

BOARD OF TRUSTEES MEETING

Tuesday, January 13, 2026 at 7:00 PM
Village Hall Board Room 118 W. Cook Avenue Libertyville, IL 60048

MINUTES

1. Roll Call

Mayor Johnson called to order a meeting of the Board of Trustees at 7:00 p.m. Those present were Mayor Donna Johnson, Village Trustees Scott Adams, Pete Garrity, Matt Krummick, Casey Rooney, Kara Macdonald, and Andrew Herrmann. Clerk Margaret Clark was absent. Also in attendance were Deputy Village Clerk Kelly Amidei, and Village Attorney Hart Passman.

2. Items Not on the Agenda | *Presentation of items not on the Agenda will be limited to three (3) minutes*

Mayor Johnson asked for public comment for items not on the agenda:

Garrett Phillips lives at 304 Camelot Ln. He and his partner Sam have started *Saving Libertyville Waterways*. He would like the Village to change its sustainability plan to look for alternative methods for ice reduction when salting. Specifically, he discussed salt use on the roadways. He would like the Village to determine ways that we can reduce the salt usage in the Village or look at alternative methods for ice reduction.

3. Omnibus Vote Agenda

A. Summary of Omnibus Vote Agenda Items

Mayor Johnson presented the Omnibus Vote Agenda and asked if there were any items requested for removal by the Village Board or any Board questions on items. There were none.

Motion made by Village Trustee Adams to approve the Omnibus Vote Agenda, Seconded by Village Trustee Garrity.

Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann. The item was approved with a 5-0 vote.

- B. Approval of Minutes of the December 9, 2025 Village Board Meeting, and November 25, 2025 Executive Session
- C. Bills for Approval
- D. **RESOLUTION NO. 26-R-01:** A Resolution to Approve the Amended Schedule of Regular Meetings for 2026
- E. **RESOLUTION NO. 26-R-02:** A Resolution to Approve a Raffle License – Rockland Family Association
- F. **RESOLUTION NO. 26-R-03:** A Resolution to Approve a Request for the Display of Banners for the Libertyville Sunrise Rotary Club

- G. **RESOLUTION NO. 26-R-04:** A Resolution to Approve an Amendment and Renewal of a Contract for Alarm Monitoring Services with Fire and Security Systems (FSS)
- H. **RESOLUTION NO. 26-R-05:** A Resolution to Approve the Purchase of Two Replacement Fire Department Vehicles from Karl Chevrolet of Des Moines, Iowa
- I. **RESOLUTION NO. 26-R-06:** A Resolution to Approve a Contract Renewal and Change Order No. 1 with Tallgrass Restoration, LLC for the Annual Shoreline Plant Maintenance Program
- J. **RESOLUTION NO. 26-R-07:** A Confirming Resolution to Approve Change Order No. 1 with Maneval Construction Co., Inc. for the 2025 Stormwater System Maintenance Program
- K. **ORDINANCE NO. 26-O-01:** An Ordinance Declaring Surplus Property
- L. **RESOLUTION NO. 26-R-08:** A Resolution to Approve the Purchase of the Replacement Plow Truck Unit #320 from Rush Truck Center of Springfield, IL
- M. **RESOLUTION NO. 26-R-09:** A Resolution to Approve the Purchase and Installation of Upfitting Replacement Vehicles from MPC Communications and Lighting, Inc.
- N. ARC Report
- O. HPC Report

REGULAR AGENDA

4. **RESOLUTION NO. 26-R-10: A Resolution to Approve a Request for Special Events – MainStreet Libertyville**

Mayor Johnson stated that MainStreet Libertyville Inc. (MSL) is requesting Village Board approval for their Calendar Year 2026 annual events. The MSL Libertyville events are well attended and bring residents and visitors to our downtown to shop, dine and stay, consistent with the goal to promote Libertyville.

Staff recommends approval of the resolution approving the MainStreet Libertyville 2026 Special Events with the following exceptions:

(Kate) MSL representative was present to answer any questions.

Mayor Johnson asked if there were questions from the public, there were none. In addition, there were no comments from the Village Board.

