

VILLAGE OF LAKE ZURICH

Board of Trustees
70 East Main Street



Monday, December 1, 2025 7:00 p.m.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Sujatha Bharadwaj, Trustee Jake Marx, Trustee William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, Trustee Greg Weider.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
This is an opportunity for residents to comment briefly on matters included on the agenda and otherwise of interest to the Board of Trustees. Public Comment is limited to 30 minutes total and up to 5 minutes per speaker.
5. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
6. **PUBLIC HEARING ON CONSIDERATION OF PROPOSED VILLAGE OF LAKE ZURICH ANNUAL BUDGET FOR FISCAL YEAR 2026** (Mayor Poynton)

Summary: This is a public hearing for the proposed annual budget for the Village of Lake Zurich's 2026 fiscal year, which will run January 1 through December 31, 2026. This public hearing was noticed in the *Daily Herald* on November 24, 2025, on the Village website and in the *Benchmarks* newsletter. The proposed 2026 budget totals \$90.2 million to fund a full-service municipality with 156 full-time employees.

The Village enjoys a stable financial position. This FY 2026 budget is presented as a balanced operational plan to allocate \$90.2 million toward municipal operations and infrastructure investment. The budget includes \$5.5 million in funding for road and related infrastructure improvements, along with another \$6.8 million in land and building capital improvements and \$6.3 million in water and sewer related improvements.

General Fund expenditures and other financing uses total \$38.8 million, an increase of 5.3% over the current fiscal year's budget. Revenues for FY 2026 are expected to total \$38.8 million, with a projected surplus of \$371 for the fiscal year.

A copy of the proposed budget has been available for public review at Village Hall, Elia Area Public Library, and on the Village website since November 12, 2025. All interested persons are invited to attend this public hearing and provide feedback to the Village Board on the proposed budget.

Recommended Action #1: A motion to open the Public Hearing on the Fiscal Year 2026 Village Budget and receive into the record public comments. *Voice Vote.*

Recommended Action #2: A motion to close the Public Hearing on the Fiscal Year 2026 Village Budget. *Voice Vote.*

7. **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 November 17, 2025

B. Approval of Semi-Monthly Warrant Register Dated December 1, 2025, Totaling \$3,285,197.82

C. Annual Village of Lake Zurich Meeting Schedule for 2026

Summary: Each year the Village Board approves the annual schedule of meetings for the following calendar year. Upon approval, the schedule for Lake Zurich public bodies and advisory commissions will be published accordingly to fulfil the State of Illinois Open Meetings Act requirements.

D. Agreement with Emcee Building Services for Janitorial Services in the Amount Not-to-Exceed \$145,141.08

Summary: The current janitorial services contract approved by the Village Board in February 2023 expires on December 31, 2025. Emcee Building Services has provided quality services to Village owned buildings throughout their contract. The current contract has a set annual cost with no provisions to increase and includes a provision for three one-year renewals with a maximum 2% increase each year. Staff recommends approving the Janitorial Services Contract renewal with Emcee Building Services for 2026 in the amount not-to-exceed \$145,141.08.

E. Agreement with Municipal GIS Partners (MGP) for the 2026 GIS Consortium Service Provider Contract Renewal in the Amount Not-to-Exceed \$124,705.44

Summary: In 2024, the Village Board approved the membership agreement for the Village to become a member of the Geographic Information System Consortium (GISC). The Village joined the Consortium to benefit from their expertise and resources, avoiding the duplication of effort and sharing staffing support and resource management.

Each GISC member must enter into an updated annual agreement with Municipal GIS Partners (MGP) to provide the staffing hours needed to manage, develop, operate, and maintain the Village's GIS. The agreement with MGP for 2026 includes a 3.75% service cost increase for a total of \$124,705.44. Staff recommends approval of an agreement with Municipal GIS Partners for the 2026 GIS Consortium Service Provider Contract in the amount of \$124,705.44.

F. Agreement with Currie Motors for Purchase of Two 2026 Ford Police Interceptor Utility Vehicles in the Amount Not-to-Exceed \$128,000

Summary: The FY 2026 budget includes \$128,000 to replace and equip two police vehicles. Two vehicles scheduled to be replaced have met the replacement criteria and planned for replacement in the Community Investment Plan. The proposed replacement vehicles will be 2026 Ford Police Interceptor Utility vehicles, which have been purchased in the past and have performed well for the Village.

