

BOARD OF TRUSTEES VILLAGE BOARD MEETING

Tuesday, August 23, 2022 at 8:00 PM

Village Hall Board Room 118 W. Cook Avenue Libertyville, IL 60048

MINUTES

President Johnson called to order a meeting of the Board of Trustees at 8:00 p.m. Those present were: President Donna Johnson, Trustees Peter Garrity, Matthew Hickey, Matthew Krummick, Dan Love, and James Connell.

President Johnson recognized FF/Paramedic Ryan Nowakowski for his 15-years of service. President Johnson also noted Sara Reed, Police Support Services Manager's 10-year anniversary.

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

President Johnson asked if there was any public comment. Maryanne Philips of 16340 W. Arlington Dr. presented a concern that was brought up in a Facebook group regarding e-bikes and the use around town. She noted that class 3 bikes require that the user be 16 years of age or older. She further commented that kids have been seen in the community on e-bikes going through stop signs and behaving recklessly. She asked the Board to consider looking into developing an Ordinance that would regulate the use of e-bikes. President Johnson stated that the Board will look into the matter. Trustees Krummick and Hickey stated that they have heard complaints about e-bike use as well.

Edward LeJeune of 1273 Deer Trail Lane presented a concern regarding the additional \$300 a year he is currently paying for the Village's stormwater utility fee. He noted that he lives on a large piece of land and feels he provides a significant area for stormwater to permeate. He does not understand why the stormwater projects cannot be paid for by tax dollars. President Johnson addressed his comments. She explained that the Village conducted an analysis of the stormwater system and developed a stormwater master plan which identified options for how to fund the necessary improvements. She further noted that several public meetings were held in advance of adopting the stormwater utility fee.

Omnibus Vote Agenda

President Johnson introduced the Omnibus Vote Agenda and asked if there were any items to be removed for a separate discussion. There were none.

- A. Summary of Omnibus Vote Agenda Items
- B. Approval of Minutes of the August 9, 2022 Village Board Meeting
- C. Bills for Approval
- D. **RESOLUTION NO. 22-R-123:** A Resolution to Approve a Special Event - Reclaimed Artisans Fall Vintage Outdoor Market
- E. **RESOLUTION NO. 22-R-124:** A Resolution to Approve the Use of Village Property - First Presbyterian Church

- F. **ORDINANCE NO. 22-O-66:** An Ordinance Approving a Special Use Permit and Site Plan Permit for Pet Care Services (1050 E. Park Avenue) – Pampered Pup’z, Applicant
- G. **ORDINANCE NO. 22-O-67:** An Ordinance Approving Amendments to a Special Use Permit and Site Plan Permit for a Drive-In Establishment Incidental to a Limited Service Eating Place and a Variation from Section 26-10-1.2 of the Libertyville Zoning Code to Reduce the Required Number of Parking Spaces (1330 N. Milwaukee Avenue) – McDonald’s USA LLC, Applicant
- H. **ORDINANCE NO. 22-O-68:** An Ordinance Amending Section 26-5-4.3 of the Libertyville Zoning Code Regarding Veterinary Services in the C-3 General Commercial District – VetMedic, Applicant
- I. **ORDINANCE NO. 22-O-69:** An Ordinance Approving a Special Use Permit and Site Plan Permit for Veterinary Services (175 Peterson Road) – VetMedic, Applicant
- J. **RESOLUTION NO. 22-R-125:** A Resolution Approving a Raffle License - MainStreet Libertyville
- K. ARC Report
- L. HPC Report

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

Voting Yea: Village Trustee Garrity, Village Trustee Hickey, Village Trustee Krummick, Village Trustee Love, Village Trustee Connell

REGULAR AGENDA

4. REPORT OF THE ZONING BOARD OF APPEALS, (ZBA 22-21), Variation of Corner Side Yard Setback - 341 N. Third Street

President Johnson stated that at the meeting of August 8, 2022, the Zoning Board of Appeals heard a request from the property owners at 341 N. Third Street for a corner side yard setback variation to allow construction of a composite deck at the rear of the house. Members of the Zoning Board of Appeals concurred with the request as the proposed scope of work will not impede light or air on adjacent properties. A motion to recommend Village Board of Trustees approval passed with a vote of 4 – 0.