Motion made by Village Trustee Rooney, Seconded by Village Trustee Adams.
Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

5. **RESOLUTION NO. 26-R-11: A Resolution to Approve Waiving the Formal Bidding Requirements of The Village's Purchasing Manual and Approving a Contract with Hezcorp Construction Services, Inc., for Construction Management Consulting Services Related to the Renovation of Fire Station No. 1 Facilities**

Mayor Johnson stated that at the September 23rd, 2025 Village Board meeting, the Board approved Resolution #25-R-162 approving a Professional Services Agreement with the Hezner

Corporation for architectural services for the Fire Station #1 Bathroom remodeling project. The architectural drawings are now substantially complete, and it is time to move forward with the construction phase of the project.

Due to the size of this project, it is recommended that a waiver of bids is the most efficient process for completing the remodeling project. Hezcorp Construction Services is able to provide the management and construction of the project for a cost estimate of \$1,183,071. The Village has used Hezcorp for similar services in FY 2023/24 for Fire Station 2's bathroom remodel project and was satisfied with the result of the work. The Village's FY 2026/27 Capital Improvement Plan (CIP) Draft Budget includes \$750,000 in the Public Building Improvement Fund. This along with the FY 2025/26 remaining CIP fund balance for this project totaling \$438,200 allows for a total available project balance of \$1,188,200. The cost of the project provides for the optimal layout following the architectural design process to maximize the effectiveness of the Fire Station living quarters.

The project has been spread over two budget years in order to accommodate the overall cost as well as the available CIP funding. The final cost of the project including architectural services will be \$1,244,871. Staff recommends adoption of the attached Resolution waiving the formal bidding requirements of The Village's Purchasing Manual and approving a contract with Hezcorp Construction Services, Inc in the amount of \$1,183,071, and authorizing execution of the contract by the Village Administrator.

Mayor Johnson noted that the Board received many comments from the public in advance of the meeting regarding this item. She noted the following background regarding the Village's history with waiving competitive bidding and reasons for doing so:

- The service provider is the only expert who has the skills to have the job
- They have worked for the Village in the past and done an excellent job
- The service provider, based on their history has had minimal change orders and has completed the job within budget
- The service provider has an expertise with working on public safety buildings
- They evaluate bidders as the lowest responsible bidder
- They are capable of minimizing operational impact

Mayor Johnson asked for comments from the public.

Matthew Hickey asked the Board to vote no on the item and believes the project should be competitively bid. He noted that the market has not been tested. He feels that public safety is not a special niche. He stated that with Hezcorp's past performance, selecting the lowest responsible bidder is used after a bid is received. The Village can reject bids if they are not responsible. He asked why this project qualifies and why competitive bidding is not being used.

Mayor Johnson opened it up to the Village Board for comments.

Trustee Krummick noted that there is information on social media regarding concerns about this project. In addition, he noted that he had received several emails about it. He provided background that the Village does use this process from time to time. This is not a no bid project. The \$10,000 fee going to the CM is the only portion that is not bid out. A million dollars of this project is being bid out

to the trades. A concern that he does have is that he thinks the project should have a guaranteed maximum price.

Trustee Garrity stated that when he first saw this, he wanted to understand why it was not being bid out. He spoke with Chief Pakosta about the project. He noted that we are not giving a blank check to them. They will be managing the project. They will be bidding out the work to the trades. In the past project, there were change orders but they were reviewed by the Village Board. We will be contracting with Hezcorp to manage the contract and they will bid the work. They are reputable, local and have a history with working for the Village.

Trustee Adams stated that most things have been said. If Chief Pakosta is comfortable then he is.

Chief Pakosta explained the scope of the project further. The project needs to be handled appropriately so that the building can be used during the process. He further reiterated that the CM will bid the project to the trades for construction. He compared the station 2 project to this project. The project is double the size of the project.

Trustee Rooney asked what the timing of the project is.

Chief Pakosta noted that the current space is 35 years old, the sooner the better. He noted that this is good timing to bid the project.

Trustee Rooney explained what a construction manager does such as cost control and early collaboration. She also noted that our policy does allow for a waiver of bids in alignment with this project.

Trustee Macdonald stated that she also had concerns initially. After learning more and understanding the history and context it makes it easier for her to understand. She asked Chief Pakosta if he has been influenced by anyone in the Village to use Hezcorp. He stated no.

