

APPROVED MINUTES
VILLAGE OF LAKE ZURICH

Board of Trustees
70 East Main Street



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

1. CALL TO ORDER by Mayor Thomas M. Poynton at 7.00pm.
2. ROLL CALL: Mayor Thomas Poynton, Trustee Sujatha Bharadwaj, Trustee Jake Marx, Trustee William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, Trustee Greg Weider. Also in attendance: Village Manager Ray Keller, Asst. Village Manager Michael Duebner, Finance Dir. Rita Kruse, Village Atty. Scott Uhler, Police Chief Steve Husak, Fire Chief Dave Pilgard, Community Development Sarosh Saher, Public Works Dir. Mike Brown.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT

Mary Kozub, 280 Pebblecreek Dr. Ancient Oaks Foundation President, addressed the Board on their opposition to proposed work at Breezewald Park identified in the 2026 proposed Budget. Their issues are with loss of canopy, asphalt parking lot, biodiversity and would like to be included in the planning.

Marty Jablonski, 68 Lakeview Pl., addressed the Board in support of Ms. Kozub's comments and stated that there are many alternate parking places near the Park. He recommended a parking analysis/study.

Alicia Timm, 1060 Browning Lane, addressed the Board in support of Ms. Kozub's comments.

John Kotolski, 856 Interlaken Dr, addressed the Board in support of Ms Kozub's comments.

Jose Santamaria, 8 Tanglewood Ln., Hawthorn Woods, addressed the Board on his opposition to the new subdivision to be built in Lake Zurich by his neighbourhood.

5. PRESIDENT'S REPORT / COMMUNITY UPDATE

There was none.

6. PUBLIC HEARING ON CONSIDERATION OF PROPOSED VILLAGE OF LAKE ZURICH ANNUAL BUDGET FOR FISCAL YEAR 2026

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, Ela 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 was made by Trustee Sugrue, seconded by Trustee Marx, on the Fiscal Year 2026 Village Budget and receive into the record public comments.

AYES: 6 Trustees Bharadwaj, Marx, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED. VOICE VOTE.

Public Meeting opened at 7.22pm

PUBLIC COMMENT

The Public Comments referring to Breezewald Park, prior to the Public Hearing, were submitted at this time on the advise of Atty. Uhler and the explanation of Village Manager Keller on the allocated funds for Breezewald Park.

Recommended Action #2: A motion to close the Public Hearing, was made by Trustee Spacone, seconded by Trustee Sugrue, on the Fiscal Year 2026 Village Budget.

AYES: 6 Trustees Bharadwaj, Marx, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED. VOICE VOTE.

Public Meeting closed at 7.26pm.

7. CONSENT AGENDA

- 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.

Trustee Bharadwaj requested a reread of the monetary amounts for Agenda Item 7D and E.

Trustee Spacone had a question for Police Chief Husak on Agenda Item 7F.

Recommended Action: A motion to accept the Consent Agenda as presented was made by Trustee Weider, seconded by Trustee Marx.

AYES: 6 Trustees Bharadwaj, Marx, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED.

8. NEW BUSINESS

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 ORD.#2025-12-640

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.

Finance Dir. Kruse presented the Budget, Village Manager Keller stated that funds have been accumulated in the past for upcoming large projects, including the move to Lake Michigan water.

Recommended Action: A motion was made by Trustee Weider, seconded by Trustee Spacone, 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.

AYES: 6 Trustees Bharadwaj, Marx, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED.

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 ORD. #2025-12-641

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 was made by Trustee Marx, seconded by Trustee Sugrue, 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.

AYES: 6 Trustees Bharadwaj, Marx, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED.

9. TRUSTEE REPORTS

Trustee Riley thanked Public Works Dir. Brown and his staff for their snow removal in the recent storm.

10. VILLAGE STAFF REPORTS

Village Manager Keller reminded residents of the upcoming Miracle on Main event on Saturday December 6th, 2025

11. EXECUTIVE SESSION called for the purpose of: 5 ILCS 120 / 2 (c)(11): Pending or Imminent Litigation.

Motion was made by Trustee Riley, seconded by Trustee Marx, to adjourn the Open Meeting and adjourn to Executive Session called for the purpose of: 5 ILCS 120 / 2 (c)(11) Pending or Imminent Litigation.

AYES: 6 Trustees Bharadwaj, Marx, Riley, Spacone, Sugrue, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED.

Open meeting adjourned at 7.40pm.

12. ADJOURNMENT

The Open Meeting and Executive Session adjourned at 8.13pm

Respectfully submitted:

Kathleen Johnson, Village Clerk.

Approved by:



Mayor Thomas M. Poynton



Date.