Heather Green, the property owner was present. President Johnson asked if there were any public comments, and there were none.

Board of Trustees members agreed on the project.

Motion made by Village Trustee Hickey, Seconded by Village Trustee Connell.

Voting Yea: Village Trustee Garrity, Village Trustee Hickey, Village Trustee Krummick, Village Trustee Love, Village Trustee Connell

5. RESOLUTION NO. 22-R-126: A Resolution to Approve a Contract with Nedco LLC, DBA Sawvell Tree Service for the Annual Dormant Tree Pruning Program

President Johnson noted that each year the Village contracts the dormant tree pruning (trimming) of Village owned parkway trees. The pruning is normally completed in a 5-year cycle, but economic impacts and a sub-standard performance by the prior contractor slowed the tree pruning cycle. This year the tree pruning work will continue in the center and northwest sections of the Village with the majority of the work occurring in the area north of Winchester Road and bordering the east and west sides of Milwaukee Ave.

Staff solicited competitive sealed bids for three years of pricing and received five responses at the bid opening held on August 4, 2022. The lowest responsible bid was received by Nedco LLC DBA Sawvell Tree Service in the amount of \$104,700 for the first year. The bid summary is below, and the bid tabulation is attached for further detailed information. The contract contains a renewal clause for two additional years, subject to Village Board approval.

Village staff has worked with Nedco LLC DBA Sawvell Tree Service on previous removal and pruning projects and found them to be a very competent contractor. The Fiscal Year 2022/23 Annual Budget has funds allocated in the amount of \$79,950 for the proposed contractual work in the Parks Division Budget/Annual Tree Trimming. The contractor is agreeable to complete the work at the provided unit prices to stay within our available budgeted funds.

Staff recommends adoption of the resolution to approve the contract for the Annual Dormant Tree Pruning Program with Nedco LLC DBA Sawvell Tree Service in the not to exceed amount of \$79,950 and authorize execution by the Village Administrator.

President Johnson asked if there were any public comments, and there were none.

Trustee Garrity asked Public Works Director Kendzior to clarify the budgeted amount versus the amount awarded. Director Kendzior explained that the contractor will honor the unit prices to fit within the Village's budget. Trustee Garrity asked if it will take more than 5 years to complete the pruning cycle. Director Kendzior stated that we should be able to stay within the 5-year cycle with our budgeted amount.

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

Voting Yea: Village Trustee Garrity, Village Trustee Hickey, Village Trustee Krummick, Village Trustee Love, Village Trustee Connell

6. RESOLUTION NO. 22-R-127: A Resolution to Approve a Professional Services Agreement with M.E. Simpson Co., Inc. for the Annual Comprehensive Water System Assessment Program

President Johnson noted that annual fire hydrant flow testing, valve exercising and leak detection (i.e., a comprehensive assessment) are necessary maintenance procedures to ensure proper operation of the Village's water distribution system. These proactive measures also help ensure that the Village's fire hydrants meet ISO standards, identify appurtenances in need of repair and identify unseen leakages in order to reduce unaccounted for water loss in the distribution system. Having these professional services performed also allows staff to better manage water main leak repairs and correct issues before they become larger ones.

Staff requested a proposal from the firm of M.E. Simpson Co., Inc., which has satisfactorily and safely completed numerous similar proactive water distribution maintenance services for the Village over the past several years and is one of only a few firms that perform this type of specialized work. The submitted proposal is in the amount of \$104,705 and will include the maintenance of 1,429 fire hydrants, flow testing of 286 fire hydrants, leak detection survey for 114 miles of water main and exercising 400 valves for the remainder of the fiscal year. The proposal will be included as an exhibit in the Village's standard professional services agreement and contains pricing for three years. If the assessment work continues to be successfully completed by M.E. Simpson Co., Inc., the professional services agreement can be renewed for up to two additional years with Board approval. The Fiscal Year 2022/23 Annual Budget provides funds in the amount of \$108,000 in the Water Fund for flow testing, valve exercising and a leak detection survey of the entire system.

