

UNAPPROVED MINUTES
VILLAGE OF LAKE ZURICH

Board of Trustees
70 East Main Street



Monday, July 15, 2019 7:00 p.m.

1. **CALL TO ORDER** by Mayor Thomas M. Poynton at 7.02 p.m.
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Jim Beaudoin, Trustee Mary Beth Euker, Trustee Janice Gannon, Trustee Marc Spacone, Trustee Jonathan Sprawka, Trustee Greg Weider. Also in attendance: Village Manager Ray Keller, Asst. Village Manager Roy Witherow, Village Atty. Scott Uhler, Finance Dir. Jodie Hartman, Dir. of Innovation Michael Duebner, Fire Chief John Malcolm, Police Chief Steve Husak, Dir. Of Community Services Sarosh Saher, Public Works Dir. Mike Brown, Rec Dir. Bonnie Caputo, H.R. Dir. Doug Gibson
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
Marty Filson, 33, E. Harbor Dr., addressed the Board on the safety issues on the east side of Church St., as the new May Whitney School is built. Mr. Filson stated that at the PZC meeting in May their commissioners also commented on safety concerns.
Jean Brefeld, 660 Burr Oak, addressed the Board on the proposed gas station at the Mariano's store and stated that the Vernon Hills proposal of a gas station by Mariano's was rejected by the town. Ms Brefeld was concerned that residents in Coventry Creek and Cedar Creek were not informed of the proposal. She is also concerned about her relative's well (Tim Henry) being contaminated.
5. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
 - A. **Purple Plunge Appreciation:** Paul Hunt presented the village with an addition to the plaque and thanked the Board and staff for their assistance. The 2019 Polar Plunge raised over \$135,000.
 - B. School District #95 Board Chairperson, Doug Goldberg, introduced their new Superintendent Dr. Kelley Gallt, Ms Gallt addressed the Board.
6. **CONSENT AGENDA**
 - A. **Approval of Minutes of the Village Board Meeting, June 17, 2019**
 - B. **Ratification of Semi-Monthly Warrant Register Dated July 1, 2019 Totaling \$864,582.26**
 - C. **Approval of Semi-Monthly Warrant Register Dated July 15, 2019 Totaling \$747,741.59**
 - D. **Reduction of Letter of Credit for GereMarie at 1275 Ensell Road to \$15,000**

Summary: GereMarie has requested a reduction in the letter of credit for the property at 1275 Ensell Road from \$70,042.50 to a remaining escrow of \$15,000 for its building addition that was granted occupancy in April 2019. This reduction level is in excess of the ten percent required for Village maintenance bond guarantees.

E. Reduction of Letter of Credit for Somerset by the Lake Apartments at 40 and 60 West Main Street to \$27,739.15

Summary: Foxford Communities has requested a reduction in the letter of credit for the Somerset by the Lake apartments on West Main Street from \$277,931.50 to a remaining 10% escrow of \$27,739.15 for a one year maintenance guarantee. Occupancy for this property was granted in January 2019.

F. Agreement with Suburban Concrete for Curb and Sidewalk Repairs in the Amount Not-to-Exceed \$150,000

Summary: The Fiscal Year 2019 budget includes \$100,000 in the Non-Home Rule Sales Tax Fund and \$50,000 in the Motor Fuel Tax Fund for concrete curb and sidewalk repairs at various locations throughout Lake Zurich. A competitive bid opening on June 26, 2019 resulted in five bids received, with the lowest responsible bid received from Suburban Concrete of Mundelein.

Trustee Gannon questioned the payment on Agenda item #6B for the 4th of July fireworks and the village's declining of a \$5000.00 donation from LPOA for the fireworks. She asked if the village is open to donations. Village Manager Keller clarified the LPOA proposed donation and their request for naming rights. Rec Dir. Bonnie Caputo explained that there is a sponsorship program which is in the recreation brochure and the Park Advisory Board is involved in the sponsorship programme. Trustee Gannon stated that she would spearhead a donations programme to help defray Village costs when asked by Mayor Poynton. Trustee Gannon asked about the Special Recreation Association payment and Dir. Caputo explained the membership and the need to keep ADA compliant.

