

APPROVED

**LAKE ZURICH BOARD OF TRUSTEES
REGULAR MEETING
70 East Main Street**

Monday, May 17, 2010, 7:00 p.m.

1. **CALL TO ORDER** – The meeting was called to order at 7:02 p.m.
2. **ROLL CALL:**
Present were Village President Suzanne Branding, Trustee Jeff Halen, Trustee Jim Johnson, Trustee Tom Poynton, Trustee Dana Rzeznik, Trustee Jonathan Sprawka and Trustee Rich Sustich. Also present were Village Attorney Norton, Village Administrator Vitas, Finance Director Zochowski, Public Works Director/Village Engineer Heyden, Fire Chief Mastandrea, Police Chief Finlon, Park and Recreation Director Perkins, Building/Zoning Director Peterson, and Police Commander Finlon.
3. **PLEDGE OF ALLEGIANCE.** Led by Village President Suzanne Branding.
4. **PUBLIC COMMENT**
No public comment.
5. **PRESIDENT'S REPORT**
 - A. Proclamation in memory of Daniel C. Marlow followed by a moment of silence – read by John S. Weidl.
 - B. Marla Larsen, United States Post Office announcement of moving Main Post Office to 25 Telser Road.

Marla Larsen, real estate specialist, informed the Village that the US Postal Service is acquiring the property located at 25 Telser Road for purposes of a retail facility and selling the old property. Trustee Sustich advised that the Village use the Village website to inform residents of the progress.
 - C. Certificates of Recognition for 2010 Census Complete Count Committee.

Mayor Branding thanked the Census Count Committee's efforts, echoed by Building and Zoning Director Peterson. He states that the Village should receive census numbers by mid-July. Mayor Branding handed out the certificates, read aloud by John Weidl.
 - D. Certificate of Recognition for Frank Johnstone, Police Pension Board.

Read by John Weidl, handed out by Mayor Branding. He thanked Charlene for all of her help and asserted his pleasure in serving the community.

E. Proclamation declaring Buckle Up Lake Zurich Week, May 17 to 23, 2010.

Read by John Weidl. Chief Finlon noted a safety seat check taking place in Lake Zurich.

F. Appointments to various boards and commissions.

Trustee Johnson would like to see someone from the west side of Route 12 on the Park and Recreation Advisory Board.

Village President Branding presented her nominations: Dawn Brazier, Park and Recreation Advisory Board member filling vacant one-year term expiring 4-30-11; Jim Mihelic, Tree Commission member filling vacant one-year term expiring 4-30-11; Toni Rey, Tree Commission member filling full three-year term expiring 4-30-13; Employee Shawn Walkington, Tree Commission, moving from member to liaison; Linda Crane, Chairperson, Plan Commission for one-year term expiring 4-30-11; and Jolene Bowling, Plan Commission member reappointed for four-year term expiring 4-30-14.

MOTION made by Trustee Johnson, seconded by Trustee Rzeznik, to confirm the recommended appointments.

AYES: 5 Trustees Halen, Sustich, Johnson, Sprawka, and Rzeznik

NAYS: 0

ABSTAIN: 1 Trustee Poynton

MOTION CARRIED

6. CONSIDERATION OF MINUTES

A. Minutes of the Village Board Meeting, April 26, 2010, 9 PM.

B. Minutes of the Village Board Meeting, May 3, 2010.

Minutes were approved upon Voice Vote.

7. OLD BUSINESS

A. Celebration Park site plan. (Trustee Rzeznik)

Summary: In 2009 the Village completed the initiative of converting the former Dave's Auto property into a small park. As part of the process of designing the park, the Park and Recreation Advisory Board recommended a site plan for the park. The Board of Trustees has not taken a formal vote on the recommended site plan and this matter is before the Board now for that vote.

Trustee Sustich voiced his concerns over the costs and bidding procedures, echoed by Trustee Poynton. Mayor Branding mentioned that the previous Board approved a plan for over \$300K.

Motion by Trustee Poynton, seconded by Trustee Johnson, to approve a site plan for Celebration Park as built and in the form recommended by the Park and Recreation Advisory Board.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka
NAYS: 0
MOTION CARRIED

8. NEW BUSINESS

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

A. Semi-Monthly Warrant Register Dated May 17, 2010, Totaling \$1,089,060.55.

Trustee Sprawka outlined the vendors who totaled more than 5% of the total warrant.

