### Most Visited Page in February: Parks & Rec



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).



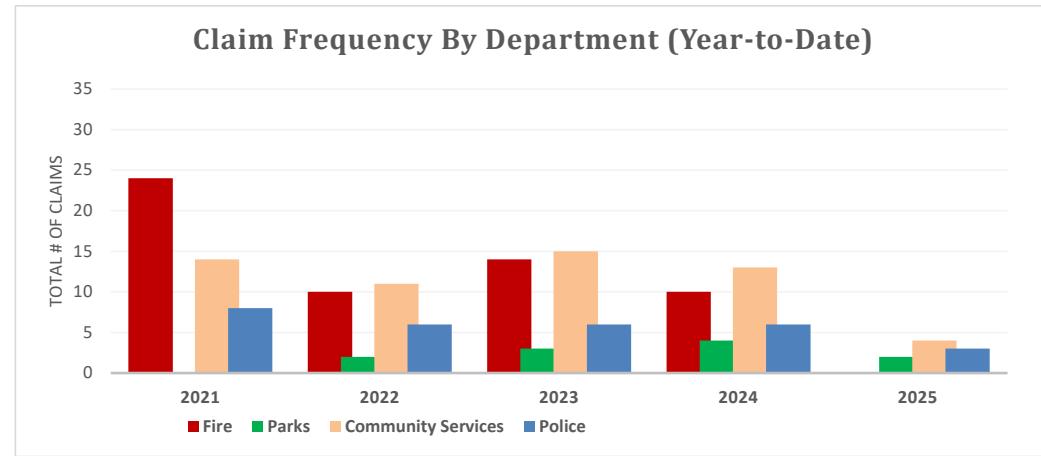
The Lake Zurich industrial vacancy rate decreased to 3.6% in Quarter 4 of 2024 compared to Q3 when 4% was reported vacant (*based on Lake County Partners data*). As of December 31, 2024, there was 200,937 square feet of industrial space reported vacant in Lake Zurich, with average rates at \$5.56 per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



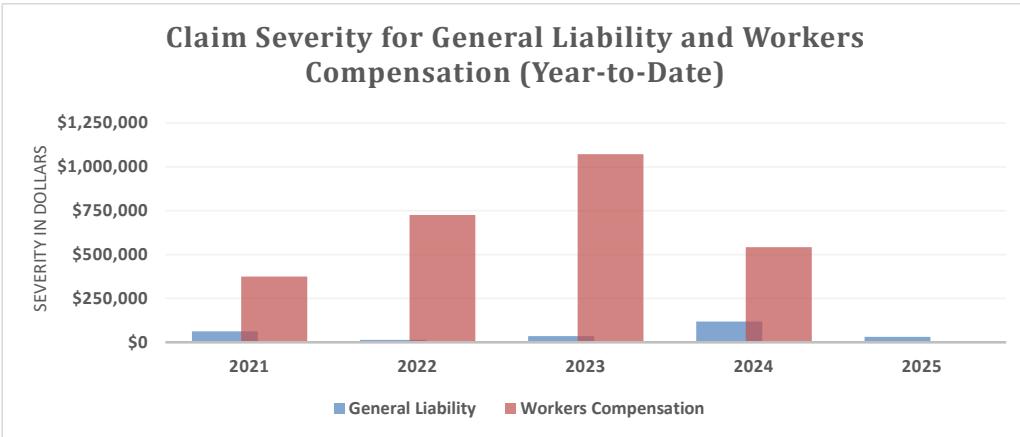
The Lake Zurich office vacancy rate decreased slightly to 3.5% in Quarter 4 of this year compared to Quarter 3 at 3.6% vacant (*based on Lake County Partners data*). As of December 31, 2024, there was 24,687 square feet of office space reported vacant in Lake Zurich, with average rates at \$24.77 per 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 1<sup>st</sup>.



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.



# FINANCE DEPARTMENT

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## MONTHLY INFORMATION REPORT

**JANUARY 2025**

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

70 E. MAIN STREET  
LAKE ZURICH, IL 60047

Finance Monthly Report – January 2025

### DEPARTMENT NARRATIVE

During January, preparation for the annual audit and closing financial records for fiscal year 2024 were the primary activities outside of day-to-day operations. The auditors spent a week in January performing preliminary fieldwork and things went smoothly. Staff began work of preparing for the annual audit scheduled to take place in early April. Other projects for the month included cleaning up records for old receivables and reviewing escrow accounts.

### GENERAL FUND OPERATING RESULTS SUMMARY

For the month of January, revenues totaled \$2.85 million and expenditures \$2.76 million, resulting in an operating excess of \$94k. From a budget perspective, we had expected expenditures to exceed revenues by \$500k. Year-to-date figures below represent the first month of activity for the year.

#### **General Fund Operating Results**

	Current Month Budget	Current Month Actual
Revenues	\$ 2,473,585	\$ 2,852,240
Expenditures	2,973,692	2,757,897
<b>Excess (Deficiency)</b>	<b>\$ (500,107)</b>	<b>\$ 94,342</b>

#### *REVENUES*

Following is a summary of revenues by type through January 31, 2025. These figures represent one month of financial activity. A more detailed analysis can be found on page 9.

## Finance Monthly Report – January 2025

	Current Month's Budget	Current Month's Actual	% Variance	% of Annual Budget
Taxes	\$ 162,799	\$ 158,466	-2.7%	1.3%
Intergovernmental	1,658,031	1,864,233	12.4%	9.2%
Licenses & Permits	300,942	325,160	8.0%	42.4%
Fines and Forfeits	31,583	38,577	22.1%	10.2%
Charges for Services	268,407	325,513	21.3%	11.2%
Investment Income	30,503	63,789	109.1%	14.2%
Miscellaneous	21,320	76,502	258.8%	28.2%
Operating Transfers	0	0	0.0%	0.0%
<b>Total Revenue</b>	<b>\$ 2,473,585</b>	<b>\$ 2,852,240</b>	<b>15.3%</b>	<b>7.8%</b>

**Taxes:**

Revenues from taxes came in at \$158k in January, less than budget expectations. While property taxes are received primarily June through September, the remaining revenues in this category contribute a significant amount of revenue each month all year round.

Telecommunications tax receipts were about 17% higher than expected for the month at \$25k. That is 8% less than the amount received in the same month of the prior year. More information regarding Telecommunications tax can be found on page 12.

Both utility taxes were below budget for the month. The gas utility tax had \$48k in receipts compared to an expected \$52k. Electric utility tax came in at \$79k, lower than budget expectations of \$83k. Combined, utility taxes were 6% lower than expected. The payments are based primarily on December activity. More detail on the Utility Taxes can be found on page 13.

**Intergovernmental Revenue:**

Revenue from other governments totaled \$1.86 million in January, which exceeded budget expectations for the category.

State sales tax receipts were above budget expectations for the month at \$828k. This represents sales from October and was 28% higher than receipts from the same month last year. More information regarding Sales Tax can be found on page 14.

Income Tax receipts came in 19% above expectations with the receipts for January totaling \$361k compared to an expected \$302k. Details on Income Tax are provided on page 15.

Finance Monthly Report – January 2025

Video gaming tax receipts came in 6% above budget expectations at \$27k. Video gaming tax is received two months in arrears. The video gaming tax receipts budgeted for January relate to tax for November activity.

**Licenses and Permits:**

Revenue from the issuance of licenses and permits came in at \$325k for January, 50% above budget expectations. Liquor licenses (\$176k), and business licenses (\$97k) were the biggest contributors. Additional items included in license and permit revenue are sidewalk fees (\$12k), contractor registration (\$10k), and building permits (\$6k). 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 came in above expectations during January, with receipts of \$39k. The revenues in this category include various fines generated from police citations, such as red light and local ordinance violations.

**Charges for Services:**

Revenue from service charges totaled \$326k in January. The main revenue sources in this category are ambulance, engineering fees and park program fees. As ambulance fees are based purely on activity and need, this revenue source can fluctuate considerably during the year. Ambulance receipts for the month were recorded at \$189k. For park program fees, this is a combination of timing of receipts and fluctuating activity levels; receipts in January exceeded budget expectations at \$93k.

**Investment Income:**

The General Fund investment income in January was \$64k. 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 17.

**Miscellaneous:**

The General Fund miscellaneous revenue in January was \$77k. Receipts for this category were fundraising proceeds (\$66k) revenue sharing (\$4k), and rental income (\$2k), as well as other small items.

Finance Monthly Report – January 2025

### ***EXPENDITURES***

For the month of January, expenditures totaled \$2.76 million for the General Fund, which was 7% below projections of \$2.97 million. The table below presents a summary of General Fund expenditures by department as of January 31, 2025. Additional detail can be found on page 9.

Department Or Program	Current Month's Budget	Current Month's Actual	% Variance	% of Annual Budget
Legislative	\$ 13,420	\$ 3,382	-74.8%	4.9%
Administration	\$ 94,191	\$ 91,311	-3.1%	6.2%
Finance	\$ 73,229	\$ 57,919	-20.9%	7.9%
Technology	\$ 91,509	\$ 29,049	-68.3%	4.2%
Police	\$ 821,128	\$ 792,959	-3.4%	7.9%
Fire	\$ 1,160,571	\$ 1,054,439	-9.1%	7.3%
Community Develop.	\$ 74,631	\$ 91,153	22.1%	7.6%
Public Works	\$ 447,190	\$ 396,064	-11.4%	7.5%
Park & Recreation	\$ 113,690	\$ 138,344	21.7%	9.3%
Operating Transfers	\$ 84,133	\$ 103,276	22.8%	8.0%
<b>Total</b>	<b>\$ 2,973,692</b>	<b>\$ 2,757,897</b>	<b>-7.3%</b>	<b>7.5%</b>

### **OPERATING RESULTS OF OTHER FUNDS**

Following are some observations regarding the revenues and expenditures of other funds. A financial summary of funds other than General is provided on pages 10-11.

#### **Special Revenue Funds:**

Motor fuel tax revenue came in at \$86k in January, which was 3% below the budget of \$89k. Estimates for revenues highly sensitive to the economy, such as this one, allow for fluctuations later in the year. No expenditures were recorded for the Motor Fuel Tax Fund for January.

January revenues for the Hotel Tax Fund totaled \$10k. 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 quarterly. Therefore, the village does not receive receipts each month. Expenditures of \$10k were

Finance Monthly Report – January 2025

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 January totaled \$36k, most of which relates to funding transfers in from other funds and vendor fees and donations. Expenditures for the month totaled \$74k, consisting of normal staff expenses (\$27k), event deposits for July Fourth (\$43k), and other small items.

**Debt Service Funds:**

The debt service funds record annual debt service payments for several of the village issuances. Revenues for the debt service fund are from interest and changes in market value of investments at this point in the year. Transfers from other funding sources will occur later in the year. The expenditures recorded for January were \$769k for principal and interest on the Series 2016A General Obligation Refunding Bond.

**Capital Projects Funds:**

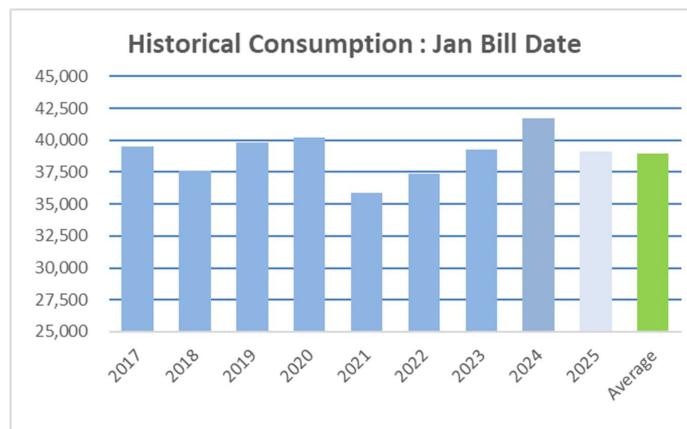
January revenue for the capital projects funds came in at \$393k. The majority of the revenue was from Non-Home Rule Sales Tax (NHRST), with receipts from January of \$275k. This was 25% higher than budget expectations and 30% higher than the same month last year. January receipts represent sales from October. More detail on the NHRST revenue can be found on page 16. Remaining revenues for capital project funds include funding transfers (26k), and interest income and change in market value of investments (\$92k).