Motion was made by Mayor Poynton, seconded by Trustee Beaudoin, to approve the Consent Agenda as presented.

AYES: 6 Trustees Beaudoin, Euker, Gannon, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED.

7. OLD BUSINESS

None at this time.

8. NEW BUSINESS

A. Presentation of Comprehensive Annual Financial Report for Fiscal Year 2018

Summary: State law requires the Village publish a complete set of financial statements presented in conformity with generally accepted auditing standards by a firm of licensed certified public accountants. The Village has completed the annual audit with Baker Tilly, who has issued a clean opinion on Village finances for the fiscal year ended December 31, 2018. The Government Finance Officers Association has awarded a Certificate of Achievement for Excellence in Financial Reporting to the Village for this Report.

Overall, Village finances fared well during Fiscal Year 2018. The General Fund balance increased by \$175,000 to a total fund balance of \$10.7 million, or 30% of the General Fund Target Fund Balance of 40%. Long-term bonded debt decreased \$2.1 million to a total of \$27.5 million outstanding as of December 31, 2018. The Village still maintains a AAA bond rating status from Standard & Poor's, which it has held since 2013.

Efforts to improve cash flow and better manage public assets are resulting in the Village making progress towards its #1 Strategic Goal of being financially sustainability to support municipal services and planned infrastructure investment.

Finance Dir. Hartman introduced the Baker Tilley Representative who then gave an overview of the audit. Trustee Gannon questioned a TIF #2 money transfer from the General Fund and NHRST to the TIF #2 fund and Dir. Hartman explained that the funds were used for the burying of utility lines and gave the rationale of this transfer. Trustee Sprawka gave a historical report on the Village's finances and he thanked the Staff and Board for working hard to improve the reserves and the aim to have a 40% reserve.

Recommended Action: A motion was made by Trustee Sprawka, seconded by Trustee Euker, to approve and accept the Comprehensive Annual Financial Report for the fiscal year ended December 31, 2018.

AYES: 6 Trustees Beaudoin, Euker, Gannon, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED/DENIED.

9. TRUSTEE REPORTS AND COMMENTS

There were none.

10. VILLAGE MANAGER'S REPORT

A. Monthly Data Metric Reports

11. ATTORNEY'S REPORT

There was no report.

12. DEPARTMENT HEAD REPORTS

A. **Finance Department Annual Treasurer's Report:** Finance Dir. Hartman reported on the required report and explained the procedures. The report was filed by June 30, 2019 and was published in the newspaper as required.

13. EXECUTIVE SESSION called for the purpose of: 5 ILCS 120/2 (c) (21) approval of closed session minutes; 5 ILCS 120/2 (c) (12) establish reserves or settle claims; 5 ILCS 120/2 (c) (2) collective bargaining; 5 ILCS 120/2(c)(1) appointment, employment, compensation, discipline, performance or dismissal of specific employees.

Motion was made by Trustee Beaudoin, seconded by Trustee Sprawka, to move to Executive Session for the above considerations.

AYES: 6 Trustees Beaudoin, Euker, Gannon, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 0

MOTION CARRIED

Meeting adjourned to Executive Session at 7.52pm

Meeting reconvened at 8.35pm to Open Session.

Call to order by Mayor Tom Poynton

ROLL CALL: Mayor Tom Poynton, Trustee Jim Beaudoin, Trustee Mary Beth Euker, Trustee Janice Gannon, Trustee Marc Spacone, Trustee Jonathan Sprawka, Trustee Greg Weider. Also Present: Village Manager Ray Keller, Atty. Scott Uhler, H.R. Dir. Doug Gibson,

14. **ADJOURNMENT**

Motion to adjourn was made by Trustee Sprawka, seconded by Trustee Weider.

AYES: 6 Trustees Beaudoin, Euker, Gannon, Spacone, Sprawka, Weider.

NAYS: 0

ABSENT: 0

VOICE VOTE

MOTION CARRIED.

Meeting adjourned at 8.36pm

Respectfully Submitted by:

Kathleen Johnson, Village Clerk.

Approved by:

Thomas M. Poynton, Village Mayor

Date.