Motion by Trustee Sprawka, seconded by Trustee Johnson to approve the semi-monthly warrant register dated May 17, 2010, totaling \$ 1,089,060.55.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka
NAYS: 0
MOTION CARRIED

B. Ordinance authorizing disposal of surplus personal property. (Trustee Sprawka)

Summary: Before the Village may dispose of municipal personal property that is no longer useful or necessary, the Village must declare that personal property as surplus. Various items have been listed as an exhibit to the proposed ordinance and will be sold or disposed of appropriately.

Motion by Trustee Sprawka, seconded by Trustee Sustich to approve "An Ordinance Authorizing Disposal of Personal Property Owned by the Village of Lake Zurich." Assign ORD. #2010-05-710.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka
NAYS: 0
MOTION CARRIED

C. Road closures related to Alpine Festival and Parade. (Trustee Johnson)

Summary: The Lake Zurich Lions Club has requested permits for the annual Alpine Festival being held on July 23, 24, and 25, 2010. The special event request has been reviewed by the appropriate departments, and all

proper permits and licenses will be issued prior to the event. Resolutions seeking permission from IDOT to close Main Street and the Route 22 bypass are required for the parade and pedestrian traffic.

Trustee Sustich encouraged all residents to participate in this community-building event. Lion Footloose! Frank announced that Skinner's Amusement is celebrating 100 years in business.

Motion by Trustee Johnson, seconded by Trustee Sustich to approve resolutions seeking permission from IDOT to close state highways for the Alpine Festival in July 2010. Assign RES. #2010-05-17A & RES. #2010-05-17B.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

D. Resolution approving Emergency Management Mutual Aid agreement.
(Trustee Halen)

Summary: The Village has the opportunity to participate in the Illinois Emergency Management Mutual Aid System. This participation would expand the Village's ability to send and receive specialized assistance in emergency situations. The proposed Intergovernmental Agreement is similar to the mutual aid agreements involving the Fire Department under the MABAS Agreement, the Police Department under the ILEAS Agreement, and the Public Works Department under the IPWAN Agreement.

Chief Mastandrea asserts that this agreement is timely and necessary to afford the Village the resources to handle large-scale operations, and the Village to assist others in other local or regional emergencies.

Motion by Trustee Halen, seconded by Trustee Johnson to approve A Resolution Authorizing Participation As A Member In The Illinois Emergency Management Mutual Aid System Response Pursuant To An Intergovernmental Agreement By And Between The Village Of Lake Zurich And The Illinois Emergency Services Management Association For The Establishment Of A Mutual Aid Intergovernmental Service Agreement. Assign RES. #2010-05-17C.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

E. Bid award for 2010 MFT asphalt supply contract. (Trustee Sustich)

Summary: Village staff opened three bid proposals on April 23, 2010, for the 2010 MFT hot-mix asphalt supply contract. Two companies proposed the same lowest price. One company, Geske and Sons, is closer to the Village, however, so the additional cost related to the extra travel for the other company is being used to determine the lowest bidder. Staff recommends award of the contract to Geske and Sons using the mileage factor.

Public Works Director Heyden explained how mileage was the determining factor to decide on two similar bids.

Motion by Trustee Sustich, seconded by Trustee Johnson to approve a contract to Geske and Sons in the amount of \$28,800 for the hot-mix asphalt supply contract.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

F. Bid award for 2010 Motor Fuel Tax road contract. (Trustee Sustich)

Summary: Village staff opened five bid proposals on May 7, 2010, for the 2010 MFT road reconstruction contract. After review, staff recommends award of the contract to the low bidder, Arrow Road Construction. The following roads are scheduled to be resurfaced: Dearborn Court, Sunset Court, Hillside Court, Grever Court, Columbine Court, Trillium Trail, and Edelweiss Drive.

Public Works Director Heyden believes the construction will begin mid-June.

Motion by Trustee Sustich, seconded by Trustee Sprawka to approve a contract to Arrow Road Construction in the amount of \$310,136.10 for the 2010 MFT road reconstruction contract.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

G. Vehicle Impoundment ordinance. (Trustee Johnson)

Summary: The Village regularly makes an arrest on a criminal charge or serious traffic offense in which a motor vehicle has been involved. The Village currently does not have provisions in its Municipal Code declaring such use of motor vehicles to be a public nuisance or governing the seizure

and impoundment of those motor vehicles. The necessary procedures for seizure and impoundment involve a hearing process and other standards. The proposed ordinance would put into place the proper regulations.