Expenditures of \$56k were recorded in January for capital projects, consisting of the gun range ventilation replacement (55k) and other small items.

**Water and Sewer Fund:**

January revenue totaled \$969k, which was 10% above the budget estimate of \$878k. Consumption metered in January was 39M gallons, consistent with the nine-year average of 39M gallons. The consumption billed in January primarily represents water metered in late December and early January. With about 47M gallons pumped, about 17% of pumped water was lost to main breaks, fire department use, or other small issues. A chart comparing January water consumption over the past eight years provided below.

Finance Monthly Report – January 2025



Expenses in the Water Fund were \$441k for the month. Of this amount, \$177k is 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 Fund. January expenses include non-cash depreciation expenses (\$45k).

**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. No revenues or expenses were incurred for the month of January.

## Finance Monthly Report – January 2025

SSA Activity Jan-25								
SSA #	Location	Beginning Balance 1/1/2025	Year-To-Date		Ending Balance 12/31/2025	Annual Expected Revenues	Annual Expected Expenses	Annual YTD %
			Revenues	Expenses				
SSA #8	Heatherleigh	38,652	-	-	38,652	9,697	23,196	0.00%
SSA #9	Willow Ponds	128,049	-	-	128,049	11,851	19,300	0.00%
SSA #10	Westberry	19,985	-	-	19,985	1,000	-	N/A
SSA #11	Lake Zurich Pines	2,999	-	-	2,999	-	#DIV/0!	<sup>a</sup> 0.00%
SSA #13	Conventry Creek	242,755	-	-	242,755	29,894	16,662	0.00%
SSA #16	Country Club	1,478	-	-	1,478	-	-	N/A
		433,919	-	-	433,919	52,443	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 \$834k for the month. For January, the fund recorded an unrealized gain of \$792k from investments. Total municipal and member contributions for the month totaled \$43k. Expenses for the month were \$260k of which \$254k was for pension and benefit payments, \$4k was for professional expenses, and \$2k was for investment expenses. For the month of January, the fund experienced a gain of \$574k. As of January 31st, the fund had a net position of \$36.17 million. Additional information can be found on page 18.

The Firefighters' Pension Fund had a similar month for investments, with an unrealized gain of \$1.4 million from investments. Total municipal and member contributions for the month totaled \$64k. Total revenues for the month were \$1.4 million. Expenses for the month were \$296k, of which \$290k was for pension and benefit payments, \$2k was for professional services, and \$4k was for investment and other expenses. For the month of January, the fund experienced a gain of \$1.1 million. As of January 31st, the fund had a net position of \$59.78 million. Additional information can be found on page 18.

Finance Monthly Report – January 2025

**Conclusion:**

For the one fiscal period covered by this report, no major concerns were identified. Major revenue sources are performing within reason and expenditures have been kept to a minimum. January is often a light month for expenditures so the focus can be on ensuring all invoices for the prior fiscal year have been recorded. We will continue to monitor revenues and expenditures closely throughout the coming months.

Respectfully Submitted,

*Amy Sparkowski*

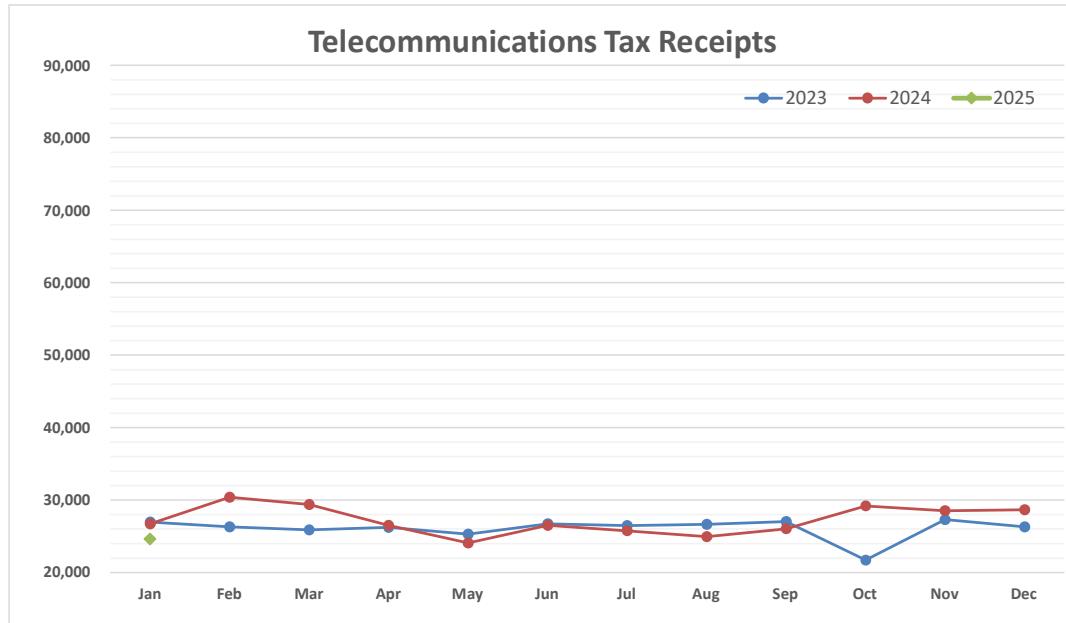
Amy Sparkowski  
Director of Finance

VILLAGE OF LAKE ZURICH OPERATING REPORT SUMMARY GENERAL FUND January 31, 2025								
	Current Month			Year-to-Date			Amended Annual Budget	% of Annual Budget Achieved
	Budget	Actual	% Variance	Budget	Actual	% Variance		
<b>REVENUES</b>								
<b>Taxes</b>								
Property Taxes	-	100	0.0%	-	100	0.0%	9,975,730	0.0%
Utility Tax - Electric	82,615	79,152	(4.2%)	82,615	79,152	(4.2%)	940,000	8.4%
Utility Tax - Gas	51,571	47,603	(7.7%)	51,571	47,603	(7.7%)	405,000	11.8%
Cable Tv Franchise	7,656	6,997	(8.6%)	7,656	6,997	(8.6%)	210,000	3.3%
Telecom Tax	20,958	24,614	17.4%	20,958	24,614	17.4%	228,400	10.8%
<b>Total Taxes</b>	<b>162,799</b>	<b>158,466</b>	<b>-2.7%</b>	<b>162,799</b>	<b>158,466</b>	<b>-2.7%</b>	<b>11,759,130</b>	<b>1.3%</b>
<b>Intergovernmental</b>								
State Sales Tax	700,352	827,586	18.2%	700,352	827,586	18.2%	8,813,000	9.4%
State Income Tax	302,444	361,076	19.4%	302,444	361,076	19.4%	3,475,000	10.4%
State Use Tax	44,348	40,801	(8.0%)	44,348	40,801	(8.0%)	511,360	8.0%
Video Gaming Tax	25,230	26,702	5.8%	25,230	26,702	5.8%	325,000	8.2%
Fire/Rescue Srvc Contract	544,733	581,774	6.8%	544,733	581,774	6.8%	6,662,275	8.7%
Other Intergovernmental	40,923	26,293	(35.8%)	40,923	26,293	(35.8%)	426,856	6.2%
<b>Total Intergovernmental</b>	<b>1,658,031</b>	<b>1,864,233</b>	<b>12.4%</b>	<b>1,658,031</b>	<b>1,864,233</b>	<b>12.4%</b>	<b>20,213,491</b>	<b>9.2%</b>
<b>Licenses &amp; Permits</b>								
Liquor Licenses	169,500	176,378	4.1%	169,500	176,378	4.1%	175,000	100.8%
Business Licenses	97,500	96,585	(0.9%)	97,500	96,585	(0.9%)	103,000	93.8%
Building Permits	4,957	6,267	26.4%	4,957	6,267	26.4%	150,000	4.2%
Permit Plan Review	4,768	4,109	(13.8%)	4,768	4,109	(13.8%)	75,000	5.5%
Other Permits	24,217	41,822	72.7%	24,217	41,822	72.7%	263,000	15.9%
<b>Total Licenses &amp; Permits</b>	<b>300,942</b>	<b>325,160</b>	<b>8.0%</b>	<b>300,942</b>	<b>325,160</b>	<b>8.0%</b>	<b>766,000</b>	<b>42.4%</b>
<b>Fines and Forfeits</b>	<b>31,583</b>	<b>38,577</b>	<b>22.1%</b>	<b>31,583</b>	<b>38,577</b>	<b>22.1%</b>	<b>377,500</b>	<b>10.2%</b>
<b>Charges for Services</b>								
Fire/Rescue Ambulance Fee	145,590	189,109	29.9%	145,590	189,109	29.9%	1,300,000	14.5%
Park Program Fees	80,884	93,309	15.4%	80,884	93,309	15.4%	898,881	10.4%
Other Charges for Services	41,933	43,095	2.8%	41,933	43,095	2.8%	702,330	6.1%
<b>Total Charges for Services</b>	<b>268,407</b>	<b>325,513</b>	<b>21.3%</b>	<b>268,407</b>	<b>325,513</b>	<b>21.3%</b>	<b>2,901,211</b>	<b>11.2%</b>
<b>Investment Income</b>	<b>30,503</b>	<b>63,789</b>	<b>109.1%</b>	<b>30,503</b>	<b>63,789</b>	<b>109.1%</b>	<b>450,000</b>	<b>14.2%</b>
<b>Miscellaneous</b>	<b>21,320</b>	<b>76,502</b>	<b>258.8%</b>	<b>21,320</b>	<b>76,502</b>	<b>258.8%</b>	<b>271,572</b>	<b>28.2%</b>
<b>Total General Fund Revenues</b>	<b>2,473,585</b>	<b>2,852,240</b>	<b>15.3%</b>	<b>2,473,585</b>	<b>2,852,240</b>	<b>15.3%</b>	<b>36,738,904</b>	<b>7.8%</b>
<b>Operating Transfers In</b>	-	-	0.0%	-	-	0.0%	-	0.0%
<b>EXPENDITURES</b>								
<b>General Government</b>								
Legislative	13,420	3,382	(74.8%)	13,420	3,382	(74.8%)	68,995	4.9%
Administration	94,191	91,311	(3.1%)	94,191	91,311	(3.1%)	1,469,445	6.2%
Finance	73,229	57,919	(20.9%)	73,229	57,919	(20.9%)	730,995	7.9%
Technology	91,509	29,049	(68.3%)	91,509	29,049	(68.3%)	685,131	4.2%
<b>Total Gen. Govt.</b>	<b>272,349</b>	<b>181,661</b>	<b>(33.3%)</b>	<b>272,349</b>	<b>181,661</b>	<b>(33.3%)</b>	<b>2,954,566</b>	<b>6.1%</b>
<b>Public Safety</b>								
Police	821,128	792,959	(3.4%)	821,128	792,959	(3.4%)	10,074,941	7.9%
Fire	1,160,571	1,054,439	(9.1%)	1,160,571	1,054,439	(9.1%)	14,448,082	7.3%
Community Development	74,631	91,153	22.1%	74,631	91,153	22.1%	1,192,855	7.6%
<b>Total Public Safety</b>	<b>2,056,329</b>	<b>1,938,551</b>	<b>(5.7%)</b>	<b>2,056,329</b>	<b>1,938,551</b>	<b>(5.7%)</b>	<b>25,715,878</b>	<b>7.5%</b>
<b>Streets - Public Works</b>	<b>447,190</b>	<b>396,064</b>	<b>(11.4%)</b>	<b>447,190</b>	<b>396,064</b>	<b>(11.4%)</b>	<b>5,293,745</b>	<b>7.5%</b>
<b>Culture - Park and Recreation</b>	<b>113,690</b>	<b>138,344</b>	<b>21.7%</b>	<b>113,690</b>	<b>138,344</b>	<b>21.7%</b>	<b>1,481,753</b>	<b>9.3%</b>
<b>Total General Fund Expend.</b>	<b>2,889,558</b>	<b>2,654,621</b>	<b>(8.1%)</b>	<b>2,889,558</b>	<b>2,654,621</b>	<b>(8.1%)</b>	<b>35,445,942</b>	<b>7.5%</b>
<b>Operating Transfers Out</b>	84,133	103,276	22.8%	84,133	103,276	22.8%	1,289,317	8.0%
<b>NET INCOME (LOSS) FOR GENERAL</b>	<b>(500,107)</b>	<b>94,342</b>		<b>(500,107)</b>	<b>94,342</b>		<b>3,645</b>	

