

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



Monday, June 16, 2025 7:00 p.m.

1. **CALL TO ORDER** by Mayor Thomas M. Poynton at 7:02pm.
2. **ROLL CALL:** Mayor Poynton, Trustee Marx, Trustee Riley, Trustee Bharadwaj. Trustee Sugrue, Trustee Weider, and Trustee Spacone are absent tonight.  
*Also in attendance:* Village Manager Ray Keller, Public Works Director Mike Brown, Finance Director Kruse, Parks Director Caputo, Police Chief Husak, and Asst. Manager Michael Duebner.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
  - 372 Kim Trail, Valerie Applebey, spoke on concerns about future Block A development and worries about the lakeside becoming less accessible for the general public. She requested the Board nullify the pending sale of Block A and build a new public park instead.
  - Mary Kozub, President of the Ancient Oaks Foundation, provided the Village Board an update on recent projects, including a new website, over \$10,000 given to residents as part of the Buckthorn Bounty program to remove invasive buckthorn, and future grants for pollinator gardens.
5. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
6. **CONSENT AGENDA**
  - A. Approval of Minutes from the Village Board Meeting of June 2, 2025
  - B. Approval of Semi-Monthly Warrant Register Dated June 16, 2025 Totaling \$1,554,084.21
  - C. Agreement with ESSCOE for the Police Department CCTV and Access Control System Updates in the Amount Not-to-Exceed \$70,000  
**Summary:** As a result of the relocation of Lake Zurich dispatch center staff to the consolidated dispatch center in Libertyville in the third quarter of this year, the Police Department requires the expansion of its CCTV and access control system. ESSCOE, LLC has been requested to submit a proposal for upgrading the existing system, which was originally installed and maintained by them, to meet the new operational requirements. These systems are highly integrated and technically intricate, and soliciting bids from multiple vendors is not be the most efficient or cost-effective approach for the Village. Staff recommends awarding a contract to ESSCOS, LLC for the expansion of CCTV and door access control systems in the Police Department in the amount not-to-exceed \$70,000.
  - D. Agreement with Upland Design for the Key Parks Master Plan in the Amount Not-to-Exceed \$98,910

**Summary:** The objective of the Parks Master Plan is to optimize the Village's existing key park properties while strategically planning for the future allocation of resources and potential redevelopment of these parks over the next 5 to 10 years. The FY 2025 Budget currently includes \$100,000 in funding to support the development of the Master Plan.

The Village announced a Request for Proposal on March 3 for the development of a master plan for key parks and received twelve proposals in response. A multi-department review team evaluated the proposals and concluded that Upland Design Ltd.'s submittal offered the park development and renovation expertise that would best match the Village's needs at this time.

Staff recommends awarding an agreement to Upland Design Ltd. to develop a master plan for key parks in the amount not to exceed \$98,910.

**E. Agreement with Paramedic Billing Services for Providing Ambulance Billing Services in the Village of Lake Zurich**

**Summary:** The Village is seeking new ambulance billing service since the last agreement with Andres Medical Service was updated in 1997. Many regulatory and compliance changes have occurred involving billing practices for Emergency Medical Service providers. Village staff researched vendors that are well versed in current regulatory standards of ambulance billing and practices that afford the community to receive EMS services that are cost-effective and reliable.

Staff had found a limited number of ambulance service providers available. Paramedic Billing Services stood out as their fee structure remains the same as Andres at 4% of revenues collected, while offering greater administrator support, record keeping, and assistance with federal and state reimbursement submittals.

Staff recommends the approval of an agreement with Paramedic Billing Services Inc as the Villages ambulance billing services provider.

**Actions:**

A motion was made by Trustee Marx, seconded by Trustee Riley, to approve the Consent Agenda as presented.

AYES: 4 Trustees Bharadwaj, Marx, Riley, Mayor Poynton.

NAYS: 0

ABSENT: 3

**MOTION CARRIED.**

**7. NEW BUSINESS – No new items.**

**8. TRUSTEE REPORTS**

- There were none.

**9. VILLAGE STAFF REPORTS**

**A. Lake Michigan Water Project Update**

Representatives from CLCJAWA and CDM Smith will join staff in providing a comprehensive update on the Lake Michigan Water Project.

- Director Mike Brown introduced the Executive Director of CLC JAWA Bill Soucie and Amrou Atassi of CDM Smith. Amrou gave a presentation on the status of the project, bid packages, agency approvals, easement acquisitions, and future construction timeline, with groundbreaking of the new pumping stations expected by June 2026.



**B. Parks Master Planning Process**

- Parks Director Bonnie Caputo introduced Michelle Kelly from Upland Design to give a preview about what the planning process will look like in the coming months as the Village creates a new parks master plan for five key parks.

**C. Monthly Data Metrics****10. ADJOURNMENT**

A motion to adjourn was made by Trustee Riley, seconded by Trustee Marx.

AYES: 4 Trustees Riley, Bharadwaj, Marx, Mayor Poynton.

NAYS: 0

ABSENT: 3

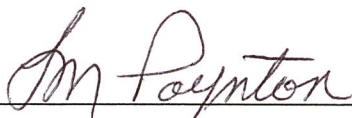
**MOTION CARRIED.**

The meetings adjourned at 7:40 pm

Respectfully submitted:

Kyle Kordell, Deputy Village Clerk.

Approved by:



Mayor Thomas M. Poynton

7-9-2025

Date

/s/Mayor Thomas M. Poynton