Chief Finlon asserts that the administrative toll fee is a \$250 bond that is necessary to cover the multitude of administrative and processing fees. Trustee Poynton inquired about current legislation covering vehicle impoundment. Chief Finlon addressed the various offenses associated with impoundment. Trustee Poynton inquired about the lower fee compared with surrounding communities. Chief Finlon believes that the lower fee will result in fewer challenges to the bond. Trustee Johnson inquired about storage fees. Chief Finlon outlined the procedures for fee assessment.

Motion by Trustee Johnson, seconded by Trustee Sustich to approve "An Ordinance Amending Title 6 of the Lake Zurich Municipal Code Regarding Vehicle Impoundment" Assign ORD. #2010-05-711.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

H. Purchase of two squads. (Trustee Johnson)

Summary: Staff recommends the purchase of two Ford Crown Victoria Police Interceptor Patrol Vehicles as indicated in the budget. The deadline to purchase these vehicles under the State of Illinois Joint Purchasing Program is May 28, 2010.

Motion by Trustee Johnson, seconded by Halen to approve the purchase of two squads and the associated Service Manual from the State of Illinois Joint Purchasing Program at a cost not to exceed \$43,000.00.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

I. Lightning protection system for parks. (Trustee Rzeznik)

Summary: The Lake Zurich Baseball and Softball Association (LZBSA) has requested permission to install lightning prediction/alerting systems in various parks in the Village. The proposed resolution authorizes the group to work with Village staff to attain and install the system this year and in the future in locations where deemed necessary for safety measures.

Trustee Poynton inquired about the costs to the Village. Administrator Vitas described the shared distribution of the costs between the Village and the LZBSA. Funding will come from the park improvement fund. Scott

Papas spoke about the concerns regarding ongoing maintenance. Administrator Vitas spoke briefly about the implementation of the system.

Motion by Trustee Rzeznik, seconded by Johnson to approve a Resolution authorizing installation of lightning prediction/alerting system in parks. Assign RES. #2010-05-17D.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

9. TRUSTEE REPORTS

No report.

10. ADMINISTRATOR'S REPORT

Administrator Vitas thanked the efforts of the Village staff, Department Heads and Lake County to help mitigate the flooding that took place last Thursday, May 13, 2010.

A. Strategic Plan completion timeline.

Administrator Vitas discussed the completion status of the Strategic Plan and requested that the Board provide some guidance relative to a timeline for approval and adoption. He stressed the need to complete the Strategic Plan in order to proceed with the next phase of the overall management planning cycle – development of goals, objectives and an action plan based on the adopted FY 2011 budget. Trustees Sustich and Halen concurred with the idea of conducting a workshop to finalize the Strategic Plan. Trustee Poynton expressed his concern over the Strategic Plan and whether or not this process would stretch staff resources. Administrator Vitas explained that this was a priority project along with the action plan and that the performance monitoring plan would be postponed until Fiscal Year 2012. It was agreed that a workshop would be scheduled by Administration for June.

B. Employee Handbook update.

Administrator Vitas provided the Mayor and Board with a brief update on the status of the forthcoming Employee Handbook to replace the current 1988 Personnel Manual. He explained the development process leading to a final draft for Board adoption involving the administration with assistance from Seyfarth & Shaw. It is expected that the project will be completed in June 2010.

11. ATTORNEY'S REPORT

No report.

12. DEPARTMENT HEAD REPORTS

No reports.

13. CLOSED SESSION / ADJOURNMENT

Motion to recess into closed session to discuss matters related to appointment, employment, compensation, performance, or dismissal of employees, public officers, and legal counsel and review of closed session minutes for content and to adjourn immediately after the closed session without conducting further business.

AYES: 6 Trustees Halen, Johnson, Poynton, Rzeznik, Sustich, and Sprawka

NAYS: 0

MOTION CARRIED

Meeting adjourned at 8:33 p.m.

Respectfully submitted by: John S. Weidl, Administrative Intern

Approved by: /s/ Suzanne K. Branding, Village President 6/7/10