VILLAGE OF LAKE ZURICH OPERATING REPORT SUMMARY January 31, 2025								
	Current Month			Year-to-Date			Amended Annual Budget	% of Annual Budget Achieved
	Budget	Actual	% Variance	Budget	Actual	% Variance		
<b>SPECIAL REVENUE FUNDS</b>								
<b>MOTOR FUEL TAX FUND</b>								
Revenues	88,908	86,167	(3.1%)	88,908	86,167	(3.1%)	1,027,119	8.4%
Expenditures	21,720	-	(100.0%)	21,720	-	(100.0%)	514,600	0.0%
Net Activity Gain (Loss)	67,188	86,167		67,188	86,167		512,519	
<b>HOTEL TAX FUND</b>								
Revenues	14,197	9,944	(30.0%)	14,197	9,944	(30.0%)	134,200	7.4%
Expenditures	10,549	10,462	(0.8%)	10,549	10,462	(0.8%)	141,700	7.4%
Net Activity Gain (Loss)	3,648	(518)		3,648	(518)		(7,500)	
<b>SPECIAL EVENTS FUND</b>								
Admin & Miscellaneous								
Revenues	22,850	23,183	1.5%	22,850	23,183	1.5%	276,817	8.4%
Expenditures	21,402	30,107	40.7%	21,402	30,107	40.7%	270,918	11.1%
Net Activity Gain (Loss)	1,448	(6,924)		1,448	(6,924)		5,899	
Rock the Block								
Revenues	567	3,325	486.6%	567	3,325	486.6%	70,000	4.8%
Expenditures	10,460	-	(100.0%)	10,460	-	(100.0%)	76,835	0.0%
Net Activity Gain (Loss)	(9,894)	3,325		(9,894)	3,325		(6,835)	
Farmers Market								
Revenues	359	1,175	227.0%	359	1,175	227.0%	11,250	10.4%
Expenditures	255	-	(100.0%)	255	-	(100.0%)	10,122	0.0%
Net Activity Gain (Loss)	105	1,175		105	1,175		1,128	
Fourth of July								
Revenues	6,683	6,875	2.9%	6,683	6,875	2.9%	95,000	7.2%
Expenditures	11,499	43,750	280.5%	11,499	43,750	280.5%	97,399	44.9%
Net Activity Gain (Loss)	(4,816)	(36,875)		(4,816)	(36,875)		(2,399)	
Winter Festival								
Revenues	1,586	1,667	5.1%	1,586	1,667	5.1%	26,000	6.4%
Expenditures	4,463	226	(94.9%)	4,463	226	(94.9%)	26,474	0.9%
Net Activity Gain (Loss)	(2,877)	1,441		(2,877)	1,441		(474)	
Live at the Lake								
Revenues	383	-	(100.0%)	383	-	(100.0%)	4,600	0.0%
Expenditures	1,101	-	(100.0%)	1,101	-	(100.0%)	13,213	0.0%
Net Activity Gain (Loss)	(718)	-		(718)	-		(8,613)	
External Events								
Revenues	4,192	275	(93.4%)	4,192	275	(93.4%)	50,300	0.5%
Expenditures	2,706	-	(100.0%)	2,706	-	(100.0%)	32,476	0.0%
Net Activity Gain (Loss)	1,485	275		1,485	275		17,824	
Special Events Fund Total	(15,266)	(37,858)		(15,266)	(37,858)		6,530	
<b>TIF #1 TAX FUND</b>								
Revenues	1,131	2,477	119.1%	1,131	2,477	119.1%	1,829,800	0.1%
Expenditures	-	-	0.0%	-	-	0.0%	1,811,903	0.0%
Net Activity Gain (Loss)	1,131	2,477		1,131	2,477		17,897	
<b>TIF #2 - DOWNTOWN</b>								
Revenues	10,184	13,252	30.1%	10,184	13,252	30.1%	556,600	2.4%
Expenditures	-	-	0.0%	-	-	0.0%	1,606,300	0.0%
Net Activity Gain (Loss)	10,184	13,252		10,184	13,252		(1,049,700)	
<b>TIF #3 - RAND ROAD</b>								
Revenues	101	1,653	1,535.7%	101	1,653	1,535.7%	151,000	1.1%
Expenditures	1,417	-	(100.0%)	1,417	-	(100.0%)	19,300	0.0%
Net Activity Gain (Loss)	(1,316)	1,653		(1,316)	1,653		131,700	
<b>TIF #4 - INDUSTRIAL</b>								
Revenues	26,347	1,517	(94.2%)	26,347	1,517	(94.2%)	316,160	0.5%
Expenditures	192	-	(100.0%)	192	-	(100.0%)	2,300	0.0%
Net Activity Gain (Loss)	26,155	1,517		26,155	1,517		313,860	
<b>DISPATCH CENTER FUND</b>								
Revenues	183,470	116,317	(36.6%)	183,470	116,317	(36.6%)	1,738,300	6.7%
Expenditures	142,912	179,613	25.7%	142,912	179,613	25.7%	1,759,978	10.2%
Net Activity Gain (Loss)	40,559	(63,296)		40,559	(63,296)		(21,678)	

VILLAGE OF LAKE ZURICH OPERATING REPORT SUMMARY January 31, 2025								
DEBT SERVICE FUNDS	Current Month			Year-to-Date			Amended Annual Budget	% of Annual Budget Achieved
	Budget	Actual	% Variance	Budget	Actual	% Variance		
	Revenues	4,609	3,777	(18.1%)	4,609	3,777	(18.1%)	1,426,500 0.3%
<b>VILLAGE DEBT SERVICE</b>	Expenditures	84,513	-	(100.0%)	84,513	-	(100.0%)	1,375,649 0.0%
	Net Activity Gain (Loss)	(79,904)	3,777		(79,904)	3,777		50,851
<b>TIF #1 DEBT SERVICE</b>	Revenues	914	1,547	69.3%	914	1,547	69.3%	2,582,000 0.1%
	Expenditures	764,826	768,506	0.5%	764,826	768,506	0.5%	2,052,903 37.4%
	Net Activity Gain (Loss)	(763,912)	(766,960)		(763,912)	(766,960)		529,097
<b>CAPITAL PROJECT FUNDS</b>								
<b>CAPITAL IMPROVEMENTS</b>	Revenues	26,334	88,812	237.3%	26,334	88,812	237.3%	695,000 12.8%
	Expenditures	2,921	55,163	1,788.4%	2,921	55,163	1,788.4%	6,640,000 0.8%
	Net Activity Gain (Loss)	23,413	33,650		23,413	33,650		(5,945,000)
<b>NON-HOME RULE SALES TAX</b>	Revenues	480,859	303,752	(36.8%)	480,859	303,752	(36.8%)	5,969,000 5.1%
	Expenditures	238,265	663	(99.7%)	238,265	663	(99.7%)	7,340,250 0.0%
	Net Activity Gain (Loss)	242,595	303,089		242,595	303,089		(1,371,250)
<b>ENTERPRISE FUND</b>								
<b>WATER AND SEWER</b>	Revenues	877,629	968,720	10.4%	877,629	968,720	10.4%	13,733,661 7.1%
	Expenses							
Administration	63,251	68,354	8.1%	63,251	68,354	8.1%	757,778 9.0%	
Debt	9,712	-	(100.0%)	9,712	-	(100.0%)	75,375 0.0%	
Depreciation	177,083	177,083	0.0%	177,083	177,083	0.0%	2,125,000 8.3%	
Billing	23,092	31,059	34.5%	23,092	31,059	34.5%	308,988 10.1%	
Water	121,552	85,456	(29.7%)	121,552	85,456	(29.7%)	14,742,764 0.6%	
Sewer	56,624	78,811	39.2%	56,624	78,811	39.2%	5,293,397 1.5%	
	451,314	440,764		451,314	440,764		23,303,302	
	Net Activity Gain (Loss)	426,314	527,956		426,314	527,956		(9,569,641)
<b>INTERNAL SERVICE FUNDS</b>								
<b>MEDICAL INSURANCE</b>	Revenues	315,430	327,337	3.8%	315,430	327,337	3.8%	3,673,190 8.9%
	Expenses	472,026	273,343	(42.1%)	472,026	273,343	(42.1%)	3,603,217 7.6%
	Net Activity Gain (Loss)	(156,596)	53,994		(156,596)	53,994		69,973
<b>RISK MANAGEMENT</b>	Revenues	158,920	173,266	9.0%	158,920	173,266	9.0%	1,984,747 8.7%
	Expenses	1,285,572	1,620,096	26.0%	1,285,572	1,620,096	26.0%	1,876,747 86.3%
	Net Activity Gain (Loss)	(1,126,653)	(1,446,829)		(1,126,653)	(1,446,829)		108,000
<b>EQUIPMENT REPLACEMENT</b>	Revenues	99,554	104,809	5.3%	99,554	104,809	5.3%	1,268,700 8.3%
	Expenses	46,456	44,815	(3.5%)	46,456	44,815	(3.5%)	1,846,983 2.4%
	Net Activity Gain (Loss)	53,099	59,994		53,099	59,994		(578,283)
<b>TOTAL ALL VILLAGE FUNDS</b>		(1,775,623)	(1,135,110)		(1,775,623)	(1,135,110)		(16,798,980)

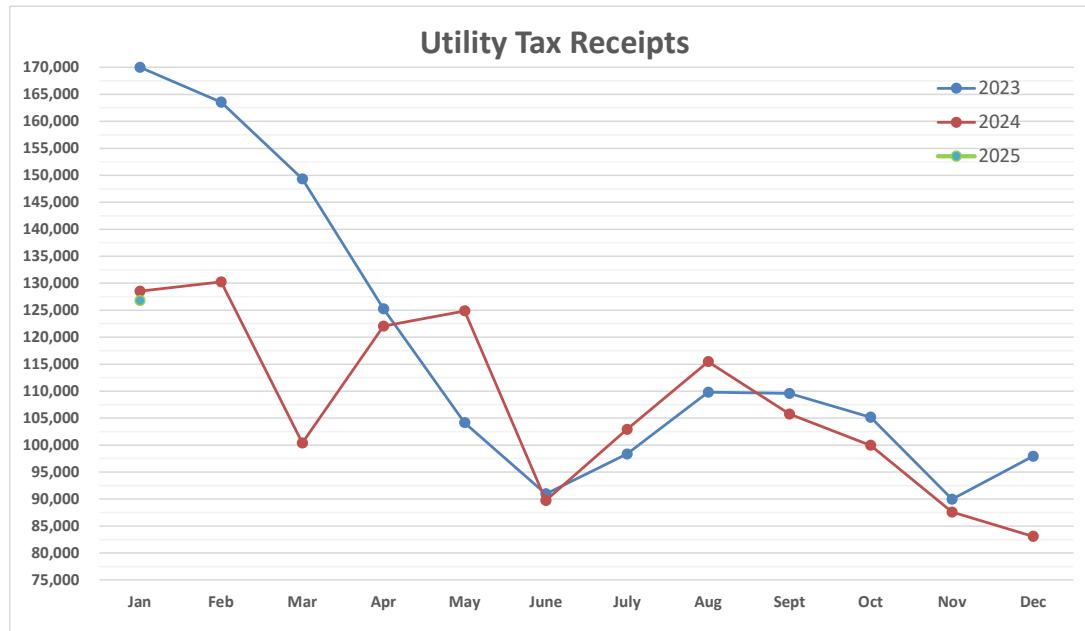
DEPARTMENT OF FINANCE  
MONTHLY REPORT  
JANUARY 2025