Trustee Herrmann asked Chief Pakosta how important the project is to the department.

Chief Pakosta noted that this is important to the department. The bathrooms will become suites. This will help with recruitment and retention.

Trustee Herrmann asked how confident Chief Pakosta is in Hezcorp's ability to do the job?

Chief Pakosta is confident this will be done well.

Motion made by Village Trustee Krummick, Seconded by Village Trustee Herrmann.
Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

6. REPORT OF THE ZONING BOARD OF APPEALS BA 25-13, Variation for Lot Coverage Donald and Maureen Carmichael, Applicants 122 Johnson Avenue

Mayor Johnson stated that the property owners at 122 Johnson Avenue appeared before the Zoning Board of Appeals on December 8, 2025, to request approval of a lot coverage variation to expand the existing deck to the east and west for a total additional area of approximately 46 sq ft (with 24 sq ft of the deck expansion extending onto existing green space). The subject site has an existing lot coverage of approximately 52.4%.

To reduce their current total lot coverage, the owners are removing 110 sq ft of concrete on the north side of the residence resulting in an overall reduction of lot coverage to 51.7% with the expanded deck.

The Zoning Board of Appeals was in favor of the variation request as the expanded deck and concrete removal on the site will reduce the overall current lot coverage. A motion to recommend Village Board of Trustees approval passed with a vote of 6 – 0.

If the Board approves the Report of the Zoning Board of Appeals, an ordinance will be prepared for the next Board meeting.

The petitioner explained the scope of the project to the Board.

Mayor Johnson asked if there were any comments from the public. No comments.

Mayor Jonson asked for comments from the Board.

Trustee Krummick asked if there is any consideration for storage for a pool. Director Kendzior noted that there is not.

Trustee Garrity feels the plan is a good one.

Trustee Rooney thanked him for investing in the community.

Motion made by Village Trustee Adams, Seconded by Village Trustee Rooney.

Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

7. REPORT OF THE ZONING BOARD OF APPEALS ZBA 25-14, Variation for a Fence Robert and Mary Thillens, Applicants 322 S. Stewart Avenue

Mayor Johnson reported that at the December 8, 2025 meeting, the Zoning Board of Appeals heard a request from the owner at 322 S. Stewart Avenue for a variation to increase the maximum permitted length of the fence line located in the front yard . The owner is proposing to remove existing bushes and install a four (4) foot tall picket fence at a length of approximately 138 feet in the front yard and a portion of the south side yard property line.

Members of the Zoning Board of Appeals concurred with the request due to the unique characteristics of the property. A motion to recommend Village Board of Trustees approval passed with a vote of 6 – 0, subject to the following condition:

If the Board approves the Report of the Zoning Board of Appeals, an ordinance will be prepared for the next Board meeting.

The petitioner explained the scope of the project.

Mayor Johnson asked for public comment. There was none.

Mayor Johnson asked for comments from the Board.

Trustee Krummick stated that he loves her home. He asked staff what happens if there is a home that requests this where it does not "fit"? Director Rowe noted the zoning variation request and hardship requirements.

Trustee Garrity supports the project and thanked her for the work they have done on the home.

Trustees Rooney, Macdonald and Herrmann thanked the applicant.

Motion made by Village Trustee Macdonald, Seconded by Village Trustee Garrity.

Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

8. REPORT OF THE ZONING BOARD OF APPEALS ZBA 25-11, Variation of Front Yard Setback Jeffrey and Deborah Coe, Applicants 323 North Avenue

Mayor Johnson stated that the applicants, Jeffrey and Deborah Coe, are requesting a variation to reduce the minimum 30' required front yard setback in order to construct a front porch with steps for the property located at 323 North Avenue. The existing frame residence has a non-conforming front yard setback of 21.2 feet, and the applicants are proposing to remove the existing front steps and construct a new front porch with steps on the north side of the residence. The new steps will exit onto the driveway for access and will be set back approximately 9 feet and 1 inch from the northern property line. The new stair design functions similar to the existing configuration with the proposed stair landing located within the existing impervious walkway area and offering improved access into the residence.

