

VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES
April 12, 2011

President Weppler called to order a meeting of the Board of Trustees at 8:00 p.m. in the Village Hall, 118 West Cook. Those present were: President Terry Weppler, Trustees Donna Johnson, Nick Proepper, Drew Cullum, Richard Moras, Todd Gaines, and Jay Justice.

HOLOCAUST REMEMBRANCE PROCLAMATION

President Weppler read a proclamation designating the week of Sunday, May 1 through Sunday, May 8, 2011, as Days of Remembrance in memory of the victims of the Holocaust, and in honor of the survivors as well as the rescuers and liberators. He further proclaimed that the citizens of the Village of Libertyville should work to promote human dignity and confront hate whenever and wherever it occurs.

ITEMS NOT ON THE AGENDA

President Weppler asked if anyone had anything to bring to the Board that was not already listed on the agenda. There were no items.
President Weppler welcomed members of Boy Scout Troop 71 who were attending the meeting.

OMNIBUS VOTE AGENDA

President Weppler introduced the Omnibus Vote Agenda and asked if any member wanted an item removed for separate discussion.

OMNIBUS VOTE AGENDA

- A. Minutes of the March 22, 2011 Meeting
- B. Minutes of the March 22, 2011 Executive Session
- C. Bills for Approval
- D. **RESOLUTION 11-R-09: SACLIC Articles of Agreement** (*deferred from March 22, 2011*)
- E. Authorize Cook Library Parking Lot Revision
- F. **ORDINANCE 11-O-26: Amend Code – Class A & G Liquor Licenses**
- G. Use of Village Property – Goose is Loose Festival
- H. ARC Report

Trustee Johnson moved to adopt the items listed on the Omnibus Vote Agenda in a single group pursuant to the omnibus vote procedures of the Libertyville Municipal Code. Trustee Proepper seconded. The Mayor asked for Board and public comment. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Proepper, Cullum, Moras, Gaines, and Justice

NAYS: None

PLAN COMMISSION REPORT – Amend Final Plan – 119-163 N. Milwaukee Avenue (*deferred at the request of the petitioner*)

President Weppler asked for a motion to defer the item at the petitioner's request. Trustee Johnson moved to defer the item, and Trustee Moras seconded. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Proepper, Cullum, Moras, Gaines, and Justice

NAYS: None

PLAN COMMISSION REPORT – Final Plan – Parking Lot – 151 Lake Street, 118 W. Cook Avenue

President Weppler asked Trustee Johnson to serve as President Pro Tem since the item involved the TIF District. President Pro Tem Johnson introduced a Plan Commission report for approval of the Final Plan for the redevelopment of the parking lot north of the Village Hall. Funded through TIF funds, the design will re-orient the lot to a north-south configuration. Improvements include landscape islands, a central trash enclosure area, drop-off/delivery area, and new sidewalks behind the retail shops along Milwaukee Avenue. The Plan Commission recommended approval subject to the following development conditions:

- 1) The proposed sidewalk that runs north and south from Cook Avenue to the parking deck access driveway along the western perimeter of the site be not less than seven feet wide in order to accommodate a two-foot vehicle overhang for the vehicles that are parked along that perimeter of the lot.
- 2) The 19 parking spaces located along that western perimeter sidewalk be reduced from the minimum required parking stall length of 19 feet to 17 feet.
- 3) The curb ramps have a maximum 1:12 slope while keeping the cross slope or the flared side no more than 1:12, depending on the width as dictated by the Illinois Accessibility Code. The curb ramp slope and extension into the walkways shall be compliant to the Illinois Accessibility Code.
- 4) The northeast planting area adjacent to the Manchester Square building be revised so that it does not lie directly above the underground parking structure.
- 5) Increase the number of bollards at the northeast drop-off area south of Manchester Square along the drop-off curb.
- 6) Relocate the crosswalks shown crossing the private parking lot behind 535 and 537 North Milwaukee Avenue to be outside of the private property or negotiate with the property owner to obtain agreement to locate crosswalk as shown.
- 7) The central dumpster enclosure have an electrical outlet to power a potential trash compactor, and a hose bibb and drain for potential cleaning of the dumpster area.
- 8) The central dumpster enclosure design should be finalized for maximum size, landscaping, and door swing vs. vehicle traffic clearance.