**Collection History**

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		FY 2023	FY 2024	% Change	FY 2025	% Change	Budget	Variance \$	Variance %
January	October	26,937	26,739	-0.74%	24,614	-7.94%	20,958	3,657	17.45%
February	November	26,305	30,389	15.53%			22,041		
March	December	25,897	29,385	13.47%			20,327		
April	January	26,239	26,500	1.00%			19,131		
May	February	25,298	24,088	-4.78%			18,429		
June	March	26,724	26,526	-0.74%			19,485		
July	April	26,470	25,769	-2.65%			18,772		
August	May	26,641	24,948	-6.36%			19,435		
September	June	27,045	26,061	-3.64%			19,332		
October	July	21,714	29,204	34.49%			18,802		
November	August	27,301	28,544	4.55%			19,555		
December	September	26,310	28,671	8.97%			12,133		
		312,880	326,823	4.46%	24,614		228,400	3,657	
Y-T-D		26,937	26,739	-0.74%	24,614	-7.94%	20,958	3,657	17.45%

DEPARTMENT OF FINANCE  
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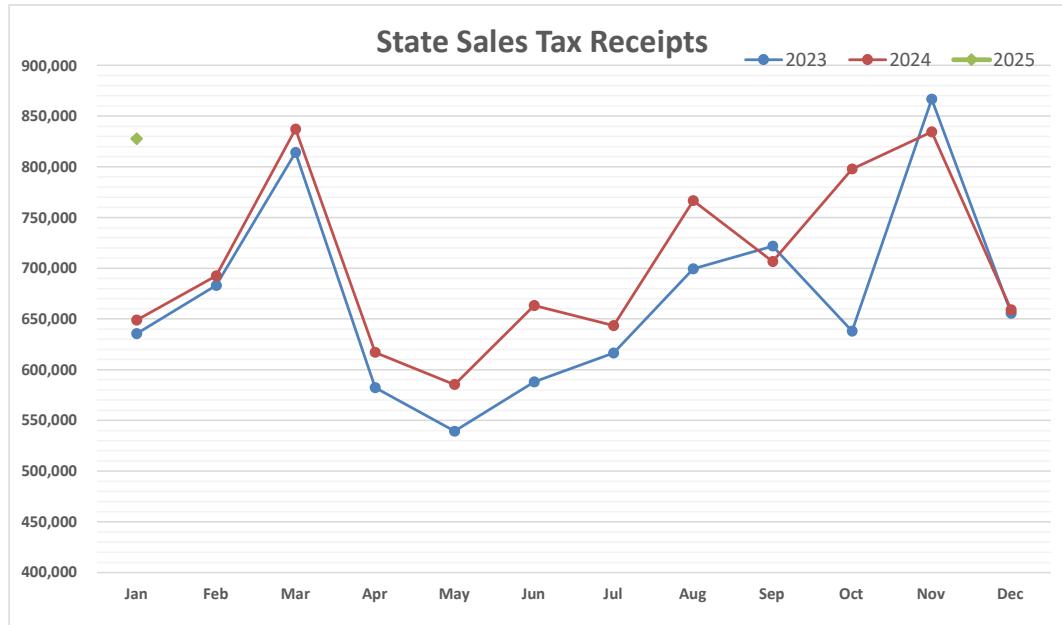


**Collection History**

**COMBINED - ELECTRICITY & GAS**

Receipt Month	Liability Month	Historical			Current Year Actual		Current Year Budget		
		2023	2024	% Change	2025	% Change	FY 2025	Variance \$	Variance %
Jan	Dec	169,997	128,499	-24.4%	126,755	-1.4%	134,186	(7,431)	-5.5%
Feb	Jan	163,549	130,227	-20.4%	-	-			
Mar	Feb	149,304	100,379	-32.8%	-	-			
Apr	Mar	125,258	122,020	-2.6%	-	-			
May	Apr	104,119	124,867	19.9%	-	-			
June	May	90,943	89,743	-1.3%	-	-			
July	June	98,324	102,895	4.6%	-	-			
Aug	July	109,785	115,472	5.2%	-	-			
Sept	Aug	109,576	105,741	-3.5%	-	-			
Oct	Sept	105,163	99,939	-5.0%	-	-			
Nov	Oct	89,950	87,571	-2.6%	-	-			
Dec	Nov	97,895	83,085	-15.1%	-	-			
		<b>1,413,863</b>	<b>1,290,438</b>	<b>-8.73%</b>	<b>126,755</b>	<b>-90.2%</b>	<b>134,186</b>	<b>(7,431)</b>	<b>-5.5%</b>
<b>Y-T-D</b>		<b>169,997</b>	<b>128,499</b>	<b>-24.41%</b>	<b>126,755</b>	<b>-1.4%</b>	<b>134,186</b>	<b>(7,431)</b>	<b>-5.5%</b>

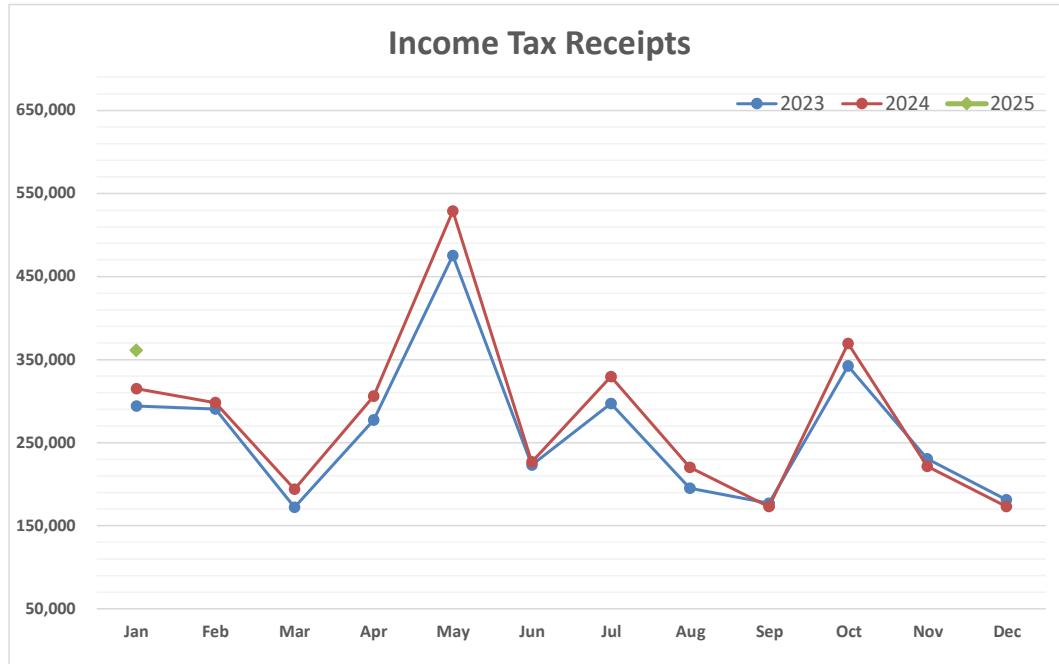
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**Collection History**

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		2023	2024	% Change	2025	% Change	Amended Budget	Variance \$	Variance %
January	October	635,589	648,870	2.09%	827,586	27.54%	700,352	127,234	18.17%
February	November	683,036	692,430	1.38%					
March	December	814,249	837,201	2.82%					
April	January	582,383	617,165	5.97%					
May	February	539,316	585,345	8.53%					
June	March	587,956	663,238	12.80%					
July	April	616,353	643,366	4.38%					
August	May	699,262	766,550	9.62%					
September	June	721,854	706,754	-2.09%					
October	July	637,980	797,898	25.07%					
November	August	866,772	834,459	-3.73%					
December	September	655,570	658,989	0.52%					
		8,040,321	8,452,265	5.12%	827,586		700,352	127,234	
Y-T-D		635,589	648,870	2.09%	827,586	27.54%	700,352	127,234	18.17%

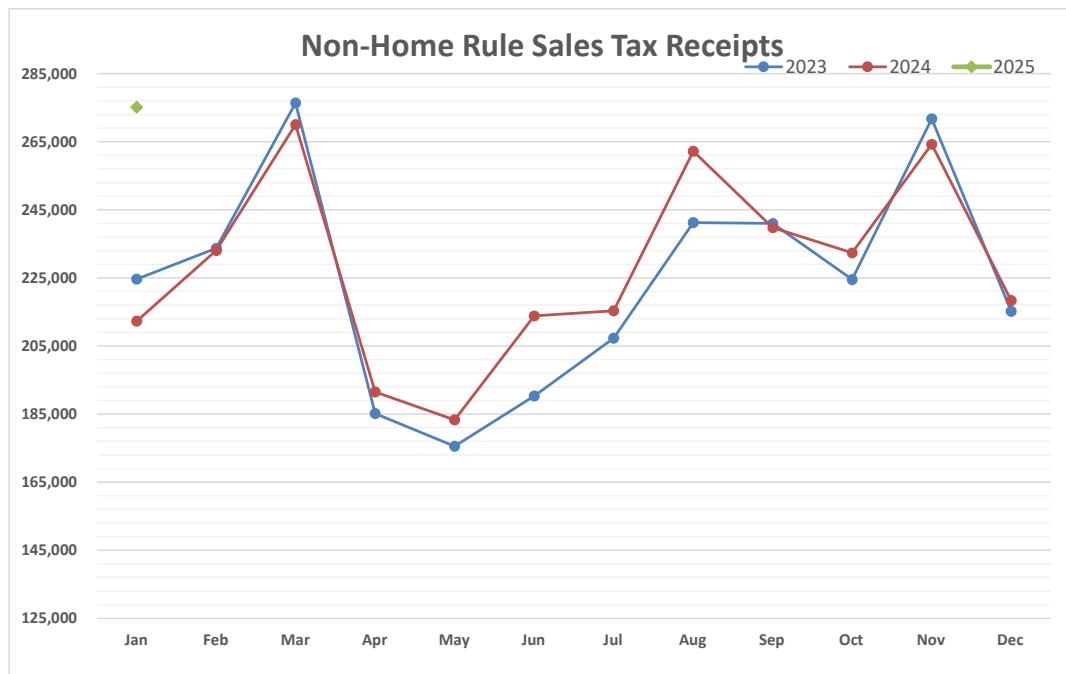
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### Revenue History

Vouchered	Historical			Current Year Actual		Current Year Budget		
	2023	2024	% Change	2025	% Change	Amended Budget	Variance \$	Variance %
January	294,073	315,145	7.17%	361,076	14.57%	302,444	58,632	19.39%
February	290,768	298,197	2.55%					
March	172,211	193,817	12.55%					
April	277,166	306,001	10.40%					
May	475,308	528,773	11.25%					
June	222,875	226,624	1.68%					
July	296,937	329,692	11.03%					
August	195,159	220,287	12.88%					
September	177,137	172,936	-2.37%					
October	342,406	369,282	7.85%					
November	230,643	221,680	-3.89%					
December	181,212	173,047	-4.51%					
	3,155,895	3,355,481	6.32%	361,076	-89.24%	302,444	58,632	19.39%
Y-T-D	294,073	315,145	7.17%	361,076	14.57%	302,444	58,632	19.39%