The Zoning Board of Appeals heard this item at the December 8, 2025, meeting and supported the request. A motion to recommend Village Board of Trustees approval passed with a vote of 6 – 0.

If the Board approves the Report of the Zoning Board of Appeals, an ordinance will be prepared for the next Board meeting.

The Mayor asked for comments from the public. There were none.

The Mayor asked for comments from the Village Board. Trustee Garrity stated that he supports the project.

Motion made by Village Trustee Rooney, Seconded by Village Trustee Macdonald.

Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

9. REPORT OF THE ZONING BOARD OF APPEALS ZBA 25-10, Variation for Signage NorthEnd Apartments LLC, Applicant 375 W. Winchester Road

The Mayor stated that the applicant appeared at the December 8, 2025, Zoning Board of Appeals meeting to request a variation to reduce the minimum required setback from the Winchester Road property line from 15 feet to approximately 7 feet in order to install a freestanding Residential Development Monument Sign.

The applicant is proposing to install a 5' tall by 6'4" wide monument sign for the NorthEnd Apartment building at 375 W. Winchester Road.

Members of the Zoning Board of Appeals concurred with the request due to visibility issues caused by the topography within the required setback, and a motion to recommend Village Board of Trustees approval passed with a vote of 6 – 0.

If the Board approves the Report of the Zoning Board of Appeals, an ordinance will be prepared for the next Board meeting.

The Mayor asked if there were public comments. There were none.

The Mayor asked the Board for comments. No comments.

Motion made by Village Trustee Macdonald, Seconded by Village Trustee Herrmann.
Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

10. REPORT OF THE ZONING BOARD OF APPEALS ZBA 25-12, Variation for Lot Coverage Zachary Henderson and Amber Staines, Applicants 426 E. Sunnyside Avenue

Mayor Johnson stated that at the December 8, 2025 meeting, the Zoning Board of Appeals heard a request from the applicants' representative for a variation to increase the maximum permitted lot coverage from 45% to 49.8% to construct a 600 square foot detached garage at 426 E. Sunnyside Avenue. The property has an existing non-conforming lot coverage of approximately 52.6%, and includes the residence, driveway, deck, walkway, and patio. As part of the proposal, the applicant will remove the existing garage, and a portion of the existing driveway and patio.

The Zoning Board of Appeals was supportive of the variation request as the new garage layout will further reduce the impervious surface area currently on site. A motion to recommend Village Board of Trustees approval passed with a vote of 6 – 0.

If the Board approves the Report of the Zoning Board of Appeals, an ordinance will be prepared for the next Board meeting.

Petitioners' representative was present. Andrew Venamore (Spelling?)

The Mayor asked for comments from the public. There were none.

Mr. Venamore noted the impervious surface and runoff as per questions from the ZBA.

Trustee Garrity noted concerns about the runoff from the garage. He asked where the excess water will go.

Mr. Venamore stated that today it sheet flows on the neighbor's property. Now the driveway will pitch and the downspout will be configured east into a rain garden or underground storage.

Motion made by Village Trustee Macdonald, Seconded by Village Trustee Garrity.
Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

11. REPORT OF THE PLAN COMMISSION PC 25-24, Final Plat of Subdivision PC 25-25, Planned Development Final Plan Pulte Home Company, LLC, Applicant 610 Peterson Road

On August 26, 2025, the Village Board of Trustees adopted an ordinance approving a Preliminary Plat of Subdivision, Planned Development Concept Plan, Special Use Permit for a Planned Development, and Special Use for Senior Housing. The ordinance acknowledged the requested deviations and amendments to Zoning Map and Comprehensive Plan. Pulte Home Company, LLC is now requesting a Final Plat of Subdivision and Planned Development Final Plan for their mixed residential development comprised of 64 single family detached dwellings and 70 age restricted duplex dwellings at 610 Peterson Road.

The Plan Commission heard these requests at their November 24, 2025 meeting, and concurred with the requests. At time of consideration for Final Plan, the Zoning Code requires the recommendation be made based on finding that the submitted final plans are in substantial conformance with the Concept Plan, conditions previously imposed, and applicable codes and regulations—the Commission recommendation is based on this review. Motions to recommend Village Board of Trustees approval passed with votes of 6 – 0, with the motion for the Final Plat of Subdivision subject to the conditions as outlined in the Report of the Plan Commission.

