

**APPROVED**  
**VILLAGE OF LAKE ZURICH BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**70 East Main Street**  
**Monday, April 15, 2013, 7:00 p.m.**

1. **CALL TO ORDER** by Village President Suzanne K. Branding at 7.00pm.
2. **ROLL CALL:** Village President Suzanne Branding, Trustee Jeff Halen, Trustee Terry Mastandrea, Trustee Dana Rzeznik, Trustee Jonathan Sprawka, and Trustee Rich Sustich. Trustee Tom Poynton was absent and excused as was Village Clerk, Kathleen Johnson. Also present:- Village Manager Jason Slowinski, Asst. Village Manager Roy Witherow, Village Attorney Scott Uhler, Building/Zoning Dir. Dan Peterson, Finance Director Jodie Hartman, I/T Dir. Michael Duebner, Police Chief Pat Finlon, Fire Chief Dave Wheelock, Public Works Gen. Services Supt. Mike Brown.

3. **PLEDGE OF ALLEGIANCE**

4. **A. PUBLIC COMMENT**

Jim Tarbet, 1195 Cedar Creek Drive, addressed the Board on a FOIA request. Atty. Uhler advised the Board that the Village of Lake Zurich followed the law and displayed the documents for more than ten days.

President Branding entertained a motion to open the Public Hearing. Motion by Trustee Sustich, seconded by Trustee Halen. Approved by Voice Vote.

**B. PUBLIC HEARING: Fiscal Year 2013-14 Budget**

Village President Branding called the hearing to order at 7.06pm.

**Summary:** The purpose of this public hearing will be to receive public testimony on the Village's proposed budget for the fiscal year beginning May 1, 2013 and ending April 30, 2014. Copies of the proposed budget are available for public inspection at the Administrative Offices of Village Hall and the Ela Area Public Library during regular business hours, or it is available on the Village's website at [www.volz.org](http://www.volz.org). All interested persons are invited to attend and be heard.

President Branding stated that proper notice had been given to the public on the village website on 4/3/13 and the newspaper on 4/4/13.

President Branding asked if anyone wished to testify. Jim Tarbet was given the Oath by President Branding.

Jim Tarbet, 1195 Cedar Creek Drive, addressed the Board on bonds, CIP, NHRST and Hotel Tax. Village Manager Jason Slowinski and Dir. Jodie Hartman answered Mr. Tarbet's questions.

President Branding entertained a motion to adjourn the Public Hearing. Motion made by Trustee Sprawka, seconded by Trustee Sustich, to adjourn the Public Hearing.

AYES: 5 Trustees Halen, Mastandrea, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Poynton.

MOTION CARRIED.

Public Hearing adjourned at 7.14pm.

5. **PRESIDENT'S REPORT**

- A. Community Update** There were none.

**6. CONSENT AGENDA****A. Approval of Replacement HVAC Roof-top Unit at Police Department**

**Summary:** The Police Department has experienced numerous problems with HVAC RTU #1 which date back to 2007. This unit serves the Training/Community Room and lower level Sergeants and Reporting Writing area. The Village has expended large amounts of funds to address this unit's problems and the cost for repairing this unit has exceeded the cost of replacement of the unit. Recommendation is being made to replace Rooftop Unit #1 using one of the contractors submitting a proposal.

*Pulled from the Agenda until May 6, 2013 meeting.*

**B. Approval of Kildeer Service Agreement for Vehicle Maintenance**

**Summary:** Kildeer currently has nine Police vehicles and uses local repair shops to maintain their fleet. Fleet Services would provide routine maintenance and make repairs as needed. In doing so, Kildeer will be receiving quality repairs and maintenance by people familiar with emergency response vehicles, at a secured location. Kildeer would be charged an hourly labor rate, initially \$90.00 per hour. The labor rate will be reviewed annually. In addition, any parts and supplies used in the course of the repairs will be charged back to Kildeer.

Trustee Halen's question was answered by Public Works Gen. Services Supt. Mike Brown.

**C. Approval of Intergovernmental Agreement with Kildeer and Hawthorne Woods for Purchase of Fuel**

**Summary:** An Intergovernmental Agreement has been in place since 2003 allowing the Villages of Hawthorn Woods and Kildeer use of the fuel pumps at the Lake Zurich Public Works facility. Both communities are charged an annual lump sum fee based on 5 percent of their annual usage. For this agreement the fee would be: Hawthorn Woods: \$ 2,650.00 and Kildeer: \$ 1,600.00. This fee is in addition to amount of fuel consumed in which they pay at our cost. This agreement is for the period of May 1, 2013 through April 30, 2015.

**D. Approval of Intergovernmental Agreement with Ela Township for Fuel Purchase**

**Summary:** Ela Township Highway Department currently has a fueling system at their facility, which has no back up power source. This agreement would assure Ela Township a back up source of fuel in the event that their system was out of service. It is anticipated that the use would be minimal, possibly once or twice a year. Due to the possibility of Ela Township never using the fuel system or only using it once or twice a year, no annual fee would be charged. Ela Township would only be charged for the amount of fuel consumed.

**E. Resolution Authorizing Expenditure of MFT Funds for Landscape Contract**

**Summary:** In order to receive authorization to expend Motor Fuel Tax (MFT) Funds, the Village is required to pass an MFT Resolution, which obligates MFT funds for specific purposes, as attached. Recommendation is made to approve the MFT resolution for the purpose of right-of-way mowing.