DEPARTMENT OF FINANCE  
MONTHLY REPORT  
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**Collection History**

Received	Earned	Historical			Current Year Actual		Current Year Budget		
		2023	2024	% Change	2025	% Change	Budget	Variance \$	Variance %
January	October	224,659	212,321	-5.49%	275,105	29.57%	220,528	54,577	24.75%
February	November	233,707	233,058	-0.28%					
March	December	276,394	270,064	-2.29%					
April	January	185,148	191,529	3.45%					
May	February	175,551	183,332	4.43%					
June	March	190,319	213,857	12.37%					
July	April	207,354	215,332	3.85%					
August	May	241,257	262,179	8.67%					
September	June	241,006	239,727	-0.53%					
October	July	224,555	232,368	3.48%					
November	August	271,762	264,294	-2.75%					
December	September	215,249	218,381	1.46%					
		2,686,961	2,736,442	1.84%	275,105		220,528	54,577	
Y-T-D		224,659	212,321	-5.49%	275,105	29.57%	220,528	54,577	24.75%

Village of Lake Zurich  
Investment Report  
January, 2025

Description	Purchase Date	Maturity Date	Coupon Rate	CUSIP / Account	Par Value	Purchase Price	(Premium) / Discount	Market Value	Unrealized Gain (Loss)
<b>MONEY MARKET &amp; CASH</b>									
IPRIME	NA	NA	4.315%		1,397,935.11	1,397,935.11	-	1,397,935.11	N/A
<b>CERTIFICATE OF DEPOSIT</b>									
Modern Bank, Nat'l Assoc NY	08/02/23	01/23/25	5.383%		-	-	-	-	-
PeopleFirst Bank, IL	02/01/23	01/31/25	4.348%		-	-	-	-	-
Morgan Stanley Bank NA	02/01/23	02/10/25	4.356%	61690UY53	244,000.00	244,669.89	(669.89)	244,011.51	(658.38)
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, NY	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)	246,948.10	(1,270.92)
<b>TERM SERIES</b>									
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	
<b>AGENCY</b>									
US Treasury N/B	04/15/21	01/31/25	0.480%	91282BZ52	-	-	-	-	-
US Treasury N/B	04/15/21	07/31/25	0.620%	91282CAB7	406,000.00	399,640.39	6,359.61	398,098.86	(1,541.53)
US Treasury N/B	05/19/21	07/31/25	0.570%	91282CAB7	350,000.00	345,351.56	4,648.44	343,188.67	(2,162.89)
US Treasury N/B	07/28/21	07/31/25	0.500%	91282CAB7	252,000.00	249,499.69	2,500.31	247,095.84	(2,403.85)
US Treasury N/B	01/28/22	01/31/26	1.460%	91282CBH3	1,000,000.00	957,890.63	42,109.37	962,468.75	4,578.12
US Treasury N/B	02/01/24	01/31/26	4.150%	91282CBH3	1,077,000.00	999,843.05	77,156.95	1,036,578.84	36,735.79
US Treasury N/B	03/04/24	01/15/27	4.300%	91282CJ79	370,000.00	367,022.66	2,977.34	368,294.53	1,271.87
US Treasury N/B	03/04/24	07/31/27	4.220%	91282CFB2	386,000.00	368,147.50	17,852.50	372,309.06	4,161.56
US Treasury N/B	03/04/24	01/31/28	4.200%	91282CGH8	378,000.00	368,535.23	9,464.77	369,849.38	1,314.15
US Treasury N/B	01/24/25	01/31/28	4.210%	91282CBJ9	275,000.00	248,284.18	26,715.82	247,983.40	(300.78)
US Treasury N/B	04/04/24	04/30/28	4.300%	91282CBZ3	560,000.00	496,825.00	63,175.00	508,856.25	12,031.25
US Treasury N/B	03/04/24	07/31/28	4.150%	91282CCR0	422,000.00	368,936.80	53,063.20	377,047.11	8,110.31
					15,372,886.06	14,580,350.71	792,535.35	14,640,215.41	59,864.70
<b>TOTAL</b>				PMA Invests	15,372,886.06	14,580,350.71	792,535.35	14,640,215.41	59,864.70
Per Statement				Total	15,372,886.06	14,580,350.71	-	-	-
<b>TOTAL BY CATEGORY</b>									
INVESTMENT POOL (ISC)					1,397,935.11	1,397,935.11	-	1,397,935.11	-
Certificate of Deposit (DTC), (CD)					7,237,918.61	6,812,438.91	425,479.70	6,810,509.61	(1,929.30)
Agencies (SEC)					5,476,000.00	5,169,976.69	306,023.31	5,231,770.69	61,794.00
Term Series					1,261,032.34	1,200,000.00	61,032.34	1,200,000.00	-
Fixed Income Other					-	-	-	-	-
					15,372,886.06	14,580,350.71	792,535.35	14,640,215.41	59,864.70

Village of Lake Zurich  
 Police and Firefighters' Pension Funds  
 Statement of Net Position  
 January 31, 2025

POLICE PENSION FUND		FIREFIGHTERS' PENSION FUND			
	January-25	Year-to-Date	January-25		
<b>Revenues:</b>			<b>Revenues:</b>		
Municipal Contributions	24	24	Municipal Contributions	27	27
Member Contributions	42,581	42,581	Member Contributions	63,571	63,571
Total Contributions	42,604	42,604	Total Contributions	63,598	63,598
Investment Income	791,889	791,889	Investment Income	1,370,824	1,370,824
<b>Total Revenues</b>	<b>834,493</b>	<b>834,493</b>	<b>Total Revenues</b>	<b>1,434,423</b>	<b>1,434,423</b>
<b>Expenses:</b>			<b>Expenses:</b>		
Pension and Benefits	254,311	254,311	Pension and Benefits	290,326	290,326
Insurance	-	-	Insurance	-	-
Professional Services	3,955	3,955	Professional Services	1,895	1,895
Investment Expenses	1,907	1,907	Investment Expenses	3,698	3,698
Other Expenses	-	-	Other Expenses	285	285
<b>Total Expenses</b>	<b>260,173</b>	<b>260,173</b>	<b>Total Expenses</b>	<b>296,204</b>	<b>296,204</b>
Operating Income (Loss)	574,320	574,320	Operating Income (Loss)	1,138,219	1,138,219
Beginning Net Position*	35,600,490	-	Beginning Net Position*	58,636,893	-
<b>Ending Net Position</b>	<b>36,174,810</b>	<b>574,320</b>	<b>Ending Net Position</b>	<b>59,775,111</b>	<b>1,138,219</b>
<b>Assets</b>			<b>Assets</b>		
Cash and Investments	36,176,841		Cash and Investments	59,777,505	
Other Assets	2,109		Other Assets	5,519	
Total Assets	36,178,950		Total Assets	59,783,023	
<b>Liabilities</b>	4,140		<b>Liabilities</b>	2,393	
<b>Net Position 1/31</b>	<b>36,174,810</b>		<b>Net Position 1/31</b>	<b>59,780,630</b>	



# FIRE DEPARTMENT

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## MONTHLY INFORMATION REPORT

**February 2025**

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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.

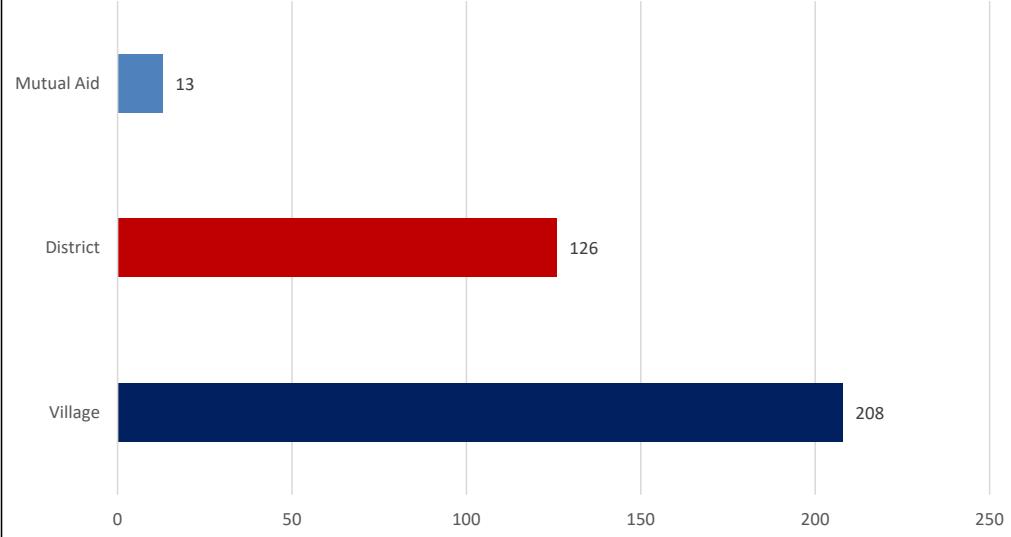
**OUR VALUES:** Professionalism, Responsibility, Integrity, Dedication, Honor

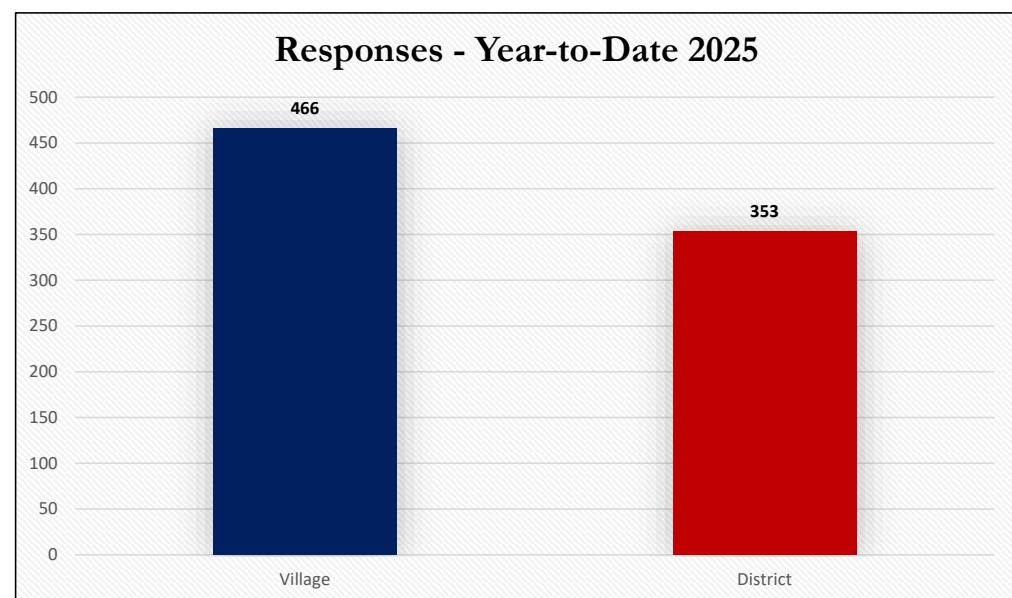
## EXECUTIVE SUMMARY – February 2025

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.