If the Board approves the Report of the Plan Commission, an ordinance will be prepared for an upcoming Board meeting along with board action on other items including annexation, deviations as part of the planned development, and amendments to the Comprehensive Plan and Zoning Map.

Director Rowe gave introductory remarks regarding the background on the project.

Nick Andriano, Pulte gave a presentation to the Village Board on the project.

Mayor Johnson asked if there were any comments from the public. Mr. Barry Khan spoke. He raised concerns about vehicle/traffic safety in the neighborhood.

Trustee Krummick asked for clarification from Attorney Passman regarding the vote being taken. Attorney Passman clarified it.

Trustee Krummick complimented Pulte on how many trees they are working to retain. He asked if a retaining wall is being used.

Pulte stated that it is not.

Trustee Krummick noted that the road concerns that are being noted are not roads that the Village controls.

KLOA, Javier stated a signal warrant analysis was conducted. The warrants are not met for Peterson Rd. for a signal.

Trustee Garrity asked what the timing would be for the park construction. Nick from Pulte stated that it will be part of Phase I.

Trustee Adams noted the safety concerns. He is happy with how Pulte has responded to concerns raised thus far.

Trustee Rooney thanked the members of the public for their participation in the process. She believes the development is better because of their participation. She thanked Pulte for their partnership.

Trustee Macdonald asked about the street names which were raised as problematic due to similarities to nearby streets. Nick from Pulte noted that they have been changed.

Trustee Herrmann thanked the public for their engagement.

Mayor Johnson encouraged members of the public to reach out to their legislators regarding roads out of the Village's control.

Mr. Khan stated that they did reach out to a Senator who spoke to IDOT and suggests a traffic study be completed. (one has been done)

Motion made by Village Trustee Adams, Seconded by Village Trustee Garrity.
Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

12. Mayor's Update

Mayor Johnson wished everyone a happy New Year. She noted that they welcome public engagement in a respectful manner.

Trustee Krummick reminded the public that as elected officials they are here to answer questions. He asked that people be kind and remember they are their neighbors.

Trustee Garrity appreciated the discussion on the fire project. He thanked Pulte on the park project they have been working on. He acknowledged their efforts in retaining existing trees and adding more. Wished everyone a happy new year.

Trustee Adams wished everyone a happy new year. Wished officers well for a recent incident on Pond Ridge Rd.

Trustee Rooney echoed Trustee Krummick's comments. She asked that people do their homework before they disagree and when they do that it is done respectfully. She looks forward to the great things happening in 2026.

Trustee Macdonald noted the Lake County Sheriff's work on Pond Ridge Rd. incident. She is excited about the Main Street calendar this year.

Trustee Herrmann is excited about the new Frozen Fest event coming up. He asked Recreation Director Bodame to explain it.

Director Bodame explained the upcoming event on January 24th.

Mayor Johnson noted it will be fun event for young children.

A. Petitions and Communications

The Appearance Review Commission/Historic Preservation Commission will meet at 4:00 p.m. on Monday, December 15, 2025.

The Economic Development Commission will **NOT** meet at 7:30 a.m. on Wednesday, December 17, 2025.

Village Hall and all non-emergency offices will be closed at noon on Wednesday, December 24th and Thursday, December 25, 2025, in observance of the Christmas Holiday and on Thursday, January 1, 2026, in observance of the New Year's Day Holiday.

The Parks and Recreation Committee will meet at 6:00 p.m. on Tuesday, January 6, 2026.

The Zoning Board of Appeals will meet at 7:00 p.m. on Monday, January 12, 2026.

The Village Board will meet at 7:00 p.m. on Tuesday, January 13, 2026.

13. Village Administrator Update

Administrator Amidei reported the following:

- Christmas Tree Pick-up will continue through January 25th
- Reported that indoor swim lessons have returned at the high school through our Recreation Department

14. Executive Session

Adjournment

Motion made by Village Trustee Rooney, Seconded by Village Trustee Krummick.

Voting Yea: Village Trustee Adams, Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann

9:18 pm

Kelly A. Amidei, Deputy Clerk

Kelly A. Amidei
Deputy Village Clerk