**F. Bid Award for Janitorial Services**

**Summary:** The Village requested bids for janitorial services due to the current bid expiration date of May 1, 2013. Out of six bidders, Best Quality, Inc. was the lowest bidder with a guaranteed price for 36 months. The Village recommends contracting with Best Quality, Inc.

**G. Bid Award for Portland Cement Concrete Material**

**Summary:** On April 5, 2013, the Village received one material proposal by Fischer Bros. Fresh Concrete, Inc. After reviewing the bid results for accuracy and comparing the unit prices to the current industry standard, it is recommended to award the proposal to Fischer Bros. Fresh Concrete, Inc.

**H. Bid Award for Hot Mix Asphalt Material**

**Summary:** On April 5, 2013, the Village received one material proposal by Geske and Sons, Inc. After reviewing the bid results for accuracy and comparing the unit prices to the current industry standard, it is recommended to award the proposal to Geske and Sons Inc.

**Recommended Action:** Motion made by President Branding, seconded by Trustee Sustich, to approve the Consent Agenda as presented.

AYES: 5 Trustees Halen, Mastandrea, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Poynton.

MOTION CARRIED.

**7. OLD BUSINESS**

**A. Approval of Request for Qualifications for Downtown Development (Trustee Mastandrea)**

**Summary:** Review and discussion of final draft of Request for Qualifications (RFQ) with Village Board comments seeking qualified developers for downtown redevelopment Block/Site-A, per Village Board directive.

Village Manager Jason Slowinski stated that the Board's comments have been incorporated into the document. Trustee Halen asked that the new Board have opportunity for feedback.

**Recommended Action:** Presented for discussion. No recommendation action at this time.

**8. NEW BUSINESS**

**A. Approval of Ordinance Adopting Fiscal Year 2013-14 Budget (Trustee Rzeznik)**

**Summary:** The Proposed Budget for fiscal year May 1, 2013 through April 30, 2014 is to be considered for adoption by the Village Board.

Discussion followed and Trustee Sprawka corrected Mr. Tarbet's comment about sunseting of the NHRST in two years and it was the Utility Tax which was sunsetted. Trustee Halen had concerns about the electronic issues of Newsline. President Branding stated that there would be some printed editions at the Village Hall, Library and the Senior Center. Trustee Mastandrea was not in favor of the cuts in the Fire Dept. because of safety issues. Trustee Halen asked if it was a balanced or deficit budget and Village Manager Slowinski stated that the Board had authorized the use of reserve funds to balance the Budget.

**Recommended Action:** Motion made by Trustee Rzeznik, seconded by Trustee Sustich, to approve an Ordinance adopting the proposed budget for fiscal year May 1, 2013 through April 30, 2014. Assign ORD 2013-04-889.

AYES: 4 Trustees Halen, Rzeznik, Sprawka, Sustich.

NAYS: 1 Trustee Mastandrea.

ABSENT: 1 Trustee Poynton.

MOTION CARRIED.

**B. Semi-Monthly Warrant Register Dated April 15, 2013, Totaling \$527,099.08 (Trustee Rzeznik)**

**Recommended Action:** Motion made by Trustee Rzeznik, seconded by Trustee Sprawka, to approve the semi-monthly warrant register dated April 15, 2013, totaling \$527,099.08

AYES: 5 Trustees Halen, Mastandrea, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Poynton.

MOTION CARRIED.

**9. TRUSTEE REPORTS**

Trustee Sustich read a statement on his reflections of four years on the Board.

**10. VILLAGE MANAGER'S REPORT**

**A. Bi-weekly Departmental reports as of April 9, 2013**

Village Manager Slowinski updated the Board on his meeting with John Breugelmans, the developer who has been give 75 days by the Board, and his plans to develop Block A in the TIF district. Atty. Uhler has been working with staff and Mr. Breugelmans and there is no document at this time. Trustee Sustich asked if the clock was running and Village Manager Slowinski stated that it is running and this has been conveyed to Mr. Breugelmans.

**B. Financial Report for month of February, 2013**

**11. ATTORNEY'S REPORT**

There was none.

**12. DEPARTMENT HEAD REPORTS**

**A. Police Chief Finlon**

- i. Report on Cost of Hire Backs. Chief Finlon reported on costs and he suggest to split the difference of the increase for the first year and then the full amount will be charged the second year.
- ii. Feedback Regarding Liquor Code Amendments. Chief Finlon has researched other municipalities and answered the Board's questions. Trustee Mastandrea suggested that this be held over until the 5/6/13 meeting. Dir. Dan Peterson addressed the Farmer's Market question raised by Trustee Sustich and he stated that there is a process in place for such and event.

President Branding addressed the meeting on the occasion of her last meeting and she stated that the Mayor was no longer allowed to appoint committees as the code was changed by the Board shortly after she took office.

President Branding thanked the staff for their professionalism during her term.

**13. ADJOURNMENT**

President Branding made the motion to adjourn the meeting, seconded by Trustee Rzeznik.

AYES: 5 Trustees Halen, Mastandrea, Rzeznik, Sprawka, Sustich.

NAYS: 0

ABSENT: 1 Trustee Poynton.

MOTION CARRIED.

Meeting adjourned at 7.49pm.

Respectfully submitted by: Asst. Village Manager Roy Witherow.  
(prepared by Kathleen Johnson, Village Clerk)

Approved by:

/s/Suzanne K. Branding

4/30/13