**347** Incidents – February 2025

### Responses - February 2025



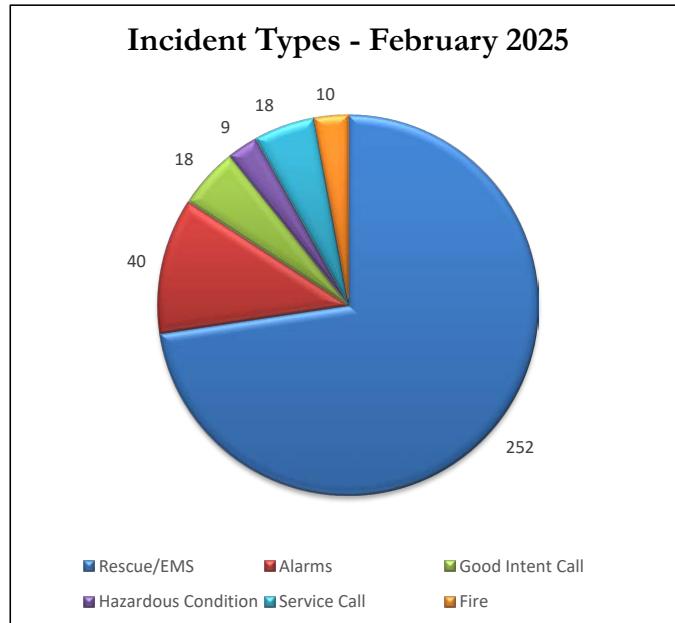


## Incident Types

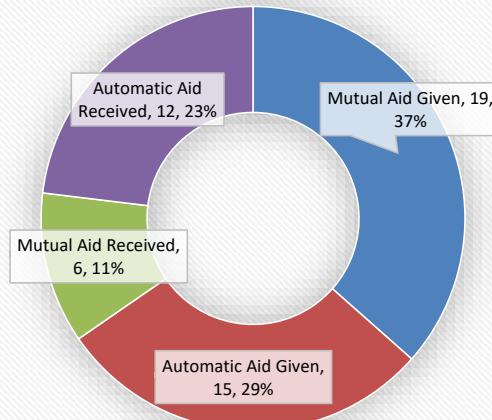
The Department codes all incidents within the National Fire Incident Reporting System (NFIRS).

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 February, there were **252** Rescue and EMS incidents.



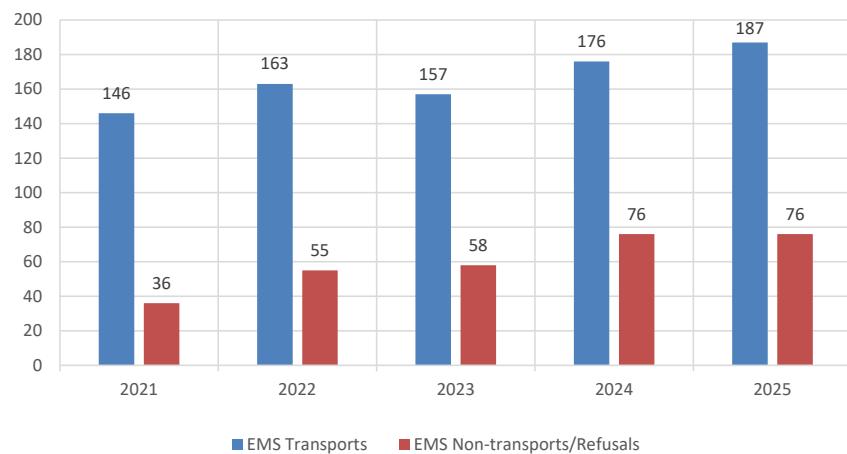
### Mutual Aid - Year-to-Date 2025



### 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

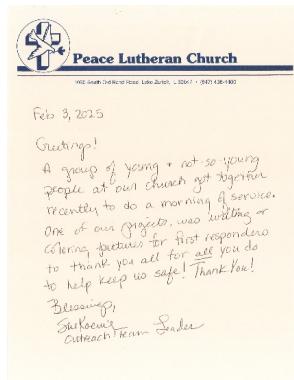


## ADMINISTRATION DIVISION

### 2025 Budget - 02/28/2025



The Department processed **10** FOIA requests during January.



*(Pictured)* This month, we received a thoughtful thank you card from Peace Lutheran Church for our efforts and dedication. They also colored some pictures as a nice gesture to show their appreciation. We're grateful for their support and are proud to serve the community!



*(Pictured left)* We recently received a thank you from the Long Grove Fire Protection District for our assistance during the 2<sup>nd</sup> alarm fire on February 4<sup>th</sup>. We are proud to have worked alongside them, ensuring a quick and coordinated response.

## CHICAGO'S VERY OWN WGN9

*(Pictured right)* Lt. Kevin Michehl was honored as Firefighter of the Month for his dedication to Public Education. On February 28, he was featured on WGN News, where he shared information on CPR, Stop the Bleed, and other life-saving techniques. Congratulations, Lt. Michehl!

[Click here to watch!](#)



## STATIONS & STAFFING | OFFICER & FIREFIGHTER/PARAMEDIC

### STATION 1

321 S. Buesching Road  
Lake Zurich, IL 60047

#### APPARATUS & STAFFING

BATTALION 32



### 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

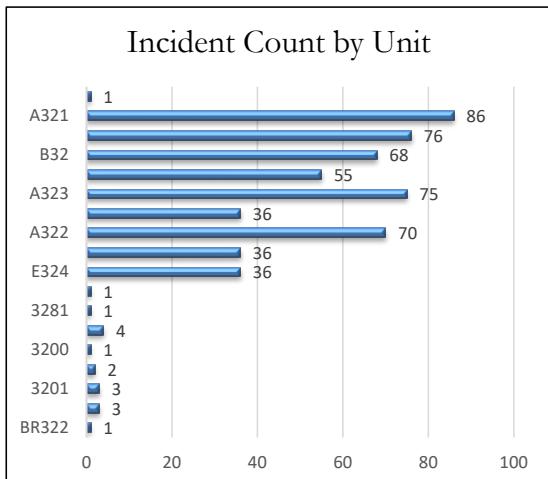
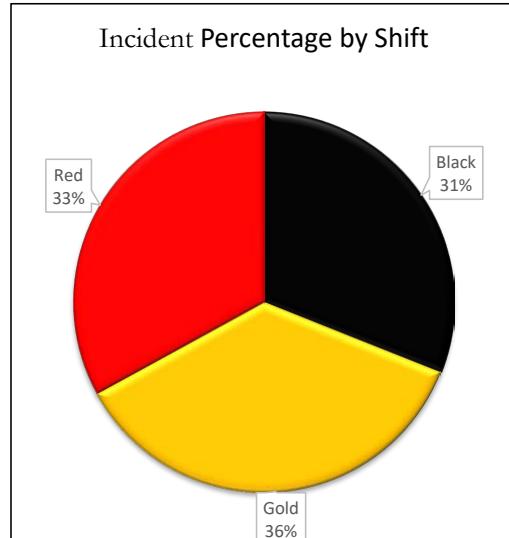
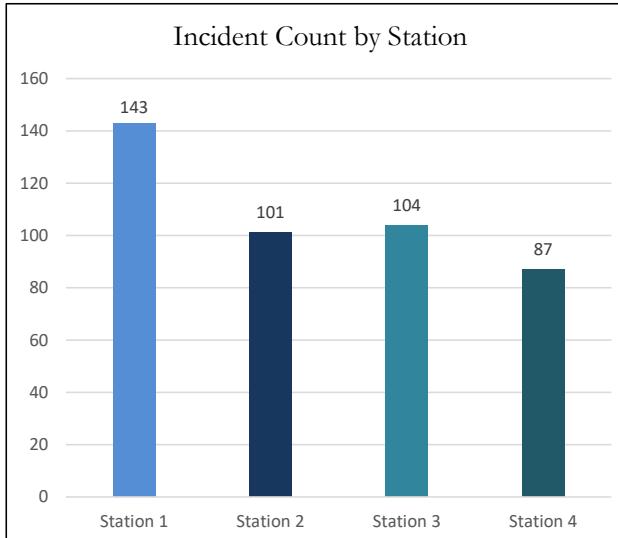
21970 Field Pkwy  
Deer Park, IL 60010

#### APPARATUS & STAFFING

ENGINE 324  
AMBULANCE 324



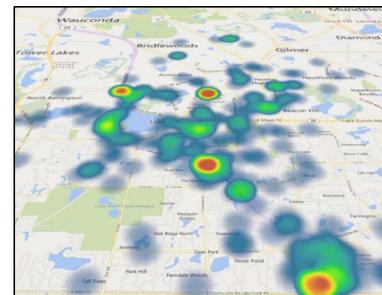
## OPERATIONS DIVISION – February 2025



### Response Locations:

The graphic shows the February 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.