The proposed agreement with M.E. Simpson Co., Inc. is in compliance with the provisions of the Local Government Professional Services Selection Act as the Village has a satisfactory relationship for services established with M.E. Simpson Co., Inc. based upon their related work on current and previous water distribution system assessments.

Staff recommends adoption of the resolution to approve a professional services agreement with the firm of M.E. Simpson Co., Inc. in the amount of \$104,705 for the annual Comprehensive Water System Assessment Program and authorize execution by the Village Administrator.

President Johnson asked if there were any public comments, and there were none.

Trustee Garrity noted that they have done an excellent job in the past.

Motion made by Village Trustee Connell, Seconded by Village Trustee Love.

Voting Yea: Village Trustee Garrity, Village Trustee Hickey, Village Trustee Krummick, Village Trustee Love, Village Trustee Connell

7. RESOLUTION NO. 22-R-128: A Resolution Authorizing the Deputy Village Clerk to Exercise the Powers and Duties of the Village Clerk

President Johnson stated that Village Clerk Luke Stowe resigned from his position effective August 11, 2022. The enclosed resolution formally acknowledges that Deputy Clerk Kelly Amidei will perform all duties of the Village Clerk until a replacement Village Clerk is appointed.

President Johnson asked if there were any public comments, and there were none.

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

Voting Yea: Village Trustee Garrity, Village Trustee Hickey, Village Trustee Krummick, Village Trustee Love, Village Trustee Connell

8. Consideration of an Ordinance Amending the Number of Class B Liquor Licenses – La Mera Mera Taqueria - *deferred*

President Johnson stated that the item has been removed from the agenda.

9. **RESOLUTION NO. 22-R-129: A Resolution Authorizing a Sales Agreement with MacQueen Emergency for a Fire Engine**

President Johnson stated that the Libertyville Fire Department currently has three fire engines in the department fleet. These fire engines have a 20-year lifespan. Two of the fire engines have been replaced in 2018 and 2022. The third fire engine is budgeted to be replaced in 2024.

Due to material shortages, staff has been informed the build time for a new fire engine from Pierce Manufacturing in Appleton, Wisconsin is 27-31 months. Past build times averaged 12-14 months. Staff has also been informed that costs for a new fire engine have increased 21% in less than two years. The cost of the most recently delivered fire engine was \$677,749 (2022). The Department also traded in an older fire truck to reduce the amount paid to \$577,749.

Staff has obtained a quote for a new fire engine from Pierce's sales distributor, MacQueen Emergency, that reflects the above-referenced price increases. The quote for a new fire engine totals \$847,476, or a \$169,727 increase over the price of the last engine. This price does not incorporate the trade-in value for the fire engine that will be replaced. The proposed pricing is secured by the Houston-Galveston Area Council (HGAC) Consortium joint purchasing agreement.

MacQueen has also informed staff that the price increases are industry-wide and will continue to persist into the foreseeable future. As a result of these unique circumstances, staff is requesting approval to commit to purchasing a fire engine now to lock in at current pricing as well as to start the process of the build. No pre-payment is needed to commit to this purchase. The total cost will be due on delivery, which is estimated to be in FY 2023-2024.

This information regarding the price increases and the increased build time was discussed at the Police and Fire Committee meeting on July 19, 2022. Fire Department staff has communicated with the Finance Department regarding these unique circumstances, which concurs with the recommendation to place the order at this time, as the purchase is contemplated in the most recent version of the Village's capital improvement plan.

Staff recommends that the Village Board adopt the attach resolution which allows the Village to place an order with MacQueen for a new fire engine with delivery to take place in FY 2023-2024, and to authorize execution of the order by the Village Administrator.