President Pro Tem Johnson explained that subsequent to the meeting, it was determined it was more cost effective to secure water from the parking garage rather than installing a hose bibb at the trash enclosure. In addition, electrical conduit will be installed to serve any potential trash compactor at the site. Accordingly, the costs associated with

Development Condition No. 7 can be avoided at this time. Staff anticipated an April letting of the job with construction to be initiated after Libertyville Days in June. Board questions followed. Trustee Moras asked if six parking spaces would be gained, and Director of Community Development John Spoden agreed that six spaces were added. Trustee Moras also asked for a possible valet parking component. Director Spoden explained that valet parking was part of the initial design and is designated as the delivery area. Trustee Moras asked if what would allow for valet parking in the future. Director Spoden explained that the Parking Commission could discuss and make recommendations.

Trustee Cullum moved to concur with the Plan Commission recommendations for Planned Development with Final Plan for the parking lot, and Trustee Justice seconded. President Pro Tem Johnson asked for further comments. The motion carried on roll call vote as follows:

AYES: Trustees Proepper, Cullum, Moras, Gaines, Justice, and President Pro Tem Johnson

NAYS: None

REPLACE COMPUTER EQUIPMENT

A. Waive Bid – Purchase of Replacement Servers

President Weppler explained that the 2010-2011 Village Budget includes \$45,000 for purchasing replacement servers and/or a virtual server system. Quotes received reflect the purchase of eight servers to be paid through the Technology Equipment & Replacement Fund (TERF). The servers will replace existing servers and can be converted to a virtualized environment in the future. Software licenses will be purchased separately for \$18,188.65 through the Illinois Microsoft Select Contract, which has the lowest price available. The total cost for the servers and software will be \$42,387.75. Although Staff prepared specifications, they found that formal bidding is not always conducive to technical purchases, and seeking written quotations allows Staff to clarify technical questions as well as negotiate with the vendors to receive the best price and service. Of the three quotes solicited, Staff recommended waiving formal bidding requirements and purchasing the eight servers from Continental Resources for \$24,199.10. The Mayor then asked for questions.

Trustee Proepper moved to waive formal bidding and authorize the purchase of eight replacement servers from Continental Resources for \$24,199.10. Trustee Moras seconded. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Proepper, Cullum, Moras, Gaines, and Justice

NAYS: None

B. Purchase Server Software

President Weppler explained that Microsoft software is available from CDW-G under the State of Illinois Joint Purchase Program in the amount of \$18,188.65, the lowest pricing from Microsoft available to private or government agencies. Staff recommended purchase of the software through CDW-G. The Mayor asked for comments.

Trustee Johnson moved to approve the purchase of the Microsoft software from CDW-G for a price of \$18,188,65. Trustee Gaines seconded. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Proepper, Cullum, Moras, Gaines, and Justice

NAYS: None

PURCHASE COMMUTER PARKING PAY STATIONS

President Wepler explained that on December 28, 2010, the Village issued a Request for Proposal for the installation of commuter train station pay by space pay stations and services. The Village's expectation upon completion of the RFP process was to have significantly upgraded the durability and user friendliness of the pay stations while easing maintenance and improving the collection and enforcement efforts. Included in the specifications was the ability to accept credit cards for payment of the daily parking fee along with the ability to pay through the use of a cell phone applications.

The proposals requested that costs be broken out for the one time cost of the equipment along with the annual costs for software and connectivity along with providing service to the machines. Four proposals were received, reviewed by the Finance Director, and three were selected to meet with a Village committee. The committee included: the Finance Director, Police Chief, Assistant Village Administrator, Public Works Director, Acting Public Works Superintendent, Building Commissioner, Electrical Inspector, and the Community Service Officers.

Based on evaluations, references, and site visits with vendors, Staff recommended authorization to execute a contract with Total Parking Solutions, Inc. for the installation of five pay by space stations at a cost of \$63,000. Three of the stations will be located at the Harris Road North Stations, and two will be located at the North Central Stations. Funding is available in the 2011-2012 proposed Commuter Parking budget. The Mayor asked for Board comments.

The Village Attorney stated that the Board would also have to waive formal bidding.