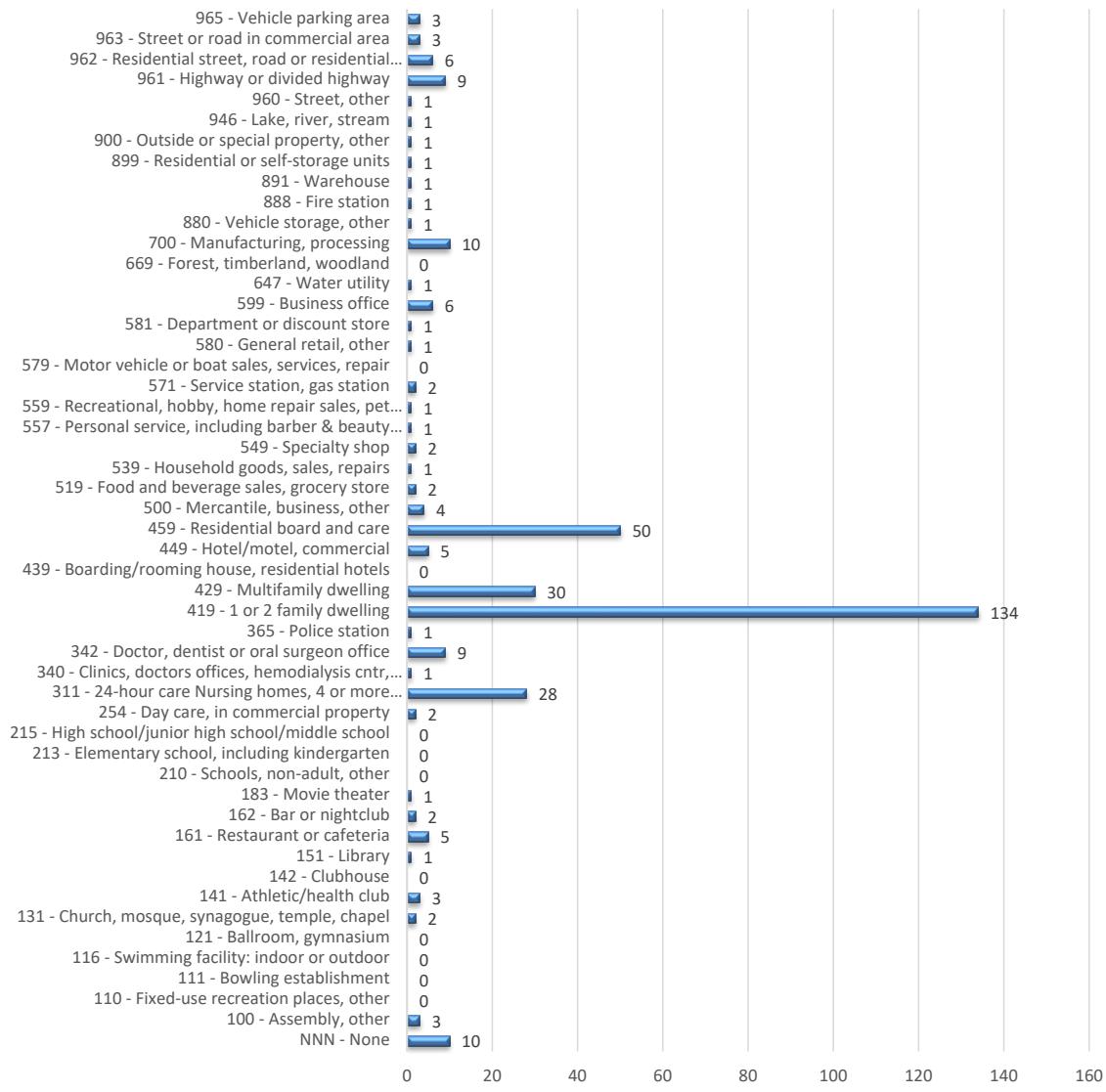


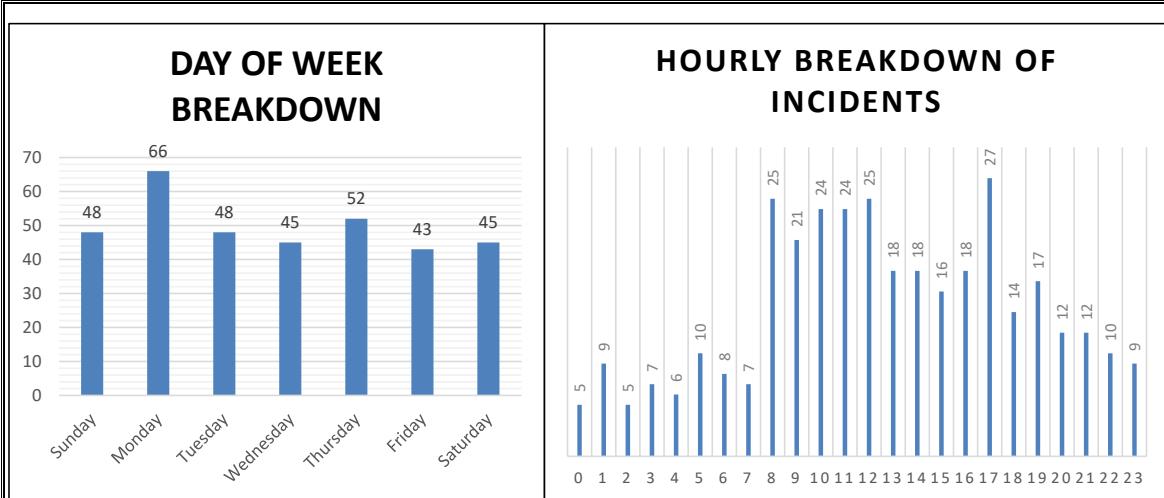
(Pictured right) Probationary FF/PM Steinhagen and his crew responded to and extinguished a car fire.

Probationary FF/PM Biagi and Lt. Henriksen responded on a mutual aid call for a house fire in Mundelein.



## Incidents by Property Type - February 2025





### Emergency Response Times

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

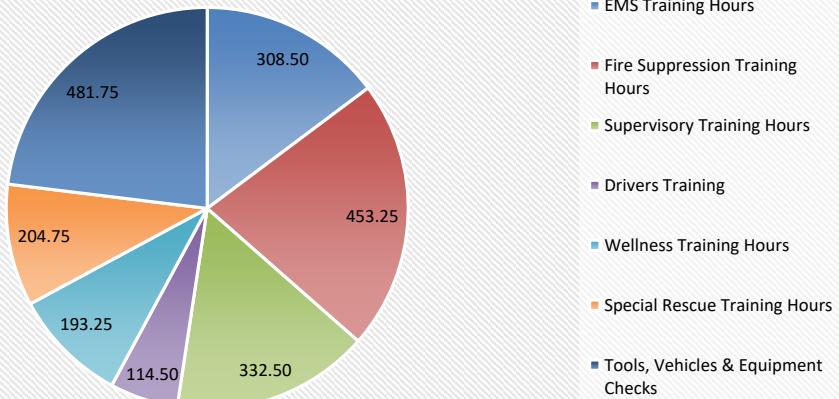
Dispatch handling time is when dispatch takes in information and then dispatch personnel. The turnout time is when the crews receive the call and get into the vehicles and initiate their MDT en-route command. Travel time reflects the time from en route to when they arrive at the incident scene. Construction, 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 February 2025. *(With the new CAD software, times are off due to transfers to RMS)*

Dispatch Time	Turnout Time
Average Dispatch Time <b>1 MINUTE, 11 SECONDS</b>	Average Turnout Time <b>1 MINUTE, 4 SECONDS</b>
Travel Time	Response Time
Average Travel Time <b>3 MINUTES, 22 SECONDS</b>	Average Response Time <b>5 MINUTES, 37 SECONDS</b>

## TRAINING DIVISION

### Monthly Training Hours - 2,088.50 Total Hours



#### Fire Training:

- SCBA Consumption Drill
- Atmospheric Monitoring
- Utilities
- Water Supply – Forward Lays
- Drivers Training

#### EMS Training:

- Medication Review
- Mandated Reporter
- Lifepak 35 In-Service
- NWCH Monthly Con Ed
- Policy Review – Driving

#### Outside Training:

- FF/PM Munoz – Ice Dive Certification

#### Special Team Training:

- Ice Rescue and Dive Operations

#### Health and Safety Training:

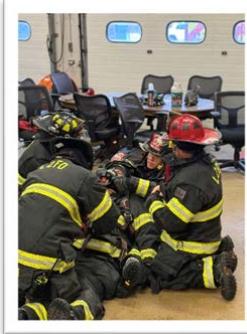
- Daily Fitness
- Firefighting PPE Inspection
- SCBA Quarterly Training

#### Administrative Training:

- Professional Development – Mentoring



*(Pictured above) Ice rescue and dive operations drill.*



*(Pictured above) Firefighter CPR*



*(Pictured above) Likepak 35*

## FIRE PREVENTION BUREAU

**Annual Fire Inspections:**

The Fire Prevention Bureau conducted 111 Annual Property Inspections in February.

**Re-Inspections:**

51 Annual Re-Inspections

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

23 Fire Alarm System Follow-ups

12 Sprinkler System Follow-ups

**Fire Investigations:**

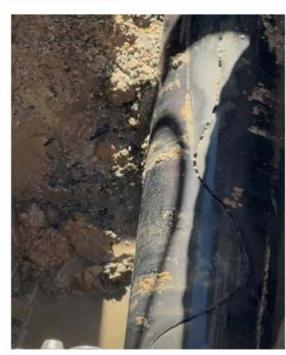
- 2/2/2025 – Appliance Fire Incident (Residential) – Fire contained inside the dryer. Fire Investigation: Lint build-up within the vent. Fire Investigation Conducted, Follow-Up Required.
- 2/2/2025 – Commercial Building Fire – Fire contained in the basement. There was no structural damage; however, the building suffered heavy smoke, electrical, and plumbing damage. Fire Investigation Conducted, Follow-Up Required.

**Meetings and Other Activities:**

- 2/5/2025 – Commercial Building Fire follow up with Insurance Investigator.
- 2/11/2025 – On-site consultation (Inspection) with the building department and building owner at 535 Telser Road. (Requested by the building owner).
- 2/14/2025 – Life Safety Inspection at 290 Telser Road with the building department. (Incident follow-up).
- 2/17/2025 – Water Main Break at 351 Oakwood Road – System Isolated and shut down—repairs scheduled for 2/21/2025—follow-up required. (Photos below)



- 2/19/2025 – Development Review Teams meeting at 505 Telser Road.
- 2/19/2025 – Fire Investigators Strike Force meeting/training at Mundelein Fire Station #1.
- 2/19/2025 – On-site consultation (Inspection) at 20786 N. Quentin Road with new building owners.
- 2/19/2025 – Vehicle fire extinguished with a 1 ¾ hand line. No injuries.
- 2/20/2025 – Knox box – Door replacement at 351 Oakwood for the damaged Knox box.
- 2/20/2025 – On-site consultation at 20771 N. Rand Road with restaurant owner regarding fire alarm system.
- 2/21/2025 – Repairs begin for the water main break at 351 Oakwood Road Site. Repairs were completed, the trench was filled, and the system was back in full service.



- 2/27/2025 – On-site consultation- walk-through at 865 Zen Properties. (Meet with tenants).
- 2/27/2025 – On-site meeting at 629 Rose Road walk-through and discussion regarding numbering system.
- 2/25/2025 – Fire Pump Acceptance Test with Central States at 629 Rose Road (Northstar Pickle) - PASS.



- 2/25/2025 – Public Education meets with the 1<sup>st</sup>-grade students at May Whitney.
- 2/25/2025 – Hydrant Flush at 670 S. Rand Road – Public Works.
- 2/25/2025 – Vehicle Fire at White Pine Road & N. Quentin Road – 1 ¾ handline used to extinguish the fire. No Injuries.
- 2/26/2025 – Knox box – Residential Knox box (code update) at 245 Hidden Pond Lane.
- 2/27/2025 – Purple Plunge Tent Inspection at 84 N. Old Rand Road.
- 2/28/2025 – Fire Investigators meeting at LZ Fire Station One.
- 2/28/2025 – Unauthorized burn and complaint - Residential Deer Park.

**Plan Reviews:** The FPP completed 22 plan reviews, taking 39.5 plan review hours.



# COMMUNITY DEVELOPMENT DEPARTMENT

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## MONTHLY INFORMATION REPORT

**February 2025**

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

505 TELSER ROAD  
LAKE ZURICH, IL 60047

## DEPARTMENT NARRATIVE

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

**BUILDING & ZONING DIVISION:**

**Commercial Permits Issued:** None

**Commercial Occupancies Issued:**

- 155 N Rand: Len Stone Corp DBA Timothy Grant (new owner)
- 500 E IL RT 22: Creativeana LLC
- 60 S Old Rand: Kneading Works Massage
- 490 E IL RT 22: Formula Dance Academy

**FOIA Requests:** Total number of FOIA requests: 5

**PLANNING AND DEVELOPMENT DIVISION:**

**The Planning and Zoning Commission meeting of February 19 was canceled as no applications were received for consideration**

**New Zoning Applications for PZC consideration.**

The following new applications were received for consideration by the PZC on March 19.

1. *287 Sunrise Lane – Variation: Jerette Sita, property owner.* Application for a variation of the side yard setback to allow for the construction of steps along the side of the house. The steps provide access to the rear yard along the inclined side yard.
2. *OSK Residential Development at 670 S Old Rand Road: OSK Capital LLC, Applicant.* Application for consideration and approval of the Final Plan for the mixed-residential development. The project received Development Concept Plan (Preliminary Plan) approval on September 3, 2024 for 18 single-family homes and 18 townhomes. The development will also include the stabilization of the streambanks of the creek that flows along the northerly portion of the property.

**New and Ongoing Development:**

1. *52 E. Main Street planning upgrades for future tenants.* Community Development staff met with Ms. Teryl Martin and her Real Estate agents, Ms. Cherie Smith Zurek and Mr. Jason Bauer to discuss various upgrades to her vacant commercial tenant space formerly occupied by the Edward Jones office of Jim Duncan (now located at 17 S Old Rand Road). Ms. Martin indicated that she has been receiving calls from a number of potential tenants with different needs and wanted to be prepared to be able to accommodate the right tenant for her tenant space. Ms. Martin also considered the option of accommodating tenants that would not require any upgrades to her building.

2. *New grain silo installed at Phase 3 Brewing.* Phase 3 Brewing Company at 932 Donata Ct received final approval for the installation of a new grain silo on their premises. The new silo will allow the company to meet the increasing demand for their product by allowing onsite storage of their raw material for easy and quick access to their manufacturing process.
3. *Update on the former Fritzl's property development (377 N Rand Road).* Members of the village's Development Review Team (DRT) met with Mr. Romeo Kapudija and his contractor to discuss his plans on completing the interior demolition of the property and discussing plans for remodeling the existing building for a new restaurant. The property was acquired by Lago Lake Zurich Partners LLC (Mr. Fabio Viviani) on January 15. The new owners intend to establish an Asian-themed restaurant at this location. The former owner, Mr. Kris Schoenberger had intended to develop the property with a restaurant known as Station 52 but did not proceed with the project.

**Comprehensive Plan Update**

The Comprehensive Plan Final Draft was being reviewed by staff for presentation to the Village Board at their March 17 meeting.

**Kudos to Community Development Department staff**

The following complimentary message was received by Permit Coordinator Ms. Nadine Gerling from Van Vlissingen and Co. They are a Real Estate broker and property management company out of Lincolnshire and have a reasonably sized portfolio of properties in our corporate business park.