President Johnson asked if there were any public comments, and there were none.

The Board expressed support for the purchase of the fire truck.

Trustee Hickey thanked the Fire Department for thinking ahead to place the order.

Trustee Krummick asked for clarification regarding the joint purchasing group that the purchase is being made from. Finance Director Mostardo explained the joint purchasing process.

Motion made by Village Trustee Love, Seconded by Village Trustee Connell.

Voting Yea: Village Trustee Garrity, Village Trustee Hickey, Village Trustee Krummick, Village Trustee Love, Village Trustee Connell

Comments from the Village Board

President Johnson noted that Congressman Schneider hosted a Mayor/Administrator session that Administrator Amidei and she attended. They discussed high priorities that included: infrastructure, stormwater and body camera funding. Support of policing and mitigating violence was also a large topic.

Trustee Garrity noted issues with hazardous waste disposal. The EPA has paused the use of a disposal site in Ohio which is impacting many agencies. SWALCO will be discussing potential impacts in the area.

Trustee Garrity has also received many positive comments on the Nicholas-Dowden south project.

Trustee Hickey added that he has enjoyed learning about the various non-profits in the community and would be interested in potentially having the little league and softball associations present to the Board. Trustee Garrity noted that they usually conduct an annual presentation for the Parks and Recreation Committee.

President Johnson commented that she recently did a walk-through of Cook Park and subsequently brought to staff's attention to look at having some of the non-profits who utilize the park on a regular basis for events potentially provide some maintenance assistance.

Trustee Love commented that he really likes the interactive map link on our website. He also complimented the recent information provided within the EDC packet.

Trustee Connell complimented Village staff regarding management of the Village's FB page and the notification regarding the Cook Park tree removal and installation and the response we provided in the comments. Added that the second set of business listening sessions is coming up in September.

President Johnson noted that the EDC has great representation from the car dealerships and that they are looking for representation from the smaller retail space.

Petitions and Communications

President Johnson announced the following:

- The Village Hall and all non-emergency Village offices will be closed on Monday, September 5, 2022 for the Labor Day holiday.
- The Sustain Libertyville Commission will meet at 4:00 p.m. on Wednesday, August 24, 2022.
- The Park and Recreation Advisory Commission will NOT meet on Thursday, August 25, 2022.
- The Parks and Recreation Committee will NOT meet at 7:00 p.m. on September 6, 2022.
- The Human Relations Commission will NOT meet at 5:00 p.m. on Wednesday, September 7, 2022.
- The Zoning Board of Appeals will meet at 7:00 p.m. on Monday, September 12, 2022.
- The Village Board of Trustees will meet at 8:00 p.m. on Tuesday, September 13, 2022.

Village Administrator Update

Administrator Amidei noted that IDOT will begin resurfacing Milwaukee Avenue on Monday, August 29. They will begin on the north end working southbound, Peter Baker is the contractor.

The Metra stations have been updated with new pay stations which were installed and added at Newberry downtown and Prairie Crossing.

The new parking lot pavement at the downtown Metra lot looks good. Prairie Crossing has one side completed and the other half will be completed as well.

The holiday tree in Cook Park will be replaced on Wednesday, August 24.

Adjournment

Trustee Connell moved to enter into executive session per 5 ILCS 140/7(1)(1) and 5 ILCS 140/7 (1)(r) at 9:09 p.m., and Trustee Garrity seconded. The motion carried on a roll call vote as follows:

AYES: Trustees Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

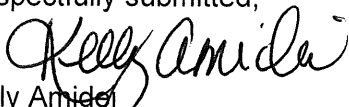
Trustee Garrity moved to leave executive session and return to the regular board meeting at 9:27 p.m., Trustee Hickey seconded.

With no further business to come before Village Board, Trustee Garrity moved to adjourn the meeting at 9:28 p.m., and Trustee Connell seconded. The motion carried on roll call vote as follows:

AYES: Trustees Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

Respectfully submitted,



Kelly Amidei
Deputy Village Clerk