Trustee Johnson moved to waive formal bidding and authorize the contract with Total Parking Solutions, Inc. Trustee Cullum seconded. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Proepper, Cullum, Moras, Gaines, and Justice

NAYS: None

PUBLIC HEARING – 2011-12 Village Budget

President Wepler explained that the Village Board had scheduled a public hearing on the proposed 2011-2012 Village Budget at the April 12, 2011 meeting. A notice for the public hearing was published in the March 31, 2011, edition of the *Libertyville Review*. A copy of the revised budget, which incorporates all of the changes discussed with the Village Board at the budget workshops, has been available for public inspection at the Village Hall since March 31. Staff will prepare an ordinance adopting the 2011-2012 Village Budget for consideration at the April 26, 2011, Village Board Meeting. Major changes in the budget are due to the reduction in insurance costs, the addition of three

fulltime firefighter/paramedics, and the elimination of the contractual firefighters. The proposed budget is balanced with revenues of \$44,482.090 and expenditures of \$42,619,805.

The Mayor opened the public hearing at 8:22 p.m.

Roch Tranel, 1010 Sandstone Drive, asked about the expiration of the utility tax. The Mayor explained that the Board had discussed a partial rollback, but the entire tax would not be rolled back. He stated that many capital improvements had been deferred, and the Board intends to roll back a portion of the tax midyear. The Board will have more discussion prior to budget approval. Mr. Tranel asked if the five-year plan should be revamped based on the outlook and the economic crisis. The Mayor explained that the Finance Committee reviews all areas of the plan, and many deferred capital improvements must be addressed. Mr. Tranel asked that the utility tax be rolled back.

The Mayor then closed the public hearing at 8:27 p.m.

Trustee Moras stated that there have been significant changes to the Village revenue structure. The utility tax was implemented as a temporary action with a one-year sunset clause. He added that the State of Illinois may withhold tax revenues, and the utility tax remains an important revenue source. All Village services will be reviewed to determine what residents need. The Mayor added that income tax might not return to municipalities, which makes the utility tax necessary. Trustee Johnson added that residents have expectations for quality services, and capital improvements must be addressed. She cited the number of residents who attend the Streets Committee as an example of resident expectations for quality services.

AWARD BID – Landscape Maintenance

President Weppler introduced a landscape contract for various locations where the Village has contracted for landscape maintenance, including commuter parking lots, detention areas, downtown streetscape, and the fire stations. Staff solicited bids for a list of alternate sites including the Libertyville Golf Course and the maintenance of grounds at the Sports Complex. Specifications were used from the previous five-year contract with modifications to sites, which were needed to clarify levels of service and areas of responsibility. Bids were requested for 2011 with possible renewals in 2012 and 2013. Four contractor bids were opened on March 24, 2011, and the lowest responsible bidder was Landscape Concepts Management. Staff recommended the contract be awarded for a cost of \$86,156 for the base bid items, along with the Sunrise Rotary Park alternate in the amount of \$5,803 for a total award of \$91,956. The bid award represents a savings of \$4,386 from the 2010 contract. The Mayor asked for Board comment. Trustee Justice moved to award the bid to Landscape Concepts as recommended, and Trustee Johnson seconded. The Mayor asked for Board and public comment. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Proepper, Cullum, Moras, Gaines, and Justice

NAYS: None

PETITIONS AND COMMUNICATIONS

President Wepler announced the following:

- Fire Pension Board will meet April 18 at 7:30 a.m. at the North Fire Station
- Appearance Review Commission will meet April 18 at 7:00 p.m.
- Parking Commission will meet April 19 at 10:00 a.m.
- Marketing Committee will meet April 19 at 4:00 p.m. at Austin's Saloon and Eatery
- Finance Committee will meet April 19 at 7:00 p.m.
- License and Permits Committee will not meet April 19 at 7:00 p.m.
- Fire and Police Committee will meet April 19 at 7:00 p.m.
- Historic Preservation Committee will meet April 20 at 4:00 p.m.
- Plan Commission/Zoning Board of Appeals will meet April 25 at 7:00 p.m.
- Streets Committee will meet April 26 at 7:00 p.m.
- Board of Trustees will meet April 26 at 8:00 p.m.

Trustee Moras expressed his appreciation for the recognition of the Days of Remembrance for the Holocaust.

EXECUTIVE SESSION – Personnel, Potential Litigation

President Wepler stated the need for the Board to meet in Executive Session for discussion of personnel and litigation. Trustee Johnson moved to go into Executive Session, and Trustee Proepper seconded. The motion carried on roll call vote as follows:
AYES: Trustees Johnson, Proepper, Cullum, Moras, Gaines, and Justice
NAYS: None

ADJOURNMENT

The Board returned to the regular meeting at 9:55 p.m. With no further business, Trustee Moras moved to adjourn, and Trustee Cullum seconded. The motion carried on a unanimous voice vote.

Respectfully submitted,

Sally A. Kowal
Village Clerk