*From: Christina Finnegan <[cfinnegan@vvco.com](mailto:cfinnegan@vvco.com)> Sent: Thursday, February 27, 2025 2:14:41 PM To: Nadine Gerling <[Nadine.Gerling@lakezurich.org](mailto:Nadine.Gerling@lakezurich.org)> Subject: [External Sender] Thank you*

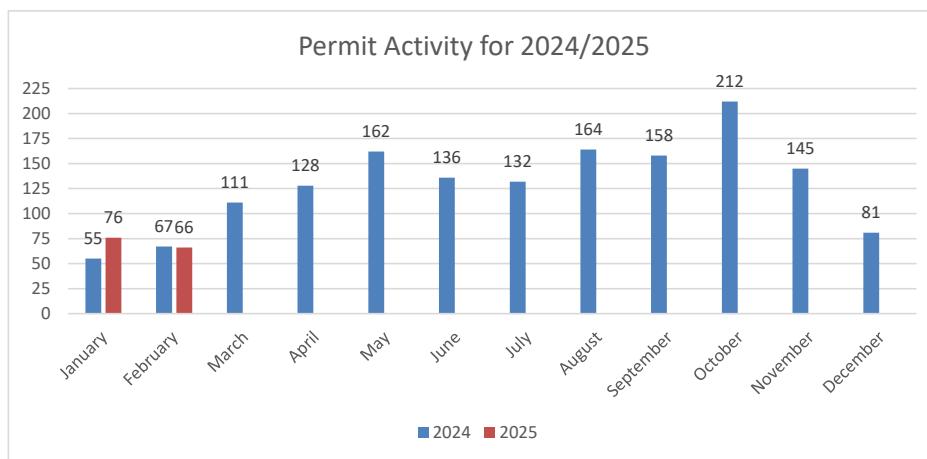
*For all the help and the compliments. Always good to hear you are appreciated.*

*Lake Zurich is one of the best Village offices I have worked with. Staff helpful, knowledgeable and knows how to help the local community. Much appreciated.*

*Christina Finnegan  
Property Manager  
Van Vlissingen and Co.  
One Overlook Point Suite 100  
Lincolnshire, IL 60069  
[cfinnegan@vvco.com](mailto:cfinnegan@vvco.com)  
847-634-4709 Direct  
773-552-1200 Cell  
847-634-2300 Co.*

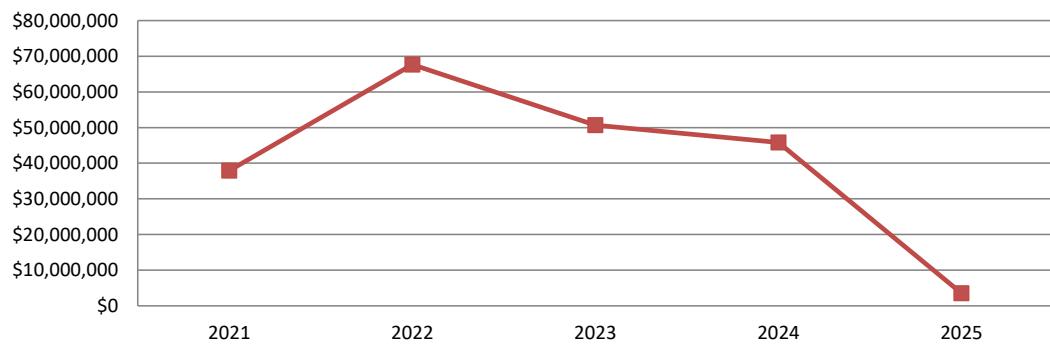


The chart above represents the total of permit for commercial and residential activity on a monthly basis for 2025. (Note: commercial activity includes both business and industrial activity)



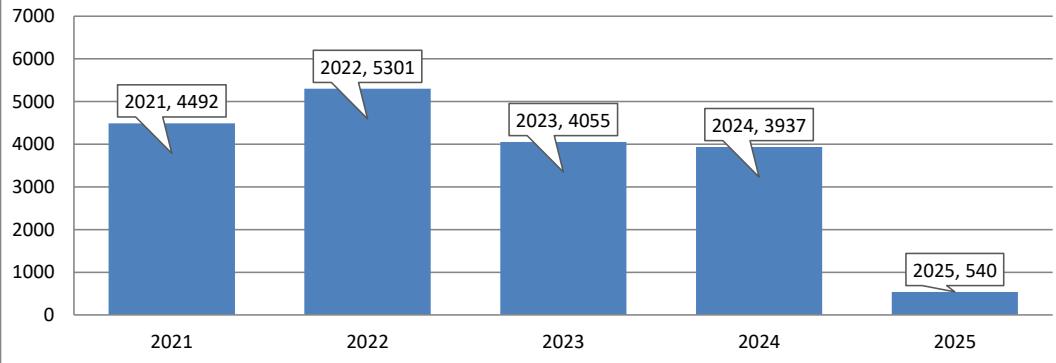
The chart above compares monthly permit activity for 2025 to the previous year 2024.

### Construction Value of New Permits: January-December 2021-2025

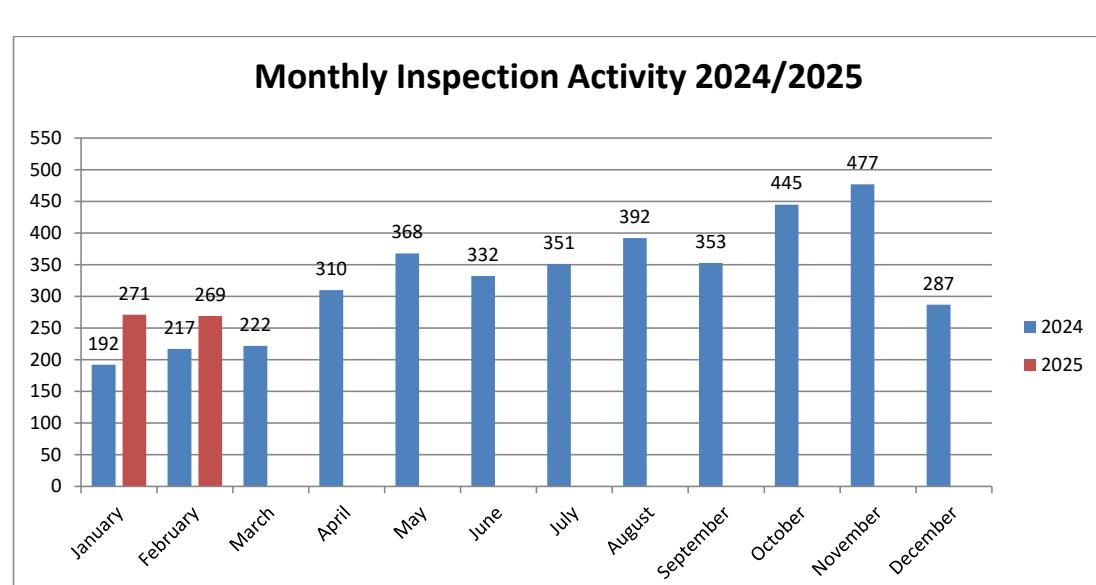


This chart tracks construction value of permit activity by year for 5 years.

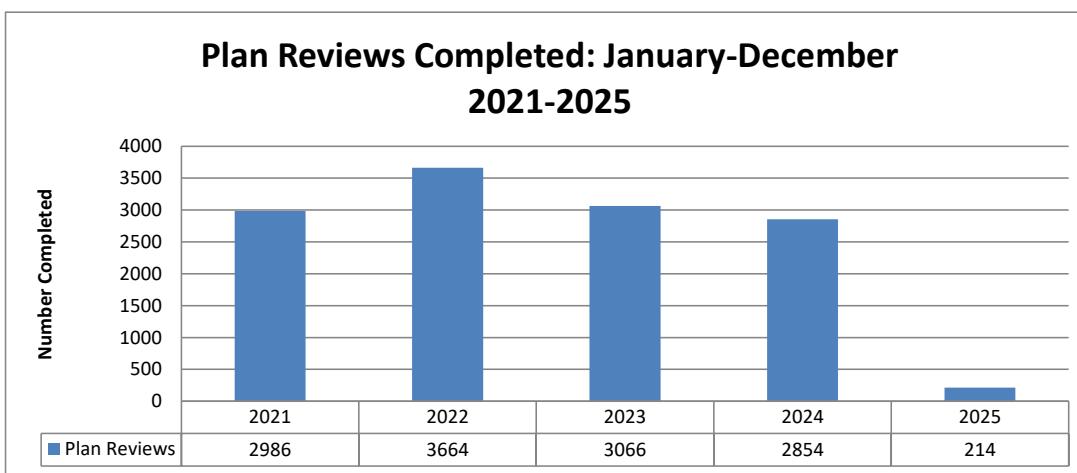
### Inspection Activity: January-December 2021-2025



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

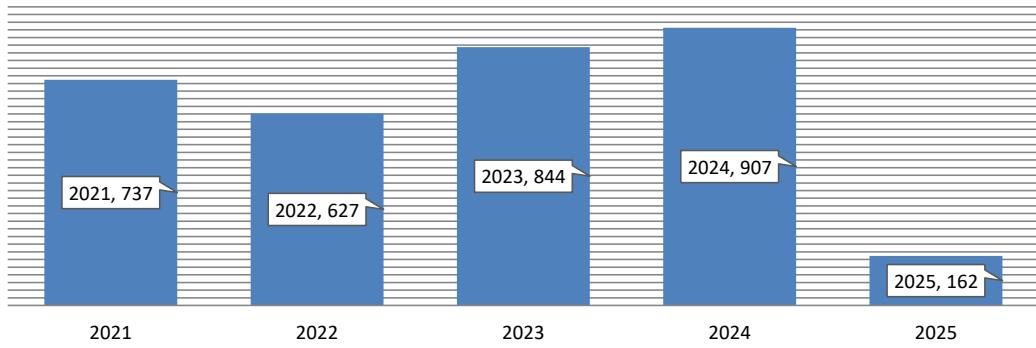


This chart indicates inspection activity on a monthly basis for 2025 compared to the previous year 2024.



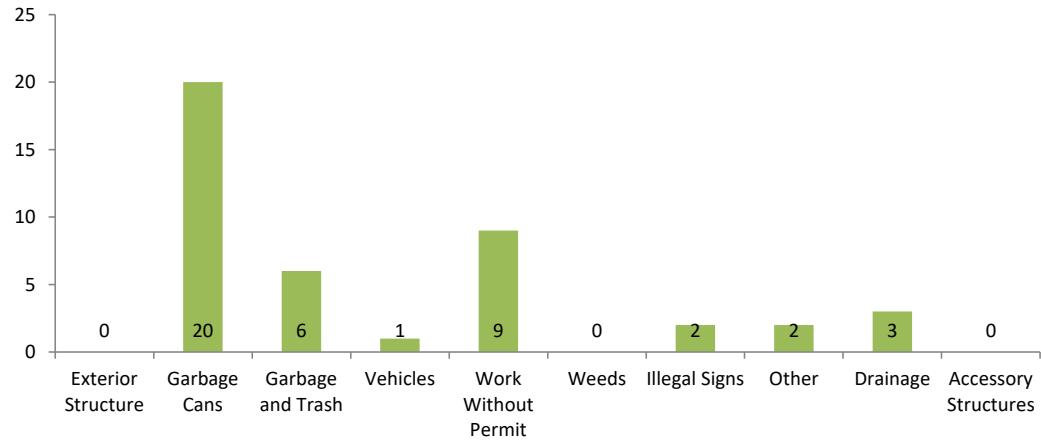
This graph illustrates the number of plan reviews performed by year for 5 years.

### Contractor Registrations January-December (applied for) 2021-2025



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.

### Common Code Violations - Details



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