Staff recommends approval of the purchase of two 2026 Ford Police Interceptor Utility vehicles in the amount of \$93,040 from Currie Motors under the Suburban Purchasing Cooperative Contract #204, with the total purchase in the amount not-to-exceed \$128,000.

G. Agreement with BS&A Software for Cloud Hosting Contract in the Amount Not-to-Exceed \$120,265

Summary: The Village has been using BS&A Enterprise Resource Planning (ERP) Software since 2018 throughout all Village departments for on-premises software applications. In the past three years, BS&A software has moved its core software platform to the cloud, replacing its old on-premises solutions with a Software-as-a-Service (SaaS) model called BS&A Cloud. This platform offers improved scalability, security, and remote access to manage operations across all modules.

The proposed contract move to Cloud includes the following one-time and annual fees: upgrade to existing modules (annual fee) \$59,755; Cloud new purchase (annual fee) \$4,405; data conversion and database setup \$5,290; implementation and training \$50,815. Staff recommends the approval of an agreement with BS&A Software of Bath, MI in the amount not-to-exceed \$120,265 inclusive of annual fees with BS&A Cloud.

Recommended Action: A motion to approve the Consent Agenda as presented.

8. NEW BUSINESS

This agenda item includes matters coming to the Board of Trustees for discussion and possible action.

A. **Ordinance Adopting the Annual Budget of the Village of Lake Zurich for All Corporate Purposes for the Fiscal Year Commencing January 1, 2026 and Ending December 31, 2026** (Assign Ord.#2025-12-640) (Trustee Riley)

Summary: The proposed Fiscal Year 2026 budget is presented as a balanced operational plan, totaling \$90.2 million across all funds, to allocate the Village's financial resources toward its priorities and commitments over the next year. The proposed budget authorizes \$55.3 million for operations and \$21.8 million for capital outlays across all funds. The budget includes \$5.5 million in funding for road improvements, \$6.8 million in land and building capital projects, and \$6.3 million in water and sewer infrastructure.

The General Fund is the Village's main operating fund and accounts for the major revenues and expenditures associated with the Village's operations. Both the revenues and expenditures for FY 2026 total \$38.8 million, with a projected surplus of \$371 for the year. The proposed Water/Sewer Enterprise Fund expenses total \$23.6 million, with a projected deficit of \$8.3 million for the year. This anticipated deficit is primarily due to Lake Michigan-related expenses that were budgeted in FY 2025 but carried over into the next year. The water/sewer fund maintains a healthy fund balance to support the operation of the current system and infrastructure as the Village transitions toward Lake Michigan as its future water supply.

Staff recommends approval of the proposed FY 2026 Annual Budget.

Recommended Action: A motion to approved Ordinance #2025-12-640 Adopting the Annual Budget of the Village of Lake Zurich for All Corporate Purposes for the Fiscal Year Commencing January 1, 2026 and ending December 31, 2026.

B. **Ordinance Amending Title 13 "Comprehensive Fee Schedule" of the Village of Lake Zurich Municipal Code to Amend Fees Related to the Costs of Municipal Services** (Assign Ord. #2025-12-641) (Trustee Riley)

Summary: In 2018, Title 13 was added to the Lake Zurich Village Code as a Comprehensive Fee Schedule to provide a single convenient location for a list of all fees and fines that have been codified into the Village Code over several decades. The amended schedule will update certain fees and fines for public ways and property, building regulations, and land development fees. The new fees will take effect January 1, 2026.

Recommended Action: A motion to approved Ordinance #2025-12-641 Amending Title 13 "Comprehensive Fee Schedule" of the Village of Lake Zurich Municipal Code to Amend Fees Related to the Costs of Municipal Services.

9. TRUSTEE REPORTS

10. VILLAGE STAFF REPORTS

11. ADJOURNMENT

The next regularly scheduled Village Board meeting is on Monday, December 15, 2025.

The Village of Lake Zurich is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator, Erin Rauscher at 847.540.1687 (TDD 847.438.2349) promptly to allow the Village to make reasonable accommodations for those individuals.

***Agenda posted on November 25, 2025**